

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS
FOUNDATION TRUST**

JOB DESCRIPTION



Job Title: Head of Corporate Governance

Band: 8c

Department: Head Office

Responsible to: Chief of Staff

Accountable to: Chair & Chief Executive

Base: The Colonnades, Hatfield

Hertfordshire Partnerships University NHS Foundation Trust

Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions. Our aim is to provide high quality care and achieve great outcomes with and for the people and communities we serve, and in doing so demonstrate we are the leading provider of mental health and specialist learning disability services in the country.

With a workforce of over 4,000 people and an annual income of some £380 million, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk.

As a University NHS Foundation Trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.

There has never been a more exciting time to join HPFT; we are proud to be rated as Outstanding by the CQC and that our staff would recommend us as a place to work and be happy with the standard of our care if a loved one needed it.

Our Services

We provide mental health and social care services – including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services. The Trust works in close partnership with Hertfordshire County Council and with other NHS organisations to advocate for and

support people with mental ill health and learning disability. We also provide specialist learning disability services in Norfolk and across Essex.

The Trust provides:

- Community Services including local teams for mental health and into schools and primary care.
- Acute and Rehabilitation Services including inpatient services and crisis teams.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

Our Mission

“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”.

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

	we are...	you feel...
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

Job Summary:

The post holder will support the Trust Chief of Staff in ensuring the delivery of a comprehensive corporate governance service. This will include working with, providing advice to, and in support of, the Trust Board, Board sub-committees, Council of Governors and relevant Executive groups to meet their obligations to ensure the Foundation Trust is compliant with the regulatory framework.

Responsible to the Chief of Staff, the Head of Corporate Governance will:

- Be responsible for maintaining the highest levels of corporate governance, acting as the first point of contact at the Trust for corporate governance arrangements including working with, providing highly specialist governance advice to, and in support of, the Chair Board of Directors, Board Committees, Council of Governors and relevant Executive Groups to meet their obligations to ensure that the Trust can secure on-going compliance with the regulatory framework enforced by NHS regulators, including NHS England and the Care Quality Commission.
- Provide a highly effective and supportive role to the Chief of Staff in their role across with a view to continued improvement around corporate governance functions in compliance with statutory and mandatory requirements.
- To undertake project-based work under the direction of the Chief of Staff.
- Deputise for the Chief of Staff to ensure compliance with all corporate statutory and regulatory requirements.
- Act independently, working to broad policies and strategies using their own judgement and experience to establish how these are interpreted. The post holder will ensure decisions are made responsively and meet organisational objectives.

Main working relationships

The post holder will work closely with a wide range of stakeholders, including:

- Chief of Staff
- Chair
- Chief Executive
- Board of Directors
- Council of Governors
- Foundation Trust members

- Corporate Office team

Corporate Governance

- To lead the effective management and delivery of a full secretariat service at the Trust in support of the Chair, Chief Executive, Trust Board, the Board level committees, Council of Governors and other regulatory / oversight meetings as required, including the development of a programme of meetings, co-ordination of meetings, publication of agendas, production of minutes, and ensuring actions are circulated.
- Undertake research across the NHS to ensure that the Trust's Standing Orders and Constitution are reviewed and amended / updated on a regular basis and when required, and that the terms of references and work plans for all Board level committees are aligned to best practice.
- Analyse and assess highly complex and conflicting information related to statutory and legislative compliance, including compliance with the requirements of the Trust's Constitution, The NHS Foundation Trust Code of Governance, Provider Licence and other best practice in corporate governance.
- Provide independent expert interpretation, advice and support to the Chief of Staff, Chair and Chief Executive on all matters relating to statutory and legislative compliance with the Trust's Standing Orders.
- Advise the Board Committees and Board members (Non-Executive Directors and Executives) and senior management teams on compliance with statutory and legislative compliance, including compliance with the requirements of the Trust's Constitution, The NHS Foundation Trust Code of Provider Licence and other best practice in corporate governance.
- Manage legal and constitutionally compliant arrangements for elections to the Council of Governors and the appointment of stakeholder governors, managing the process for resignations and replacements between elections.
- Provide expertise in Foundation Trust Constitutional and corporate governance to deliver a successful and inclusive election processes for public, patient and staff representatives to the Council of Governors, including: ensuring statutory and constitutional requirements are met in the conduct of contested and non-contested elections; arranging for the required public disclosures and organising events for the release of election results working with the Communications team to effectively communicate with Governors and members and promote the election.
- Ensure that all Registers required by the Constitution, or related legislation, are established and maintained and are available for public inspection.
- Develop and implement policies relevant to corporate governance.
- Undertake analytical reviews of committee effectiveness surveys and other sources of feedback including from Non-Executive, Executive Directors and Governors, and

present options for improvements.

- Support the Chief of Staff to keep under review all governance arrangements that might affect the Trust to ensure that the Board is fully briefed on these matters and have regard to them when taking decisions.
- Oversee the implementation and monitoring the Standards of Business Conduct policy, including the publication of registers.
- Support Chief of Staff to develop and maintain the Board Assurance Framework for the Trust ensuring quarterly updates are made in consultation with Executive Leads, providing effective scrutiny and challenge, and presenting reports to the Board and Board level committees as required.
- Work in conjunction with the Chief of Staff to commission external well-led reviews as required in accordance with NHS England guidance.
- Ensure that arrangements are in place for the safe custody and application of the Trust's Common Seal. Maintain a register on the use of the Trust seal and report its use at regular intervals as laid down in the Trust's Standing Orders.
- Work with the Chief of Staff to lead on the production of the Trust's Annual Report and Annual Governance Statement, collating multiple sources of information and ensuring adherence to regulatory guidance and that nationally set timescales are met. Ensuring that the Annual Report is presented to parliament and published appropriately.
- Seek legal advice as may be required and directed by the Chief of Staff.
- Undertake other duties as required by the Chief of Staff.
- Draft and present reports to Board and Committees as required.

Board of Directors

- Ensure standing orders, including standing financial instructions, a scheme of delegation, and schedule of matters reserved for the Board of Directors and associated procedures are reviewed updated and properly discharged.
- Facilitating the smooth operation of the Foundation Trust's formal decision-making and reporting machinery.
- Organise board of directors' meetings.
- Ensure that there is proper and appropriate co-ordination of Boards and Committees and an effective flow of information.
- Produce and maintain an annual work programme for the Trust Board.
- Ensure that all meetings are minuted with certified copies of the minutes; and that

action is taken on matters arising. Communicating Board decisions to those required to implement them and ensuring that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.

- Ensure that the Board of Directors' meetings are properly constituted and provided with clear terms of reference and performance reviewed regularly.
- Ensure that an Annual General Meeting is held in accordance with the requirements of the National Health Service Act 2006, Health and Social Care Act 2012 and the Foundation Trust's constitution.

Non-Executive Directors

- Ensure arrangements are in place, in consultation with the Chief of Staff for the appointment of the Chair and Non-Executive Directors.
- Ensure that newly appointed Non-Executive Directors are supported through an induction programme.
- Produce briefing documents and background information as required by the Chief of Staff for use by the Chair and Non-Executive Directors.

Council of Governors and Foundation Trust Membership

- Act as the main channel of communication and information between the Trust and the Council of Governors. Routinely deal with highly complex, contentious and sensitive issues which impact on the reputation and governance of the Trust.
- Advise the Chief of Staff on an appropriate approach to reviewing board performance and facilitating an annual board evaluation for Non-Executive Directors and facilitating any ongoing training highlighted.
- Establish arrangements for the review of effectiveness of the Council of Governors and developing ongoing development programme as appropriate.
- Arrange additional training and other support for Governors, as required.
- Work closely with Council members, in particular the Lead Governor, to ensure good working relationships are maintained.
- Provide expertise in Foundation Trust Constitutional and corporate governance to deliver a successful and
- Inclusive election processes for public, patient and staff representatives to the Council of Governors, including: ensuring statutory and constitutional requirements are met in the conduct of contested and non-contested elections; arranging for the required public disclosures and organising events for the release of election results working with the Communications team to effectively communicate with Governors and members and promote the election.
- Facilitate effective working of the Council of Governors and lead on induction and ongoing

development. Regularly research best practice in this area.

- Provide expertise in Foundation Trust Constitutional governance to lead on development and delivery of the membership strategy.
- Ensure that an annual members' meeting is held in accordance with the requirements of the National Health Service Act 2006, Health and Social Care Act 2012 and the foundation trust's constitution.
- Ensure membership adheres to legislation including GDPR.
- Ensure the Trust complies with the requirement to recruit and communicate with Foundation Trust members, and to build a membership representative of the communities served by the Trust.

Board Committees

- Organise Board of Directors' meetings along with those of their Committees.
- Produce and maintain an annual work programme for the Committees.
- Ensure that all meetings are minuted with certified copies of the minutes; and that action is taken on matters arising. Communicating Committee decisions to those required to implement them and ensuring that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.
- Ensure that the Committees are properly constituted and provided with clear terms of reference and performance reviewed regularly.
- Ensure Committees underway at least annual review of their effectiveness, reporting the feedback to the Trust Board.

Line Management

- Support the administrative support to the Board and Committees.
- Responsible for the day to day range of staff management matters, which will include the responsibility for supporting appraisal, development of staff, recruitment where necessary and processes such as grievance and disciplinary matters.
- Responsible for an individual's development and performance management. Work in conjunction with the Trust Secretary and other senior managers to assess and manage confidential information about an individual's performance and capability development.

Financial Management

- Be responsible for the management of the agreed budget and the financial stewardship of the service, including identifying and delivering annual efficiency

savings, and approving purchase orders / invoices.

Additional Information:

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements.

Review:

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

PERSON SPECIFICATION

Job Title: Head of Corporate Governance

Department: Corporate Affairs

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE, TRAINING AND EXPERIENCE: Academic qualifications Membership of professional bodies	Masters level post-graduate qualification or equivalent level of experience	Membership of the Institute of Chartered Secretaries and Administrators
AREAS OF EXPERIENCE AND KNOWLEDGE:	<p>Comprehensive knowledge and practical application of NHS and public sector governance arrangements</p> <p>Comprehensive understanding of the NHS and its infrastructure</p> <p>Experience in governance role in complex organisation environment.</p> <p>Excellent understanding of negotiation theory and practice and ability to achieve exceptional results</p>	<p>Experience as a Board/ Company Secretary (or equivalent role) in an NHS Trust</p> <p>Knowledge of NHS governance agenda and frameworks</p> <p>Line management experience</p>

	<p>Demonstrable advanced in depth and broad knowledge of corporate legislation and governance agendas</p> <p>Proven ability to assimilate and understand the work of the organisation, its policy context, operational issues and challenges.</p> <p>Highly developed analytical skills, able to make well balanced judgements from very complex information and present it to a range of stakeholders</p> <p>An ability to think quickly and respond to situations, identifying risks, proposing solutions and strategies.</p> <p>Ability to assess, analyse, synthesise and act upon complex performance data and financial information.</p> <p>Ability to draft complex reports and minutes.</p> <p>Well-developed communication and influencing skills, with the ability to motivate teams and gain consensus at all levels within the organisation</p>	
COMMUNICATION SKILLS	<p>An ability to build excellent relations with a wide range of internal and external stakeholders and partners, engendering trust and confidence.</p> <p>Ability to assimilate, process and communicate very complex and often conflicting information taking into account a range of professional opinions and to advise the Chief of Staff.</p> <p>Skilled with dealing with highly complex and contentious sensitive information and communicating this effectively</p>	

	<p>Able to communicate highly complex information in difficult situations</p> <p>Resilient and tenacious</p> <p>Strong verbal and numerical reasoning skills</p> <p>Ability to cope with rapid and sustained change and competing demands, managing priorities within tight deadlines</p> <p>Ability to convey sensitive information in a tactful and sensitive manner.</p> <p>Ability to maintain confidentiality</p> <p>A leader with personal and professional credibility</p> <p>Confident and able to inspire confidence in others</p> <p>Innovative</p> <p>Strong sense of integrity.</p> <p>Shares the Trust Values and demonstrates these at all times</p>	
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Our values
 Welcoming Kind Positive Respectful Professional

