

5<sup>th</sup> May 2016  
Item No 8

## Council of Governors: Summary Sheet

**Title of Paper:** Chair Appointment Process : update to Council

**Presented By:** Jules Jones, Lead & Public (SE) Governor

**Action Required:**

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

Council to be kept informed about progress in the appointment of the Chair

**Author of Report:** Sam Stoddart

**Designation of Author:** Deputy Board Secretary

**Date:** 26<sup>th</sup> April 2016

## Chair Appointment Process: Update to the Council of Governors, 5<sup>th</sup> May 2016

The recruitment process for the Trust Board Chair is going well and to schedule. Details of the actions taken are recorded in the table below. Other key points to note:

- As at 22<sup>nd</sup> April 2016 we have had 5 applications, 7 expressions of interest and 27 people being targeted.
- All Governors and Non-Executive Directors are invited to a presentation on 26 May 2016 from 9.00 – 12.15 in the Mayfield Suite by shortlisted candidates. This will be followed by lunch at 12.15 – 12.45 when there will be an opportunity for Governors to meet candidates in an informal setting.
- NRC panel members will host the formal interviews on 27 May 2016.
- There will be an extraordinary COG meeting on 7 June 2016 when NRC will make a recommendation of appointment for COG to ratify. This will be followed by the Governors/Board member development session (rearranged from 26 May) from 12.30 to 4.30pm in the Mayfield Suite (lunch from 12 noon).

Table of actions taken to date

Date	Action
7 <sup>th</sup> March	Nomination & Remuneration Committee (NRC) agree to the appointment of GatenbySanderson (GS) as an external recruitment consultant
23 <sup>rd</sup> March	<ul style="list-style-type: none"> <li>• NRC, plus Senior Independent Director (SID), Chief Executive and Director of Human Resources meet with GS to discuss and agree the appointment process.</li> <li>• Panel members agreed as Jules Jones (Chair), John Kay, Cllr Adam Hurst, Elaine Hall, Mervyn Thomas (SID) and with the Chief Executive in attendance.</li> <li>• GS have been asked to source an independent panel member who would be in attendance at the meeting i.e. non-voting</li> <li>• Timetable agreed</li> <li>• Candidate brief agreed</li> <li>• Outline for stakeholder day agreed</li> <li>• Advertising agreed</li> </ul>
1 <sup>st</sup> April	Council and Board informed of process and date and time of stakeholder day
3 <sup>rd</sup> April	Post advertised in Sunday Times online
4 <sup>th</sup> April	Post advertised via NHS Jobs and GS search process begins
7 <sup>th</sup> April	Stakeholders invited to focused discussion group with candidates on 26 <sup>th</sup> May
14 <sup>th</sup> April	NRC Panel agree question for candidate presentation to Governors and NEDs
19 <sup>th</sup> April	Independent panel member confirmed as Martin Gower, Chair of South Staffordshire and Shropshire Healthcare NHS Foundation Trust
22 <sup>nd</sup> April	Assessment process for stakeholder day agreed
26 <sup>th</sup> April	Assessment process and detailed scheduling for 26 <sup>th</sup> May sent to governors
5 <sup>th</sup> May	Longlisting to take place