

**Members' Council Extraordinary Meeting
12.00 – 12.25 on 19 October 2021**

Virtual meeting via Microsoft Teams

Item	Approx. Time	Subject Matter	Lead		Action	Minutes allotted
1.	12.00	Welcome, introductions and apologies	Angela Monaghan, Chair	Verbal	To receive	3
2.	12.03	Declarations of Interests	Angela Monaghan, Chair	Verbal	To receive	2
3.	12.05	<u>Trust Board appointments</u>				
	12.05	3.1 New Chair appointment – John Laville to Chair	John Laville, Lead Governor	Paper	To approve	15
4.	12.20	<u>Closing remarks, work programme, and future meeting dates</u>				
		- 16 November 2021	Angela Monaghan, Chair	Paper and verbal item	To receive	5
		- 8 February 2022				
	12.25	<u>Close</u>				

Members' Council
19 October 2021

Agenda item:	3
Report Title:	Appointment of the Chair
Report By:	Lindsay Jensen on behalf of the Nominations Committee
Job Title:	Interim Director of HR & OD
Action:	To agree

EXECUTIVE SUMMARY

Purpose and format

The purpose of this paper is to update the Members' Council on the Chair recruitment process and to agree the appointment of a substantive Chair from 1 December 2021.

The Nominations Committee will make a recommendation to the Members' Council on the appointment, remuneration and term of office for the Chair in accordance with the Trust's Constitution. A supporting paper on the recruitment process and outcome will be tabled at the Members' Council meeting.

Recommendation

The Members' Council is asked to RECEIVE the update and APPROVE the recommendation from Nominations Committee to appoint Marie Burnham to the post of Chair of South West Yorkshire Partnership NHS Foundation Trust for an initial three (3) year term at a remuneration of £47,100 per annum commencing from 1 December 2021.

Background

The role of the Nominations Committee is to ensure the right composition and balance of Trust Board and to oversee the process for appointing the Chair and Non-Executive Directors, Deputy Chair/Senior Independent Director, and the Lead Governor.

Angela Monaghan has been Chair of the Trust since December 2017. In December 2020 Angela was reappointed for a term of 3 years with an agreement to review her position after 12 months. She advised the Members' Council on 1st July 2021 her intention to retire from the Trust on 30 November 2021.

Process

The Nominations Committee have overseen the process through the meetings held in July September and October 2021. Gatenby Sanderson was appointed to support the Trust in the recruitment process, to provide a degree of independence and transparency by using an external recruitment consultant and facilitating the front-end of the recruitment process. The timetable for recruitment was as follows:

- Opening date – 27 July 2021
- Closing date – 13 September 2021
- Initial longlisting discussion – 17 September 2021
- Initial interviews conducted by Gatenby Sanderson – week commencing 20 September 2021
- Shortlisting by Nominations Committee – 30 September 2017
- Stakeholder Sessions (Directors & Non Executives, Staff, Staff Reps and networks service users/carers, external partnerships including Governors all groups. – 8 October 2021
- Final panel interviews – 11 October 2021

Outcome

In all, **6 applications** were received by the closing date.

5 candidates were taken through to initial interview and assessment by Gatenby Sanderson following their review and longlisting.

3 candidates, following the above process, were reviewed and shortlisting to progress to the final interview process. This was supported by the Nominations Committee on 30 September 2021. The candidates took part in four stakeholder group discussions (Executive and Non Executives, Staff/staff representatives and staff networks, Service User/Carers, and Partners) on 8 October 2021 followed by the final interview panel on 11 October 2021. Members of the final interview panel were:

- Lead Governor (publicly elected Governor for Kirklees) – John Laville (chair of panel)
- Staff elected Governor (Allied Health Professionals) – Helen Morgan
- Publicly elected Governor for Kirklees – Claire Den Burger-Green
- Deputy Chair and Senior Independent Director – Chris Jones
- Independent Chair of an NHS Trust (Coventry and Warwickshire Partnership NHS Trust) – Jagwar Singh (independent assessor)
- Interim Chief Executive – Mark Brooks (advisory)
- Interim Director of HR and OD (advisory/support)
- Gatenby Sanderson – Mark Bate (support)

The Nominations Committee met on 12 October 2021 to discuss the panel's recommendation for appointment. On behalf of the Nominations Committee, the Interim Director of HR and OD will make their recommendation to the Members' Council for the appointment of a Chair from 1 December 2021.

Chair Recruitment 2021

Candidate attraction

As agreed by the Nominations Committee, Gatenby Sanderson was appointed to support the Trust in the recruitment process, to provide a degree of independence and transparency by using an external recruitment consultant and facilitating the front-end of the recruitment process. A combination of advertisement (Guardian online, NEDonBoard, Women on Boards and Virtual Non-Execs, Diversity Network and other media platforms) and search (head-hunting) was used by Gatenby Sanderson to attract candidates to a Chair post for the South West Yorkshire Partnership NHS Foundation Trust. During the search activity 103 contacts were identified as potential targets/sources, who were either personally approached to consider applying for the role or to potentially provide the names of referrals who may be interested in making an application. The advertisement sought applicants who were values driven, inspiring and influential with a broad range of leadership experience and who had a successful track record of leading complex, transformational change working in partnership across organisational boundaries, collaborative, and a strategic Chair to lead, support and challenge to enable delivery of the Trust's vision.

Applications closed on 13 September 2021 with a **total of six (6) applications received**.

Longlisting

Following the closing date, Gatenby Sanderson provided a written summary for all 6 applicants and graded them as 'A' (Recommended), 'B' (Marginal), and 'C' (Not recommended), based on the assessment of the Curriculum Vitae and supporting statements candidates had submitted in application. These summaries and documents were reviewed at the Nominations Committee longlisting meeting on 17th September 2021 by John Laville, Lead Governor (publicly elected Governor for Kirklees); Bill Barkworth, Deputy Lead Governor (publicly elected Governor for Barnsley), Mark Brooks, Interim Chief Executive; and Lindsay Jensen, Interim Director of HR and OD. It was agreed by the group that **five (5) candidates** should progress to a preliminary interview with Gatenby Sanderson.

Shortlisting

Following the initial longlisting and preliminary interview process by Gatenby Sanderson, reports were prepared by Gatenby Sanderson on each candidate. These reports provided an overview of the background and relevant experience of the candidates along with a summary of their motivation, their strengths and potential issues positioned in relation to the person specification. Candidates were also graded as A 'Recommended' for final panel, B 'Marginal' for final panel, 'and C 'Not recommended' for final panel.

These candidates were discussed in detail by the Nominations Committee on 30 September 2021 who supported the recommendation to progress three (3) candidates to the final assessment.

Final assessment

The three (3) candidates selected for final assessment attended four (4) virtual stakeholder group discussions via MS Teams on 8 October 2021. Each of the groups were supported by a Trust Governor (excluding the Directors/Non-Executive Directors group due to connection

issues on the day). The candidates were asked to lead and chair a discussion on a specific theme relevant to each group set out below:

- Staff including staff side, equality network members - **Shared values and financial governance**
- Directors / Non-Executive Directors - **Contribution to the Trust Board**
- External Partner Organisations- **Innovation**
- Service users and carers - **Engagement and Involvement**

The formal interview panel was held virtually via MS Teams on 11th October 2021. The panel members were:

- Lead Governor (publicly elected Governor for Kirklees) – John Laville (chair of panel)
- Staff elected Governor (Allied Health Professionals) – Helen Morgan
- Publicly elected Governor for Kirklees – Claire Den Burger-Green
- Independent Chair of an NHS Trust (Coventry and Warwickshire Partnership NHS Trust) – Jagtar Singh (independent assessor)
- Deputy Chair and Senior Independent Director – Chris Jones
- Interim Chief Executive – Mark Brookes (advisory)
- Interim Director of HR and OD – Lindsay Jensen (support/advisory)
- Gatenby Sanderson – Mark Bate (support)

Following the interview process and feedback from the stakeholder groups the panel completed their assessment of the candidates and provided their unanimous recommendation for support by the Nominations Committee on 12th October 2021. The final recommendation for appointment will be made at the Members' Council meeting on 19th October 2021.

Term of office and remuneration

In accordance with the Trust's Constitution, the Standing Orders for the practice and procedure of the Trust Board states under section 3.8 that the Members' Council is responsible for the appointment "...for an initial period of three years or as determined by the Nominations Committee. The Chair may be re-appointed for a further three years (up to a maximum of nine years) subject to the approval of the Members' Council... Appointments beyond six years will be subject to annual review." The term of office will commence from 1 December 2021.

The Members' Council is also responsible for agreeing the remuneration of the Chair and Non-Executive Directors. The Members' Council on 30 October 2020 agreed to adopt the remuneration arrangements set out by NHSI&E for Chairs on either reappointment or a new appointment. The NHSI&E remuneration arrangements for Chairs of this size of Trust is £44,100 - £47,100 - £50,000 per annum. Progression up the incremental scale is dependent on performance and is considered annually based on the Chair's appraisal completed by Members' Council.

Recommendation

The Members' Council are asked to SUPPORT the recommendation from Nominations Committee on behalf the final panel that the Trust appoints Marie Burnham to the post of Chair of South West Yorkshire Partnership NHS Foundation Trust for an initial three (3) year term at a remuneration of £47,100 per annum commencing from 1 December 2021.