

Trust Headquarters  
2150 Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

Dear Applicant

**Re: Application for the post of Chair of the Trust**

Thank you for your interest in the above post.

Within this pack you will find a role description and person specification as well as information about the Trust and other supporting details. We hope that you will find this helpful. The pack also includes the application form which asks you to show how you meet the requirements of the role as set out in the person specification and to answer four specific questions. Please can you ensure that you complete this form in full.

The closing date for return of applications is midnight on 18 December 2016, which should be returned to Cath Hill, Head of Corporate Governance at the address above or by email [chill29@nhs.net](mailto:chill29@nhs.net). Unfortunately, we will be unable to accept any applications that have not been received by this time.

We will contact shortlisted candidates in early January 2017, who will be advised of the next steps in the recruitment process and interview date.

Once again thank you for your interest and we look forward to hearing from you.

Sent on behalf of the Council of Governors  
Leeds and York Partnership NHS Foundation Trust

## **Chair of the Trust**

### **Applicant information pack**

**Appointment to commence 1 April 2017**

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## **1 Introduction**

The Council of Governors of the Leeds and York Partnership NHS Foundation Trust is responsible for the appointment of the Chair of the Trust. The Council has convened the Appointments and Remuneration Committee to oversee the appointment process for a new Chair. Following the selection process the Lead Governor, who will chair the interview panel, will make a recommendation to the Council of Governors for consideration and approval. The successful candidate will commence their term of office on 1 April 2016.

The Leeds and York Partnership NHS Foundation Trust provides a comprehensive range of mental health and learning disability services for the people locally, county-wide and, for some services, nationally.

As part of the NHS and Community Care Act (1990) the Leeds Community and Mental Health Services Teaching NHS Trust was formed on 1 February 1993. This was a self-governing trust providing community, mental health and learning disability services within the Leeds metropolitan area. In 2002 all community services previously provided by the NHS Trust transferred to the PCTs in Leeds, and the Trust was renamed the Leeds Mental Health Teaching NHS Trust; providing only mental health and learning disability services. On 1 August 2007 NHS Improvement, the independent regulator of foundation trusts, authorised us as a foundation trust, and we were formed as the Leeds Partnerships NHS Foundation Trust under the NHS Act 2006, changing our name to the Leeds and York Partnership NHS Foundation Trust on 1 February 2012 when we took on a contract to provide services to a wider geographical patch taking in York and North Yorkshire.

Service users are at the heart of our organisation. We constantly strive to make a difference and through the provision of the best possible care and support, working closely with related organisations, we provide effective, accessible and modern mental health and learning disability services.

Working in partnership with our local communities, our core purpose is to improve the mental health and well being of the people who use our services. We have ambitious plans to develop the scope of our work and take a leading role in helping shape developments in the NHS and social care around new models of care.

## **2 Our Strategy, goals, objectives and values**

### **2.1 Our Strategy**

In September 2013 we launched our refreshed Trust Strategy *Improving health, improving lives*, which describes what we want to achieve over the next five years (to 2018) and how we plan to get there. The strategy is designed around the three key elements of quality: effective care that improves outcomes for people who use our services; safe care; and positive service user and carer experience.

Our strategic intent as set out in our Trust Strategy (2013 to 2018); five-year Strategic Plan (2014 to 2019) and two-year Operational Plan (2014 to 2016) has been fully aligned with national policy, commissioner priorities, and the challenges and opportunities we see ahead over the next one to five years. We have continued to work alongside commissioners and providers across Leeds and York to develop integrated strategic objectives and plans.

## 2.2 Our goals and strategic objectives

Our three key goals reflect the quality outcomes we are here to achieve for everyone who uses our services. Our strategic objectives describe what we need to do to achieve our goals. Underpinning each strategic objective are the priorities we will undertake to achieve our ambition and goals.

We have three goals that very simply describe the outcomes we aspire to for everyone who uses our services. They are the three things we believe will help us achieve our purpose and which we are passionate about realising. We have deliberately kept them simple so all our staff can keep a clear focus on them every day and in everything they do. For each goal we have criteria that we can measure so we will know when we have supported people to achieve their desired outcomes.

For each objective we have set ourselves the measures of success we want to achieve by 2018, and milestones to track our progress. All our measures will continue to be tracked through our governance framework, to make sure we are on course to achieve them.

A summary of our strategy for 2013 to 2018 can be found below and all our strategy documents are on our website.

### Our strategy

Our strategy					
<b>Purpose</b>					
Improving health, improving lives					
<b>Values</b>					
We have integrity	We are caring	We keep it simple			
<b>Ambition</b>					
Working in partnerships, we aspire to provide excellent mental health and learning disability care that supports people to achieve their goals for improving health and improving lives					
<b>Goals</b>					
1	People achieve their agreed goals for improving health and improving lives	2	People experience safe care	3	People have a positive experience of their care and support
<b>Strategic objectives</b>					
1	Quality and outcomes	We provide excellent quality, evidence-based, safe care that involves people and promotes recovery and wellbeing			
2	Partnerships	We work with partners and local communities to improve health and lives			
3	Workforce	We value and develop our workforce and those supporting us			
4	Efficiency and sustainability	We provide efficient and sustainable services			
5	Governance and compliance	We govern our Trust effectively and meet our regulatory requirements			

## 2.3 Our values

Our values describe what attitudes and behaviours we believe are important in achieving our purpose. We support the values set out in the NHS Constitution, which we have adapted to make them relevant to the people who use our services, their carers and our staff. Our charter of values is set out below.

<p><b>We have integrity</b> We treat everyone with respect and dignity, honour our commitments and do our best for our service users and colleagues.</p>	<ul style="list-style-type: none"> <li>• We are committed to continuously improving what we do because we want the best for our service users. We consider the feelings, needs and rights of others.</li> <li>• We give positive feedback as a norm and constructively challenge unacceptable behaviour.</li> <li>• We're open about the actions we take and the decisions we make, working transparently and as one team with service users, colleagues and relevant partner organisations.</li> </ul>
<p><b>We are caring</b> We always show empathy and support those in need.</p>	<ul style="list-style-type: none"> <li>• We make sure people feel we have time for them when they need it.</li> <li>• We listen and act upon what people have to say.</li> <li>• We communicate with compassion and kindness.</li> </ul>
<p><b>We keep it simple</b> "We make it easy for the communities we serve and the people who work here to achieve their goals."</p>	<ul style="list-style-type: none"> <li>• We make processes as simple as possible.</li> <li>• We avoid jargon and make sure we are understood.</li> <li>• We are clear what our goals are and help others to achieve their goals.</li> </ul>

### 3 Additional sources of information

The Trust's website, [www.leedsandyorkpft.nhs.uk](http://www.leedsandyorkpft.nhs.uk), contains detailed information about the organisation's structures services and operational performance which anyone interested in the position may wish to review before applying. Areas which may be of particular interest are listed below.

- What is a foundation trust
- Board of Directors
- Council of Governors
- Our performance
- Annual Report and Accounts 2014/15.

In addition, there are a number of sources which provide useful background information about the NHS and its regulators.

- NHS Choices
- NHS Improvement
- Care quality Commission
- NHS Providers
- NHS England Constitution for England (the principles and values of the NHS in England)
- Department of Health (for national NHS policy).

## 4 Role Description

### Overall Purpose

The Chair's main role is to provide clear leadership of the Board of Directors, demonstrate an ability to set the Board agenda and lead the other non-executive directors (NEDs) in holding the executive directors to account for the satisfactory operation and management of the Trust, whilst at the same time ensuring the Board plays a full role in the determination and achievement of the organisation's strategy and objectives.

The Chair will lead both the Board of Directors and the Council of Governors and is a key representative of the Trust within the local communities served, ensuring the Trust always meets the needs of those individuals in its care and addresses all clinical and financial challenges through the delivery of safe, high quality and cost effective services.

The Chair will demonstrate and ensure the highest standards of probity and governance prevail and that the Trust acts within the requirements of its licence conditions. The Chair will work as an ambassador for the Trust, in partnership with the Chief Executive to build strong external relationships with key stakeholders at a local, regional and national level in order to promote the purpose of the Trust; upholding the values of the Trust, by example, ensuring that the organisation promotes equality and diversity for all its service users, staff and other stakeholders

They will act as a critical friend to the Chief Executive, challenging ideas where appropriate and providing the confidential space to think through challenging situations.

### Main duties and responsibilities

#### Strategy

The Chair will ensure:

- Clear objectives are established to deliver agreed plans and the strategy to meet the licence conditions, and that performance is regularly reviewed against those objectives
- The effective implementation of Board decisions by the Chief Executive and the senior management team
- The Chief Executive is held accountable for the effective management and delivery of the organisation's goals and strategic objectives
- The long-term sustainability of the Trust
- The Trust is able to capitalise on its freedoms and status as a foundation trust
- A close and constructive relationship is developed with the Chief Executive and other Board members, providing support and guidance, whilst respecting executive responsibility, including conducting a performance appraisal of the Chief Executive at least annually and an appraisal of how each executive director has performed as a member of the Board of Directors
- They provide coherent leadership to the Trust including, in conjunction with the Chief Executive and others; representing the Trust to service users, members, governors, the government, fellow NHS bodies, regulators, the media and wider stakeholders.

## Compliance

The Chair will ensure the Trust:

- Complies with its licence, the constitution and any other applicable legislation and regulations
- Maintains mandatory services and retains protected property, as defined in the licence conditions
- Maintains financial viability, using resources effectively, controlling and reporting on financial affairs, in accordance with the requirements set out by NHS Improvement
- Works with appropriate external stakeholders including Clinical Commissioning Groups to ensure the effective delivery of services commissioned through contracted arrangements
- Establishes and promotes the highest standards of corporate and clinical governance, in compliance with the NHS Foundation Trust Code of Governance, other regulatory requirements and best practice
- Develops and maintains a constructive relationship with NHS Improvement, CQC and other healthcare inspectorates and regulators.

## Board Leadership, Development and Communication

The Chair will:

- Be responsible for ensuring there is an appropriate programme of Board development
- Provide visible leadership in developing a positive culture for the Trust, ensuring that this is reflected and modelled in their personal behaviour and in the Board of Directors' behaviour and decision making
- Provide leadership to the Board of Directors in setting the strategic direction of the Trust, ensuring their effectiveness in all aspects of its role
- Lead the Board of Directors in setting the Trust's values and standards
- Chair the Board of Directors, appropriate committees and other meetings of the Trust ensuring their effectiveness in all aspects of its role, including regulatory and frequency of meetings
- Set the agenda, style and tone of Board of Directors' discussions, to promote effective decision-making and constructive discussion, taking into account the issues and concerns of all directors, as appropriate
- Ensure there is appropriate delegation of authority from the Board of Directors to the senior management team
- Ensure that all directors receive accurate, timely and clear information, including information in respect of the Trust's current performance, to enable the Board to make sound decisions, monitor effectively and provide advice to promote the success of the Trust
- Ensure that directors are fully informed about all the issues on which the Board will have a decision
- Manage the Board of Directors to allow sufficient time for the discussion of complex or contentious issues, ensuring that directors have appropriate time to consider critical issues, obtain answers to any questions or concerns they may have and are not faced with unrealistic deadlines for decision-making
- Facilitate the effective contribution of non-executive director of Board and committee meetings and encourage active engagement by all Board members
- Ensure effective and constructive relations are established and maintained between executive directors, non-executive directors and governors, in furtherance of the goals of the Trust
- Ensure an effective communications and engagement strategy between the Board of Directors, governors, members and wider stakeholders
- Hold meetings with the non-executive directors without the presence of executive directors



- Ensure the cohesiveness of the non-executive director team, including appraisal and development of individual non-executive directors and appropriately managed deployment of their time and responsibilities
- Ensure that new directors participate in a full, formal and tailored induction programme
- Ensure that the development needs of individual non-executive directors are identified and met
- Identify the development needs of the Board of Directors as a whole, to enhance their overall effectiveness as a team
- Ensure the performance of the Board of Directors, its committees and individual directors is evaluated at least annually, acting on the results of such evaluation by recognising the strengths and addressing the weaknesses of the Board of Directors
- Build an effective and complementary Board of Directors and, with the Appointment and Remuneration Committee of the Council of Governors, initiate change and succession planning for non-executive director appointments, subject to governor approval, so as to meet the needs of the trust
- Ensure the continual improvement in quality and calibre of executives, working with the Chief Executive and through the Nominations Committee to ensure the optimal composition of executives and their portfolios on the Board of Directors
- Ensure the appropriate Fit and Proper Person Test (FPPT) is carried out for all new Board members and thereafter on an on-going basis
- Oversee the application of the Board of Directors' Code of Conduct and if in the Chair's opinion an individual director has failed to observe any part of the code take such action as may be deemed immediately necessary until the matter is investigated or resolved.

#### Council of Governors Leadership and Development

The Chair will:

- Be responsible for ensuring there is an appropriate programme of governor development
- Provide leadership of the Council of Governors in holding the Board of Directors to account in its development of the strategic direction of the Trust and ensuring their effectiveness in all aspects of their role
- Chair Council, committee, other ad hoc governors' meetings including the Annual Members Meeting of the Trust
- Lead the Council of Governors and ensure effectiveness in all aspects of its role, including regulatory and frequency of meeting
- Ensure a clear structure for, and effective running of, Council meetings, and any committees
- Set the Council of Governors' agenda, taking into account the issues and concerns of all governors, as appropriate.
- Ensure the agenda is forward-looking, concentrating on strategic matters, and discussed in a style and tone which promotes effective decision-making and constructive discussion
- Ensure that all Governors receive accurate, timely and clear information, including information on the Trust's current performance, to enable the Council of Governors to make sound decisions, monitor effectively and provide advice to promote the success of the Trust
- Facilitate the effective contribution of governors at the Council and committee meetings, as appropriate, and encourage active engagement by members through the governors
- Bring governor views and activities to the attention of the directors at Board meetings, as appropriate
- Ensure effective and constructive relations are established and maintained between governors, non-executive, and executive directors, in furtherance of the goals of the Trust, taking due regard for the views of the Council of Governors, where appropriate
- Ensure in particular that governors have sufficient opportunities to hold the non-executive directors to account, individually and as a group, for their performance as Board members

- Ensure that new governors participate in a full, formal and tailored induction programme, facilitated by the Trust Board Secretary
- Ensure that the development needs of individual governors and the Council of Governors are identified and met
- Ensure the Council of Governors reviews its performance, acting on the results of such evaluation by recognising the strengths and addressing the weaknesses of the Council of Governors
- Oversee the application of the Council of Governors' Code of Conduct and if in the Chair's opinion an individual governor has failed to observe any part of the code take such action as may be deemed immediately necessary until the matter is investigated or resolved.

#### External Relations

The Chair will:

- Ensure effective communications with members and a wide range of other stakeholders in the communities served by the Trust (including third sector, charity organisation, CCGs, local authorities, social services and neighbouring Trusts) and nationally such as the NHS Providers
- Ensure that the distributed geographical nature of the Trust is fairly reflected in its discussions, representation and external relations
- Maintain constructive and appropriate relations with NHS Improvement, the Care Quality Commission, other regulatory or inspection regimes and NHS organisations
- Lead and provide an ambassadorial role for the Trust, sharing duties with the non-executive director team as appropriate, for example with attendance at internal events.

#### Miscellaneous

The Chair will:

- Uphold the highest standards of integrity and probity, adhering to the Nolan Principles
- Ensure the Trust promotes equality and diversity for all its service users and staff, and other stakeholders
- Safeguard the good name and reputation of the Trust
- Act as Chair of the Corporate Trustee of the Trust's charitable funds
- Work flexibly in undertaking all of the abovementioned duties.

## **5 Appointment and tenure of office**

### Appointment, Tenure and Termination of Office

The Chair is appointed by the Council of Governors for an initial period of up to 3 years, subject to a satisfactory annual appraisal by the Senior Independent Director. Further appointments will be subject to a process agreed by the Council of Governors which may include a process of competitive interview. A degree of change is often sought on boards and there should be no expectation of automatic re-appointment. An incumbent Chair may apply to be re-appointed for a second term of up to 3 years. A third term would only be considered in exceptional circumstances and would be subject to rigorous review (a process for which will be defined by the Council of Governors). Any previous chairmanships with other organisations do not count towards the maximum term as Chair of this Trust. Any previous appointment with the Trust would need to be considered in regard to the ability of the Chair of the Trust to maintain independence.

The Chair may be removed from office by NHS Improvement or the Council of Governors, in accordance with the Constitution.

The post is a public appointment or statutory office and is not subject to the provisions of employment law. The chair is an appointee not an employee. To ensure that public service values are maintained at the heart of the NHS, all members of the Board of Directors are required, on appointment, to agree to and subscribe to the Code of Conduct, Standing Orders, Standing Financial Instructions and any governing policy or procedure applicable to the duties.

#### Time Commitment

This would usually be 3 days per week, on average, and may be served during the working day or in the evening. This may also include working at locations external to the Trust which may include some travel. Some flexibility is required dependent upon the needs of the Trust, and the individual should be available in the event of an emergency occurring which requires the attention of the Chair.

#### Remuneration

Remuneration, as determined by the Appointment and Remuneration Committee and ratified by the Council of Governors, is currently £42,981 per annum. This may be subject to annual cost of living increases in line with Trust policy and the Appointment and Remuneration Committee will review and recommend levels of future remuneration subject to the Council of Governors' final ratification.

## 6 Person specification

	Criteria	Method of measurement	Essential / desirable
<b>Education</b>			
1	Post graduate / masters level qualification or equivalent level of senior management experience	Application	Essential
2	Evidence of continuing professional / personal development.	Application	Desirable
<b>Experience</b>			
3	At least two years experience of working at Board level or equivalent in a comparable large, complex, changing organisation, in either the service industry, the health or social care sector, or the third sector.	Application	Essential
4	Non-executive director experience	Application	Desirable
5	Demonstrable track record of leadership gained within a major organisation of comparable complexity, whether in the public or private sector	Application	Essential
6	Experience of active networking and commitment to community issues	Application	Essential

	<b>Criteria</b>	<b>Method of measurement</b>	<b>Essential / desirable</b>
7	Experience of effectively chairing difficult, complex and high level meetings	Application Interview	Essential
8	Proven track record of successfully leading innovative modernisation and service improvements and have the strategic vision to lead a first class organisation.	Application Interview	Essential
9	Experience of people management including valuing diversity and equal opportunities and motivating people to give their best, ensuring diverse opinions are heard and taken into account	Application Interview	Essential
10	Strong business, financial and risk management acumen.	Application Interview	Essential
<b>Skills and knowledge</b>			
11	Ability to accept and work with ambiguity and constant change	Application	Essential
12	Excellent diplomatic, interpersonal and communication skills, with the ability to engage a wide ranging audience and network effectively with a variety of organisations/individuals within and / or outside the Trust and NHS.	Application Interview	Essential
13	Provide inspiration to others and be creative in approach to problem solving.	Application Interview	Essential
14	Ability to understand complex strategic issues, analyse and resolve difficult problems.	Application Interview	Essential
15	Leadership, motivational and influencing skills to manage members of the Board of Directors and Council of Governors as teams to meet common goals and ensure they utilise their skills and expertise for the benefit of the organisation.	Application Interview	Essential
16	Understanding of the NHS political environment and the external environment in which it operates	Application Interview	Essential
17	A high level of understanding and interest in health and social care issues, with an appreciation for the services the Trust provides and a commitment to the values and principles of the NHS and public services	Application Interview	Essential

	<b>Criteria</b>	<b>Method of measurement</b>	<b>Essential / desirable</b>
18	Clear understanding of the legal duties, liabilities and responsibilities of the Board, non-executive directors and governors.	Application Interview	Essential
19	Sound knowledge of and commitment to Corporate Governance.	Application Interview	Essential
20	Awareness and understanding of the requirements of the NHS operating environment as set down by NHS Improvement (the regulator of foundation Trusts).	Application Interview	Desirable
<b>Personal attributes</b>			
21	Flexibility regarding time commitment and the ability to travel.	Application	Essential
22	Eligible to be a member of the Trust.	Application	Essential
23	Passionate about mental health care and learning disabilities issues, and achieving the best for service users.	Application Interview	Essential
24	Personal understanding of / or lived experience of mental health and / or learning disabilities	Application Interview	Essential
25	Able to be independent in judgement and character and to challenge appropriately	Interview	Essential
26	Politically astute, with the ability to grasp relevant issues think creatively and understand relationships between interested parties.	Interview	Essential
27	Must meet the Fit and Proper Person requirements as set out in the Constitution, Provider Licence and the CQC regulations.	Declaration and background checks	Essential

## **7 Disclosure and Baring Service (DBS) check**

Chairs and non-executive directors may occasionally have access to children and vulnerable adults through their work for the Trust. To safeguard service users by identifying unsuitable candidates any appointment will be dependent upon the satisfactory completion of a standard disclosure through the Criminal Records Bureau. Checks will be carried out by the Trust after appointment and before the individual takes up full duties.

## **8 Fit and Proper Persons requirements**

All organisations regulated by the Care Quality Commission need to ensure that successful candidates meet the Fit and Proper Persons Requirement (Regulation 5 of the Health and Social Care Act 2008

(Regulated Activities) Regulations 2014). This means that the care provider must not appoint a director unless:

- The individual is of good character
- The individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed or appointed
- The individual is able by reason of their health, after reasonable adjustments are made, to properly perform tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed
- The individual has not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether lawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity
- None of the ground of unfitness specified in Part 1 or Schedule 4 apply to the individual (e.g. bankruptcy, sequestration and insolvency, appearing on barred lists and being prohibited from holding directorships under other laws).

Good character is measured by the criteria set out in Part 2 of Schedule 4 of the Regulations:

- Whether the person has been convicted in the UK of any offence or been convicted elsewhere of any offence which if committed in any part of the UK would constitute an offence
- Whether a person has been erased, removed or struck off a register maintained by a regulator of a health or social work professional body.

**APPLICATION FORM**

Please fill in the Application form, which is split into three parts. Please complete the form and check it carefully before returning it to Susan Tyler, Director of Human Resources at Leeds and York Partnership NHS Foundation Trust, Trust Headquarters, 2150 Thorpe Park, Leeds LS15 8ZB. Please note that questions marked with an asterisk \* are mandatory and therefore must be answered.

<b>For Office Use Only</b> Reference Number:
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**APPLICATION FOR THE POSITION OF CHAIR OF THE TRUST****Leeds and York Partnership NHS Foundation Trust****PART 1 – PERSONAL DETAILS**

Details entered in this part of the form will be held in the Human Resources department. Access to this information will be withheld from the short listing panel.

* Surname/Family Name			
* First Names			
Middle Name			
Name in which you are registered with a professional body (if applicable)			
Title		UK National Insurance No	
Address			
* Postcode/ Zip code		* Country	
Home Telephone		Mobile Telephone (only if UK registered)	
Work Telephone		Preferred telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Email Address			
* Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have answered 'no' above, you must answer these questions:			
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.			
<input type="checkbox"/> Highly Skilled Migrant Programme / Tier 1 <input type="checkbox"/> Indefinite Leave to remain / enter <input type="checkbox"/> Work Permit / Tier 2 <input type="checkbox"/> Dependant / Spouse visa <input type="checkbox"/> Clinical attachment visa <input type="checkbox"/> Tier 4 student		<input type="checkbox"/> Post Graduate Doctors and Dentists <input type="checkbox"/> Tier 5 Temporary Workers <input type="checkbox"/> Tier 5 Youth Mobility / working holiday visa <input type="checkbox"/> Refugee <input type="checkbox"/> Visitor <input type="checkbox"/> Other, please specify below	

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Please supply details of any permit currently held, including number, validity and expiry date

Visa No:  
Start Date: (DD/MM/YY)  
Expiry Date: (DD/MM/YY)  
Details of any restrictions:

Does your visa have a condition restricting employment or occupation in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you an NHS professional returning to practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## PART 2 – MONITORING INFORMATION

This section of the application form will be detached from your application form and will be used for monitoring purposes only.

Leeds and York Partnership NHS Foundation Trust recognises and actively promotes the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

* Date of Birth	
* Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

### Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

### Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Please indicate the option which best describes your sexual orientation	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

### Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
<b>Asian or Asian British</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background  <b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background  <b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<b>Other Ethnic Group</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> I do not wish to disclose this

### Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

**Equality Act 2010**

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

* Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

* Are you currently bound over or do you have any current 'unspent' convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. You do not need to tell us about parking offences.

## Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

The position you are applying for has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the Police Act 1997. As such, it meets the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Both standard and enhanced DBS disclosure certificates contain information about any convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

Please be aware that the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013* (S.I. 2013/1198) made amendment to the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* to provide that certain spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions, or take these into account when considering you for appointment.

Before you complete the question(s) below please read guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Where the position has, in addition, been identified as a regulated activity under the *Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedoms Act 2012)* an enhanced DBS disclosure will include information which is held on the Children's and/or Adults barred list(s), as applicable to the position.

Please note that you do not need to tell us about convictions, cautions, warnings or reprimands which are deemed 'protected' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* as amended by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013* - see notes above. You also are not required to tell us about parking offences.

\* Are you currently bound over, or do you have any convictions or cautions (including warnings and reprimands) which are not deemed 'protected' under the amendment to the Exceptions Order 1975, issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes                       No

If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

\* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with children?

Yes                       No

\* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with vulnerable adults?

Yes                       No

**Disqualification**

A person may not become or continue as a member of the Board of Directors if the following apply. Please state if any of the following apply.	
Have you been adjudged bankrupt or had your estate sequestrated and (in either case) not been discharged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you made a compensation or arrangement with, or granted a trust deed for, any of your creditors and not been discharged in respect of it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you, within the preceding five years, been convicted 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to an unexpired disqualification order made under the Company Directors' Disqualification Act 1986?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of anything in your private or professional life, which would be a source of embarrassment to yourself or the organisation if it became known in the event of your appointment to the position for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Relationships**

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship

**\* DECLARATION**

The information in this form is true and complete. I agree that any deliberate omissions, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. This applies equally to any medical questionnaire/forms I may complete.

I also understand that any form of canvassing in respect of this application e.g. attempting to unfairly further the application by communication or influence shall result in disqualification from this appointment process.

I agree to the above declaration			
Signature			
Name		Date	



## Membership of Professional Bodies

Include in this section any relevant professional registrations or memberships. If professional registration is not required then go to **Employment History**.

* Please indicate your Professional Registration status:	
<input type="checkbox"/> Not Required for this post <input type="checkbox"/> I have current UK registration	<input type="checkbox"/> UK registration applied for <input type="checkbox"/> UK registration not yet applied for <input type="checkbox"/> I am a student

If you are registered then please enter the relevant details below:			
Professional Body	Membership or Registration type	Membership/Registration PIN	Expiry/Renewal Date

If you are applying for a post that requires professional registration you are required to provide the following information:

Are you currently the subject of a fitness to practise investigation or proceedings by a licensing or regulatory body in the UK or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body in the UK or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Current Employment

Please record below the details of your current or most recent employer

Employer Name			
Address			
Type of Business		Telephone	
Job Title			
Start Date		End Date	
Start of continuous NHS service			
Grade		Salary	
Reporting to (job title)		Notice Period	
Reason for leaving (if applicable)			

Description of your duties and responsibilities. ( Please provide no more than a **500-word answer**)

**Previous Employment**

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the 'Supporting Information' section below. Please add additional employers/information on a separate sheet.

**Previous Employer 1**

Employer Name			
Address			
Job Title		Grade	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			



### Previous Employer 2

Employer Name			
Address			
Job Title		Grade	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			

### Previous Employer 3

Employer Name			
Address			
Job Title		Grade	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			

**Previous Employer 4**

Employer Name			
Address			
Job Title		Grade	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			

**Previous Employer 5**

Employer Name			
Address			
Job Title		Grade	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			

**PLEASE LIST ALL PREVIOUS EMPLOYMENT USING SEPARATE SHEET IF NECESSARY**

## PART 4 – SUPPORTING INFORMATION

In this section please give your reasons for applying for this post and additional information, which shows how you match the person specification for the specific post you applying for (this information is in the applicants information pack).

**You are also asked to provide no more than a 300-word answer to each of the requests set out below:**

1. Provide clear evidence of where you have had experience of working at Board level in a comparable large / complex, changing organisation/s with particular reference to your leadership experience within that / those organisation/s and experience of chairing high-level, complex and / or difficult meetings.
2. Provide clear evidence of where you have had to play a key part in leading during a time of change, demonstrating how you have used your influencing, negotiating and diplomatic skills to bring together differing viewpoints.
3. Explain how you have engaged with wide-ranging audiences and how you have networked effectively (either within or external to the NHS) including the part you played in influencing outcomes.
4. Provide clear evidence of how you are committed to the NHS and mental health/learning disabilities services including any lived experience you may have had of either of these services.

Answers to the above questions in no more than 300 words (Please continue on additional sheets if necessary).

## PART 5 – REFERENCES

Please give the names of the people who have agreed to supply references. You must provide 2 references a s minimum. If you are, or have been employed, these should be your two most recent employers. These may include your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. For all posts written references obtained must cover the preceding 3 years of employment. All referees will be approached prior to interview unless you indicate otherwise.

### Referee 1

*Surname/Family name		First Name	
Title			
Job Title			
*Address			
*Post Code/ Zip Code		*Country	
Telephone		Fax	
Email			
* Relationship		*Can the referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Referee 2**

*Surname/Family name		First Name	
Title			
Job Title			
*Address			
*Post Code/ Zip Code		*Country	
Telephone		Fax	
Email			
* Relationship		* Can the referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No