



## Nottingham CityCare Partnership Community Interest Company

### Non-Executive Director (Finance)

**£8,368 per annum**

**2.5 days per month**

Nottingham CityCare exists to support the health and wellbeing of all local people, working alongside other health and care partners to achieve this. CityCare is a values driven organisation with a vision to deliver high quality, locally led care to the communities we serve. As a social enterprise we aim to add social value by investing in the future of local communities in Nottingham to make a difference in people's lives.

Nottingham CityCare has a turnover of approximately £52m and currently employs 1,224 staff (923 FTE) providing a range of community health services across Nottingham City and Nottinghamshire County.

Nottingham City has a vibrant and diverse community, and we are committed to ensure that the Board and our workforce, working practices reflect and celebrate the people and communities we serve. We are committed to promoting Equality, Diversity, and Inclusion (EDI), underpinned by our values of Kindness, Trust, Respect and Honesty.

We truly want to reflect the community we serve and therefore we encourage applications from candidates who identify as disabled, LGBT+ or from a Black, Asian, or Minority Ethnic (BAME) backgrounds as they are currently under-represented within our organisation and on our board.

We are seeking a Non-Executive Director with a focus on **finance** to enhance our experienced existing Board and play a key role in our exciting journey to deliver our three-year strategy and our mission to 'Make a difference every day to the health and wellbeing of our communities'.

### **You must hold a formal accountancy qualification.**

We are looking for a candidate who can live our values, support the ongoing development of the organisation with the following.

#### **Essential Skills, Experience and Qualifications:**

- Must be a qualified accountant.
- Aligned to Nottingham CityCare values.
- Knowledge of NHS or Local Authority commissioning
- A working knowledge of safeguarding and patient safety
- The temperament, ability, and experience to work at board level
- A deeply rooted commitment to the delivery of safe, high quality, compassionate and joined up care, and to its continuous improvement
- High level of understanding of, and interest in, healthcare issues
- Ability to understand and contribute to the direction of a large and complex organisation
- Highly developed interpersonal and communication skills
- Ability to understand complex strategic issues, analyse and resolve difficult problems
- Sound, independent judgement and diplomacy
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- Clear understanding, and acceptance, of the legal duties, liabilities, and responsibilities of Non-Executive Directors
- Ability to understand and influence business decisions



- Experience of embedding the equality, diversity, and inclusion agenda within an organisational strategy, either through personal lived experience or through an organisation which has tackled the agenda
- Sufficient time and commitment to fulfil the role and the ability to attend meetings during the day.
- Ability to understand, and a genuine interest in, the views of the organisation's patients, staff, public, and the communities it serves, and the ability to translate those views into considerations which support planning and decision-making at Board level

### Desirable Experience:

Ideally you will have one or more of the following:

- A demonstrable understanding of the strategic challenges facing the health economy
- A demonstrable track record in effective partnership working experience or involvement in voluntary sector or community development projects.
- Patient engagement and patient focus

The ability to attend board and sub-group meetings during the working day, with full participation in our 10 Board meetings each year, it is essential that you are confident in making a commitment of 2.5 days per month which will include participation in sub-committees of the Board. These appointments are for a term of 3 years.

Annual remuneration is £8,368 per annum

**This post is subject to the 'fit and proper person' requirements which came into force for all NHS providers from 27<sup>th</sup> November 2014. These regulations play a major part in ensuring the accountability of directors (including non-executive directors) and other board level appointments; you will be required to complete the Fit & Proper Person's Test on an annual basis**

### Applications:

To apply for this role, please submit an up to date copy of your CV with a Supporting Statement that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the essential requirements. Please provide your home, work, mobile and email contact details and let us know of any dates when you are not available or where you may have difficulty with the indicative timetable. You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. If you do not wish us to approach your referees without your prior permission, please state this clearly.

Please submit a CV and the supporting statement to Helene Usherwood, Senior Partner at Anderson Quigley, via the AQ website: [www.andersonquigley.com](http://www.andersonquigley.com) using reference AQ2497.

**Closing Date:** Monday 26 February 2024

## Role Description

<b>Role Title</b>	Non-Executive Director
<b>Remuneration</b>	£8,368 per annum
<b>Primary Location / Base</b>	Nottingham CityCare Headquarters, Aspect House, 26 Bennerley Road, Nottingham, NG6 8WR
<b>Reports To</b>	Chairman
<b>Accountable To</b>	Chairman
<b>Date</b>	2 <sup>nd</sup> January 2024

### Who we are

We are a provider of NHS Community Health Services; Nottingham CityCare exists to support the health and wellbeing of all local people, working alongside other health and care partners to achieve this. We are a values driven, people business with a passion for excellence. As a social enterprise we aim to add social value by investing in the future of our local communities and helping to make a difference in people's lives. The organisation has recently launched it's three -year strategy [Our new Three-year Strategy 2022-25 :: Nottingham City Care](#)

### Our Vision

High quality, locally led care

### Our Values and Behaviours

Our values and behaviours describe who we are and the CityCare way of doing things.



### Our Behaviours:



### Summary

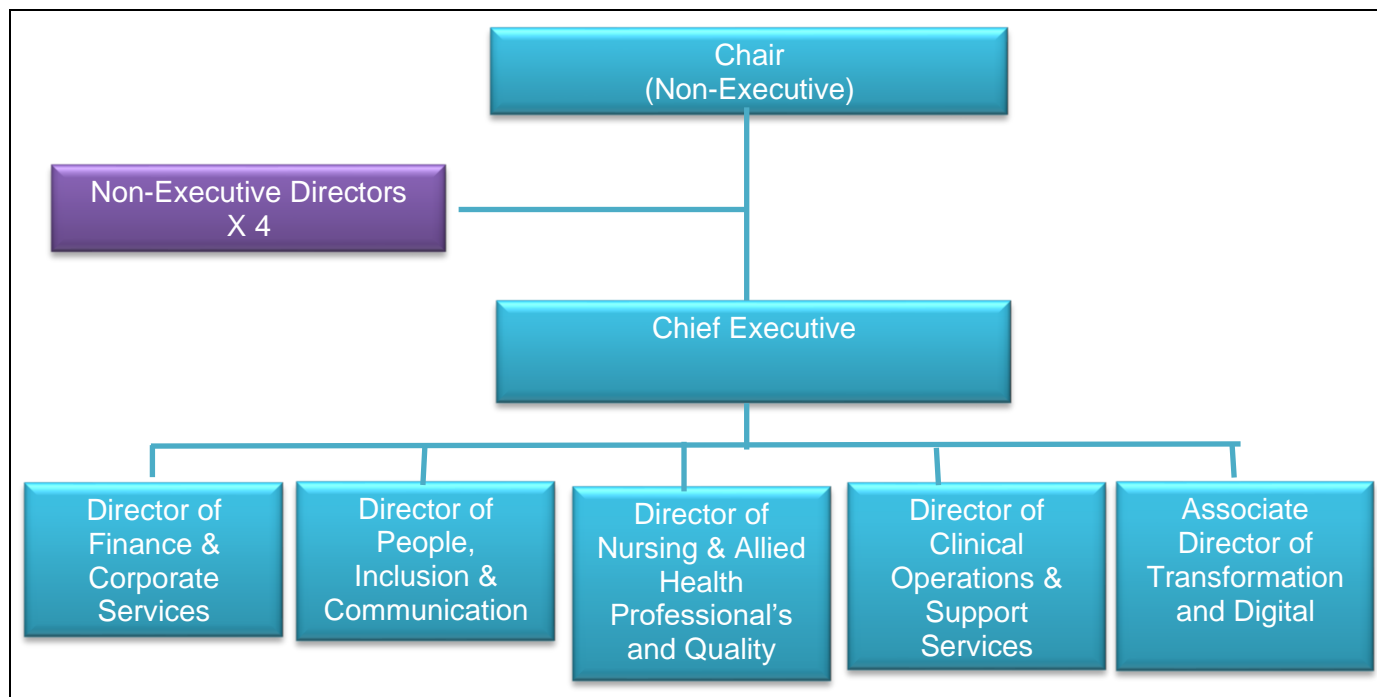
The Board is collectively responsible for ensuring the success of Nottingham CityCare Partnership and to play a key independent role to the Board by seeking assurance on the delivery of the organisation's strategy, performance and governance whilst ensuring accountability to our commissioners and as a social enterprise, the communities we serve.

All Directors, Executive and Non-Executive have responsibility to constructively challenge the decisions of the Board and support the development of priorities, risk mitigation, standards, and strategy. The Non-Executive Director hold the organisation to account ensuring good governance and value for public money.

The role and responsibilities of our Non-executive Directors include the following:

- Commit to working to, and encouraging within the organisation, the highest standards of probity, integrity and governance and contribute to ensuring that the organisation's internal governance arrangements conform with best practice and statutory requirements.
- Provide independent judgment and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge influence and help the Executive Board develop proposals on such strategies.
- In accordance with agreed Board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties.
- Contribute to the determination of appropriate levels of remuneration for Executive Directors.
- Chair and/or participate in sub committees of the board, established to exercise delegated responsibilities, in particular chairing the Finance and Performance Committee.
- Bring independent judgment and experience and expertise from outside the organisation and apply this to the benefit of the organisation, its stakeholders, and its wider community.
- Assist fellow Directors in setting the organisation's strategic aims, ensuring that the necessary financial and human resources are in place for the organisation to meet its objectives, and that performance is effectively monitored and reviewed.
- Assist fellow Directors in providing entrepreneurial leadership to the organisation within a framework of prudent and effective controls, which enable risk to be assessed and managed and mitigated.
- Assist fellow Directors in setting the organisation's values and standards and ensure that its obligations to its stakeholders and the wider community are always understood and balanced.
- Engage positively and collaboratively in Board discussion of agenda items and act as an ambassador for the organisation in engagement with stakeholders including the local community, dealing with the media when appropriate.

## Organisational Chart



## Criteria

### Essential Expertise/Qualifications:

- Must be a qualified accountant.
- The temperament, ability, and experience to work at board level.
- A deeply rooted commitment to the delivery of safe, high quality, compassionate and joined up care, and to its continuous improvement
- Knowledge of NHS or Local Authority commissioning
- High level of understanding of, and interest in, healthcare issues
- Ability to understand and contribute to the direction of a large and complex organisation
- Highly developed interpersonal and communication skills
- Ability to understand complex strategic issues, analyse and resolve difficult problems
- Sound, independent judgement and diplomacy
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- Clear understanding, and acceptance, of the legal duties, liabilities, and responsibilities of Non-Executive Directors
- Sound understanding of corporate governance
- Ability to understand and influence business decisions
- Experience of embedding the equality, diversity, and inclusion agenda within an organisational strategy, either through personal lived experience or through an organisation which has tackled the agenda
- Sufficient time and commitment to fulfil the role.
- Ability to understand, and a genuine interest in, the views of the organisation's patients, staff, public, and the communities it serves, and the ability to translate those views into considerations which support planning and decision-making at Board level.

**Desirable Expertise:**

Ideally you will have one or more of the following:

- A background in Digital and IT
- A demonstrable understanding of the strategic challenges facing the health economy
- A demonstrable track record in effective partnership working experience or involvement in voluntary sector or community development projects.
- Patient engagement and patient focus

**Eligibility**

**To be eligible for appointment, candidates should live or work in the area serviced by the organisation i.e., Nottingham City or surrounding areas.**

**Criteria for Disqualification**

**This post is subject to the ‘fit and proper person’ requirements which came into force for all NHS providers from 27<sup>th</sup> November 2014. These regulations play a major part in ensuring the accountability of directors (including non-executive directors) and other board level appointments. These regulations include a requirement that you are:**

- Of good character
- Have the necessary qualifications, competence, skills, and experience; and
- Are able by reason of your health, after reason adjustments are made, of properly performing tasks which are intrinsic to the office or position.

The following paragraphs identify the circumstances where an individual would not be eligible for appointment as a member of the Board of Directors. You cannot be considered for appointment as a Non-executive Director if you are:

- A person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged.
- A person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it.
- A person who within the preceding five years has been convicted in the British Islands of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed.
- A member of the Council of Governors or a Governor or Director of an NHS body (although Governors may apply but would need to resign if appointed).
- The spouse, partner, parent or child of a member of the Board of Directors.
- A member of a Local Authority’s Scrutiny committee covering health matters.
- A person who is the subject of a disqualification order made under the Company Directors Disqualification Act 1986.
- A person whose tenure as a chairman or as a member or Director of an NHS body has been terminated on the grounds that their appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a pecuniary interest.
- A person within the preceding two years dismissed, otherwise than by reason of redundancy, from any paid employment with an NHS body.

- In the case of a Non-executive Director, they have refused without reasonable cause to fulfill any training requirement established by the Board of Directors.
- A person who has refused to sign and deliver to the Secretary a statement in the form required by the Board of Directors confirming acceptance of the code of conduct for Directors.

## Remuneration & Time Commitment

The Non-executive Director posts attract a remuneration of £8,368 per annum. The ability to attend board and sub-group meetings during the working day, with full participation in our 10 Board meetings each year, it is essential that you are confident in making a commitment of 2.5 days per month, which will include participation in sub-committees of the Board.

As with all NED posts, the time commitment will require some flexibility with some months requiring greater input and others less, depending on service needs. Meetings take place during the working day

You will be eligible to claim reasonable allowances for travel and subsistence costs necessarily incurred.

## Term of Office

These appointments will be for a fixed period of 3 years.