

Council of Governors: Summary Sheet

22nd October 2015
Item No 8a

Title of Paper: Recommendation to Appoint a Non-Executive Director

Presented By: Professor Alan Walker, Chair

Action Required:

For Information	<input type="checkbox"/>	For Ratification	<input type="checkbox"/>	For a decision	<input checked="" type="checkbox"/>
For Feedback	<input type="checkbox"/>	Vote required	<input type="checkbox"/>	For Receipt	<input type="checkbox"/>

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	x
Determining the remuneration of the Chair and non-executive directors	
Appointing or removing the trust's auditor	
Approving or not the appointment of the trust's chief executive	
Receiving the annual report and accounts and auditor's report	
Representing the interests of members and the public	
Approving or not increases to non-NHS income of more than 5% of total income	
Approving or not acquisitions, mergers, separations and dissolutions	
Jointly approving changes to the trust's constitution with the Board	
Expressing a view on the Trust's forward plans	
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	
Monitoring the activities of the Trust to ensure that they are being conducted in a manner consistent with its terms of authorisation and the constitution.	
Monitoring the Trust's performance against its targets and strategic aims	

How does this item support the functioning of the Council of Governors?

Governors are asked to accept the Nomination & Remuneration Committee's recommendation to appoint Richard Mills as a non-executive director and in doing so are undertaking their statutory duty as detailed in paragraph 26 of the constitution and paragraph 10.4 of the standing orders.

Author of Report: Sam Stoddart

Designation of Author: Deputy Board Secretary

Date: 7th October 2015

SUMMARY REPORT OF THE RECRUITMENT PROCESS FOR THE NON-EXECUTIVE DIRECTOR OF SHEFFIELD HEALTH AND SOCIAL CARE NHS FOUNDATION TRUST

Report to: The Council of Governors

Date: 22nd October 2015

Subject: The Chair's Report on the Selection and Appointment Process of the Non-Executive Director

Date	Action						
30 th March 2015	<ul style="list-style-type: none"> ▪ Board Succession plan approved for final Council approval. ▪ NRC agreed the appointment process to be managed in-house by the Human Resources Department. The process to be 3-staged in order to address a potential lack of candidates after each stage. 1: Advertise via NHS Jobs and LinkedIn. 2: Advertise in national press. 3: Employ external recruitment company to undertake executive search. ▪ Job Description, Terms and Conditions approved for final Council Approval 						
30 th April 2015	<ul style="list-style-type: none"> ▪ Job Description, Terms and Conditions and appointment process approved by Council of Governors along with Board Succession Plan 						
5 th June 2015	<ul style="list-style-type: none"> ▪ Advert and candidate information pack approved by NRC ▪ NRC members identified to undertake assessment centre training in order to assess candidate's presentations 						
w/c 3 rd July 2015	<ul style="list-style-type: none"> ▪ Advertised on NHS Jobs website ▪ Advertised on LinkedIn 						
24 th July 2015	<ul style="list-style-type: none"> ▪ Advertisement Closing date 						
4 th August 2015	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total applications:</td> <td style="text-align: right;">34</td> </tr> <tr> <td>Via NHS Jobs:</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Direct CV:</td> <td style="text-align: right;">4</td> </tr> </table>	Total applications:	34	Via NHS Jobs:	30	Direct CV:	4
Total applications:	34						
Via NHS Jobs:	30						
Direct CV:	4						
12 th August 2015	<ul style="list-style-type: none"> ▪ NRC members undertake assessment centre training 						
1 st September 2015	<ul style="list-style-type: none"> ▪ Shortlist Meeting. A longlist of 21 candidates was produced from which members of NRC shortlisted four candidates and two reserves. One candidate withdrew and therefore one reserve was invited to interview. 						
17 th September 2015	<ul style="list-style-type: none"> ▪ Each candidate gave a 10 minute presentation to Council and Board members followed by 15 minutes of questions and answers. The 						

Date	Action
	<p>performance was assessed by NRC members against the competencies of the role.</p> <ul style="list-style-type: none"> ▪ The outcome of the presentation formed part of the criteria against which candidates were assessed at interview.
24 th September 2015	<p>Final Panel interviews; attended by the following NRC members:</p> <ul style="list-style-type: none"> – NRC Chair, Professor Alan Walker – Lead Governor, Jules Jones – Service User Governor, John Kay – Young Service User/Carer Governor, Abbey George <p>Clive Clarke, Deputy Chief Executive acted as advisor to the panel.</p> <p>A rigorous final panel interview of four candidates was conducted by the Selection Panel on 24th September. After in-depth discussion between the Selection Panel and taking all views and assessments into account, the Panel's recommendation is for the Trust to appoint Richard Mills to the post effective 1st December 2015 for a three-year term.</p>
22 nd October 2015	<ul style="list-style-type: none"> ▪ Ratification of appointment of the Non-Executive Director by the Council of Governors