



Board Meeting Papers 1st December 2020

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| Date | 1 December 2020 | Agenda item | 12 |
| Title | Update on the Recruitment of a new Chair | | |
| Author | Donna Cairns - Head of Governance | | |
| Lead Director | Julie Sharma | Date signed off | 24 th November 2020 |
| Presented by | Julie Sharma | Version | 1 |
| For | Approval/decision Debate Assurance Information ✓ | | |

Aims/Summary

The purpose of this report is to inform the Board of an outline of the proposed recruitment and selection process for the appointment of a new Chair.

Options and decisions

The Board is requested to note the report.

Resource implications (financial/staffing/other resources)

The resources associated with the recruitment process will be met from the recruitment budget.

Quality considerations

To ensure that the recruitment process follows a formal, rigorous and transparent procedure in appointing a new Chair because they have the appropriate combination of expertise, experience and capacity to contribute to this key role.

| Paper/information previously considered by | Date |
|--|------|
| N/A | |

1. Background

The current Chair has served the Board of Sirona since 2011 and has now indicated that he will be retiring from this role in March 2021. A recruitment exercise has therefore commenced to ensure a new Chair will be appointed to take over from April 2021.

Members have met on 23rd November 2020 to appoint an interim Nominations Committee to oversee the recruitment process. The interim Nominations Committee membership is as follows:

- Two Service User Members
- Two Staff Members
- One Strategic Partner Member
- One Director Member - Chief Executive

The Terms of Reference for the Nominations Committee are provided at Agenda Item 14 for the Board's information.

The proposals for the Nomination Committee's functions and processes are partly based on the arrangements in place for NHS Foundation Trusts, where their Council of Governors (similar to Members) are responsible for the appointment of Chairs and Non-Executive Directors, and follow the principles of the Foundations Trusts Code of Governance.

2. Key points

The Nominations Committee will be meeting in December to consider and agree the recruitment process, including the development of the role profile and person specification. The recruitment process will seek to achieve the following objectives:

- Formal, rigorous and transparent procedure
- Fair and open process including open advertisement
- Selection processes based on merit and objective criteria
- Promotion of diversity of gender, social and ethnic backgrounds, cognitive and personal strengths
- Taking into account the future challenges, risks and opportunities faced and the skills and expertise required within the Board of Directors to meet them.

In respect of the final point above, Members of the Board will be invited to contribute to the Nominations Committee's review of the skills and experience required to be used on the selection criteria. A survey will be issued by email to the Board and Directors are asked to respond by Thursday 3rd December. Responses will assist the Committee in formulating the role profile, person specification and information pack.

An outline of the proposed recruitment process and timeline is attached at Appendix 1. It is intended that the advertisement will be out before Christmas, with interviews taking place in early February.

3. Recommendations

The Board is asked to note the report.

Outline Process timeline

