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## **CONFIDENTIAL ROLE SPECIFICATION**

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**University College London Hospitals NHS Foundation Trust (UCLH)**

**Non-Executive Director**



November 2021

**Executive Search  
and Talent Management**

The MBS Group Ltd  
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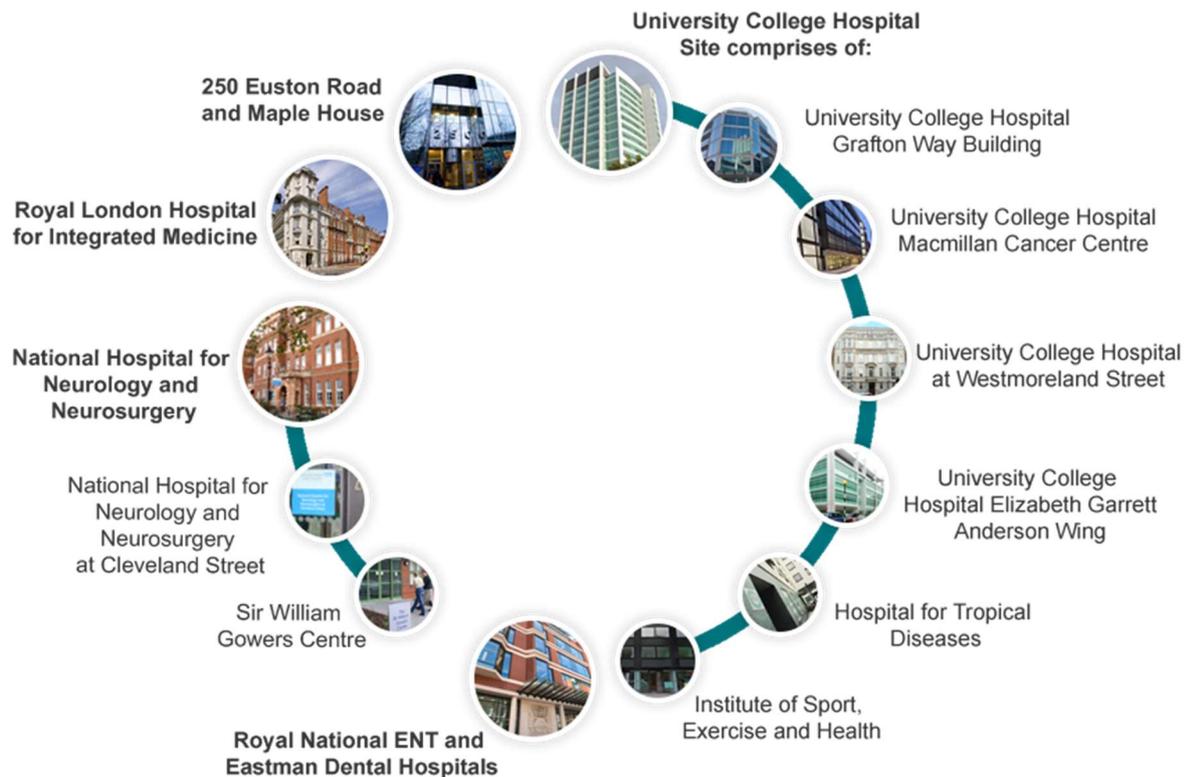
## JOB SPECIFICATION

Position:	Non-Executive Director
Organisation:	University College London Hospitals (UCLH)
Location:	Central London
Reporting Relationship:	Chair
Website:	<a href="https://www.uclh.nhs.uk/">https://www.uclh.nhs.uk/</a>

## BACKGROUND

One of the country's largest and best-performing NHS Foundation Trusts, University College London Hospitals (UCLH) provides high-quality acute and specialist care to patients and those who care for them across London and beyond. As a high-profile academic research hospital, UCLH also delivers excellent education to clinicians – supporting, fostering and producing world-class research across its many specialities. The Trust's overall vision is to deliver top-quality patient care, support world-class education and research, and provide a positive work environment for all employees.

UCLH is part of the North Central London Integrated Care System and a member of the UCL Health Alliance, working collaboratively with other providers in the sector, particularly in the context of COVID-19. In the face of extraordinary operating pressures, UCLH has served its patients throughout the pandemic and kept its core values – Safety, Kindness, Teamwork and Improving – at the heart of all its work. Indeed, in the year to March 2021, UCLH treated 1.5 million patients, recruited 7,673 patients for research studies, generated an annual turnover of £1.34bn and employed a total of 10,600 people across the following sites:





It is worth noting that the above does not include the COVID-19 vaccination centres that UCLH, as NCL lead provider, operated as part of the vaccine roll-out. Bidborough House, the local mass vaccination centre, is still running.

Alongside continued innovation, digital transformation, financial sustainability, and operational excellence, one of the Trust's top strategic priorities going forward is the nurturing and development of UCLH's diverse staff. The fostering of talent is particularly critical given the crucial role that UCLH's employees played in the achievement of extraordinary performance in the most difficult of circumstances.

## **ROLE CONTEXT**

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As mentioned above, the Trust's vision is to deliver top-quality patient care, support excellent education and world-class research, and provide a positive work environment for all employees. UCLH's Board is collectively responsible for overseeing the Trust's performance against those objectives and steering its strategic direction towards the achievement of these goals, ensuring that the Trust promotes high-quality care and shows a genuine interest in patients, the local community, the staff and the NHS, whilst also continuing to innovate and live up to its reputation as a world-class teaching hospital.

Chaired by Baroness Julia Neuberger, the Board is responsible for guiding UCLH's strategy and values, supporting and challenging the executive team in their delivery of said strategy. In carrying out their role, Non-Executive Directors must encourage the highest standards of corporate governance to ensure compliance with statutory obligations, scrutinise performance and satisfy themselves as to the integrity of clinical, financial and other information presented to them. Each Non-Executive Director is an Ambassador for the Trust and plays a key leadership role, ensuring UCLH's obligations to its stakeholders are understood.

UCLH is now looking to appoint a new Non-Executive Director to the team to succeed Althea Efunshile, the Chair of Thames Metropolitan Housing, as her term is coming to an end in 2022 after six years with the organisation.

## **KEY ACCOUNTABILITIES**

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In partnership with the other NEDs, the successful candidate will be responsible for the following:

- Supporting the Chair, the Chief Executive and other Executive Directors in the leadership of UCLH, including promoting the Trust's values as it strives to carry out its dual role as a centre for academic research and clinical education, whilst also delivering high-quality acute and specialist care to its patients
- Contributing to the development of UCLH's strategy, ensuring the necessary resources are in place to meet its objectives
- Ensuring strategies and actions approved by the Board are implemented effectively and efficiently by the executive management team
- Promoting equality of opportunity and recognising the importance of diversity when working with patients, staff and stakeholders
- Developing an understanding of the external environment in which the Trust operates (in particular the North Central London ICS and the UCL Provider Alliance) and being prepared to promote collaborative and partnership working to the benefit of the people of North Central London
- Offering constructive challenge to the executive members of the Board, whilst respecting executive responsibility
- Thoroughly scrutinising and regularly reviewing performance against agreed goals and objectives



- Determining the level of remuneration for the Executive Directors and playing a key role in the appointment of the Chief Executive and other executives
- Establishing and developing a constructive relationship with the Council of Governors, paying due regard to their opinions
- Strengthening and maintaining engagement with the community, patients and stakeholders, and representing UCLH externally
- Taking corporate and personal responsibility as a Board member and sharing responsibility for communicating the decisions of the Board

It is anticipated that the appointed NED will sit on two Board sub-committees, with a view to chairing an appropriate Board sub-committee in the fullness of time. At present, the sub-committees are: Audit; Finance and Investment; Quality and Safety; Research and Innovation; and Workforce. However, the Board is currently reviewing the structure with a view to making a permanent change, as outlined below:

- Audit
- Finance, Investment and Performance
- Commercial and Private Healthcare Strategy
- Quality and Safety
- Workforce
- Research & Innovation

## **PERSON PROFILE**

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UCLH is seeking to appoint an exceptional individual as NED for whom the welfare of UCLH and its patients and staff will be paramount. This is an opportunity to join the Board of one of the country's most important hospitals at a time of change, challenge and possibility. Working with a strong and cohesive Board where all are jointly responsible for decision-making, the ideal candidate will bring substantial strategic leadership experience, a powerful track record as an advocate for diversity and inclusion, and some understanding of both the public and private sectors.

UCLH's next Non-Executive Director will be an inclusive, collaborative leader with the ability to act as a strong, positive ambassador for the Trust and the partnerships it contributes to. Whether new to Non-Executive positions or an experienced NED, the successful candidate will have a track record of values-based leadership that chimes with UCLH's values and a commitment to – and connection with – the London communities that UCLH particularly serves. The Trust is very open to NEDs who are engaged in full-time senior executive positions; however, it is important to note that Board members are expected to dedicate three days per month to their post.

As mentioned above, the post holder will be expected to chair a Board sub-committee and must therefore be able to demonstrate that they have the qualities, skills and experience to undertake this role to the highest standards.

Specifically, the ideal candidate would possess the following qualities, skills and experience:

- A strong track record as a role model for equality, diversity and inclusion within organisations with diverse workforces
- Commercial acumen and financially savvy, with a strong understanding of decision-making processes in both public and private sector contexts
- A highly customer / patient-centric approach, drawing on past experience within service-led organisations of equivalent scale and complexity to UCLH
- The emotional intelligence to work in a constructive way, communicating effectively and listening sensitively to the views of others, and gaining the trust, confidence and respect of a range of audiences



- Clear evidence of leadership and resilience in the face of challenges and the ability to inspire confidence and enthusiasm
- Strategic decision-making skills and a demonstrable understanding of how these would add value to UCLH
- A sound knowledge of corporate governance (including risk and assurance) and evidence of organisational performance management
- The ability to work effectively with partners in the local health economy and an understanding of the needs of the patients and local community that UCLH serves
- Ideally, some commercial background, whether gained in the private or public sectors
- Ideally, experience of communications, public relations or people management

The position specification is not exhaustive. There will be other accountabilities not specified here that would be expected from a Non-Executive Director of UCLH.

UCLH is committed to appointing diverse, talented and high-performing individuals at all levels of the organisation and therefore welcomes applications from candidates irrespective of their background. Appointments are made in keeping with the Trust's commitment to diversity, equality and inclusion, offering equal opportunities for all providing individuals meet the required criteria.

## HOW TO APPLY

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The MBS Group are acting as UCLH's advisors on this appointment. To apply, please send a covering letter and CV to [uclhapplication@thembsgroup.co.uk](mailto:uclhapplication@thembsgroup.co.uk) by midday on Friday 10<sup>th</sup> December 2021. If you would like to discuss the opportunity in more detail, please do be in touch with us by emailing [james.wardlaw@thembsgroup.co.uk](mailto:james.wardlaw@thembsgroup.co.uk) to arrange a call.

Please also complete the monitoring information form on Appendix 3 as part of your application.

## TERMS OF APPOINTMENT

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### Eligibility

To apply for this appointment, you need to be eligible to be a public or patient member of UCLH. Please see appendix two for further details.

### Remuneration

£13,000 per annum plus a £2,000 allowance for a NED who chairs a Board sub-committee or takes on the role of the Senior Independent Director.

## THE MBS GROUP CONTACTS

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## APPENDIX 1: FURTHER INFORMATION

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University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population locally and nationally. It balances the provision of nationally recognised specialist services with the delivery of high-quality acute services to the local populations of Camden, Islington, Barnet, Enfield, Haringey and Westminster. The Trust treats over 1.5 million patients each year, recruited 7,673 patients for research studies and had an annual turnover of £1.34bn. UCLH aspires to become a world-leading research hospital across all areas of patient care and treatment and will do so with increased focus on relevant clinical trials and the use of novel therapies, furthering its tradition of innovation and distinction in research and development. More than 10,000 people work at the Trust. 71% of the workforce is female and 49% is from black minority and ethnic groups. Staff come from all the world, including 34 European nationalities. UCLH scored well in the annual staff survey for 2020 with very strong improvement in overall staff engagement. 88% of our staff would recommend UCLH to friends or family who needed treatment and 79% would recommend UCLH as a place to work.

UCLH provides first-class acute and specialist services across a number of central London sites dedicated to the diagnosis and treatment of many complex illnesses. It has a world-leading reputation for neurosciences, a growing reputation for cancer treatment and is regarded as one of the most successful providers of women's healthcare in the UK. Supported by the provision of excellent medical and surgical care, UCLH is committed to growing these areas of clinical focus whilst also ensuring excellent clinical care and enhanced research activity across its whole portfolio of services.

The Trust operates in collaboration with other providers and stakeholders across its clinical and research portfolios. In partnership with University College London (UCL), UCLH is one of the country's five comprehensive Biomedical Research Centres (BRC) and, as a member of UCLPartners, brings together some of the UK's world-renowned medical research centres and hospitals. The UCLH BRC was awarded £111.5m over five years until 2022 to expand its research. UCL and UCLH will also host the new government-funded UK Dementia Research Institute. The Trust works with UCL Medical School and London South Bank and City Universities to provide high-quality medical and clinical training and education.

UCLH is part of the Cancer Alliance for North Central London. This brings together hospital trusts, GPs, health service commissioners, local authorities and patients to improve early cancer diagnosis, outcomes and care for patients, along with education and awareness.

The healthcare system across North Central London, including clinical commissioning groups, GPs, local authorities and NHS providers, has worked to develop the North Central London Integrated Care System. This is working across the sector to transform and create sustainable services in the sector with equity of access for all residents. Within North Central London, providers have formed the UCL Health Alliance to promote collaborative working in the sector.

### Impact of the COVID-19 Pandemic

Life, since March 2020, has been dominated by the pandemic. UCLH staff have responded to this unprecedented challenge, going above and beyond to continue to provide safe and effective services to patients. The pandemic has also provided an opportunity for us to work more collaboratively with other partners within the North Central London Integrated Care System – a network of NHS and other health and care organisations in the boroughs of Barnet, Camden, Enfield, Haringey and Islington.



UCLH was appointed as the lead provider for COVID-19 testing and vaccination services for North Central London. Working closely with Health Services Laboratories and the Francis Crick Institute, testing services for hospitals and community services were set up and they ensured that both staff and patients received prompt testing, fundamental to providing safe care. The COVID-19 vaccination service has been a huge success across North Central London. Originally there were two mass vaccination centres locally (at the Francis Crick Institute and the Islington Business Design Centre); these have now closed, and a centre opened in Bidborough House (near St Pancras) in September 2021.

Keeping our staff and patients safe has been a priority since the start of the pandemic. Our excellent procurement team ensured that our staff had access to personal protective equipment and key supplies. Across the organisation, clinical and non-clinical staff have worked tirelessly as #oneteam to reconfigure hospital services and repurpose areas for new uses so that safe pathways are in place for all our patients. Many staff were redeployed or have volunteered to work in new areas to support the team effort. The performance of our critical care, high dependency, acute medicine, and emergency departments has been truly exceptional. They have worked collaboratively with our partner providers in North Central London to support other units where necessary to ensure that all patients in North Central London receive the best possible care, including setting up a critical care transfer service.

Critical care capacity at UCLH and at the Royal Free London has been increased and these are now the two critical care hubs in North Central London. The pandemic has also resulted in new ways of working being introduced rapidly. Remote telephone and video outpatient clinics were established and have been positively welcomed by our patients. We are now able to offer a mixture of face to face and remote outpatient clinics to ensure that we are able to offer the best possible care for each of our patients.

The digital healthcare team has helped to support staff to work remotely from home and access virtual meetings. Epic, our Electronic Health Records System, has proved invaluable in supporting remote working and providing staff with the capability and flexibility to work anywhere, where appropriate.

The Trust is now busy on its elective recovery programme, balancing the demands of COVID-19, emergency admissions, elective admissions and winter pressures.

Special financial arrangements have been in place throughout 2020/21 and these have continued in 2021/22. The national funding arrangements provided sufficient income to cover the additional costs associated with COVID-19 and to address, in a non-recurrent way, the underlying deficit that UCLH was carrying prior to the pandemic and which will remain after the special financial arrangements in place for the pandemic come to an end.

The support from the community for the NHS and for carers was overwhelming at the height of the pandemic. The UCLH Charity, the Friends of UCLH, the National Brain Appeal and UCLH fundraising and staff experience teams provided a great deal of support to our staff. Supporting the wellbeing of our staff and those who work for partner organisations providing services to UCLH remains a top priority for UCLH. We are investing in several initiatives to further improve staff experience and resilience and support the recovery of our staff.

## **Research Hospital**

Already one of the most research active trusts in the UK, UCLH launched as a research hospital in 2018/19, marking the beginning of a new era where research and learning become more deeply embedded across the entire organisation.

Together with our patients, staff and colleagues at surrounding academic institutions, we want to improve the diagnostic and therapeutic management of a wide range of diseases. We will do this by translating findings from novel biomedical discoveries into better patient care. At the same time, we want to improve our operational performance by harnessing the power of data science and artificial intelligence. Epic, our electronic health record system, provides huge potential to harness data for health research and it comes with many tools to support the clinical trials process. Clinicians will be

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able to see if a patient is on a clinical trial and the system will notify researchers if a study participant is unexpectedly admitted to the hospitals. Researchers will also be able to see if there are enough patients who meet the criteria to run a particular trial.

### **Clinical Innovations in 2020/21**

We are very proud of the many research studies that were undertaken to improve our understanding of the Sars-Cov2 virus.

The UCLH team has made a significant contribution to national COVID-19 research programmes. UCLH was one of the highest recruiting sites to the trial of the Oxford AstraZeneca vaccine and we opened a dedicated centre for vaccine trials in November 2020. The pandemic provided an opportunity for many staff to get involved with research, some for the first time, and their enthusiasm will support the development of UCLH as a research hospital with research embedded across the Trust. In 2020/21 179 new research studies were approved to start recruitment at UCLH and we recruited 7,673 participants to research studies.

UCLH was also a major contributor to the RECOVERY trial which found that the steroid drug dexamethasone reduced mortality substantially in severely ill COVID-19 patients and participated in other clinical trials, including those using monoclonal antibodies.

UCLH clinicians worked at the height of the first wave of the pandemic with UCL and Mercedes Formula One engineers to develop a breathing aid that reduced the need for ventilation. The CPAP device went from concept to manufacture within one month and is now used across the NHS and across the world. UCLH and UCL researchers worked with Microsoft to see if chest imaging data could better identify who should shield in any future surges.

A major UCLH study of healthcare workers highlighted the importance of routine staff screening. UCLH and UCL research, reported by international media, found that almost 80% of people with sudden loss of smell or taste tested positive for COVID-19 antibodies. This demonstrated that acute loss of smell or taste is a highly specific virus indicator and should be considered as criterion for self-isolation, testing and contact tracing.

UCLH has developed a Long COVID-19 clinic for patients which was accessible not only to those with a hospital stay but also to those who had not been admitted for hospital treatment. Researchers from a number of specialties are working together to increase our understanding of the long-term impacts of COVID-19 and develop care strategies.

UCLH clinicians are also looking at how COVID-19 interacts with conditions such as cancer, cardiovascular disease and hearing loss. Separate research laid to rest fears that people with high blood pressure are more at risk from severe COVID-19.

UCLH clinicians are looking at the effectiveness of COVID-19 vaccinations and determining the point at which a booster dose helps to maintain high levels of COVID-19 antibodies.

UCLH was the first organisation to recruit a patient to an urgent national public health study analysing viral genomic data in real time to reduce the spread of COVID-19 in hospitals.

UCLH researchers identified the cause of rare blood clots associated with the Oxford AstraZeneca vaccine and a suitable treatment.

UCLH harnessed the power of data science and artificial intelligence to understand an unknown disease and improve patient care.



## Digital Transformation

Our venture to make UCLH a truly digitally integrated hospital has paid dividends during the pandemic. We are one of few trusts to have this capability. The pandemic has tested all of us, from a healthcare perspective, but the single electronic health record, implemented on 31<sup>st</sup> March 2019, has seen us through an exceptionally turbulent time. It means that our doctors, nurses and other healthcare professionals have immediate access to all relevant patient information in one place. We have been able to make rapid advancements in care through secure information sharing across hospital settings and healthcare organisations.

## New facilities

The Royal National ENT and Eastman Dental Hospitals building opened in October 2019. This is a new ambulatory care facility on Huntley Street and brings together the services previously provided in the Royal National Throat, Nose and Ear Hospital and the Eastman Dental Hospital.

The Grafton Way Building is a £270 million eleven-storey clinical facility which partially opened its state of the art day surgery unit in April 2021. The building will also be home to one of only two NHS Proton Beam Therapy centres in the UK and will be the largest centre in Europe for the treatment of blood disorders. These facilities are due to open in late 2021/early 2022.

## Vision, Values, Strategy & Objectives

UCLH is committed to delivering a vision of top-quality patient care, excellent education and world class research. The Trust delivers its vision through a strong commitment to four core values – Safety, Kindness, Teamwork and Improving – which underpin how it serves patients and their families and how to behave with colleagues in UCLH and beyond. Further information can be found on the UCLH website UCLH Vision.

Underpinned by our vision and values are our four strategic priorities:

- Local Care: working with partners, we will improve the health of our local population
- Specialist Care: we will invest in specialist services to ensure world class provision for our patients
- Expand Research: working closely with UCL and other academic partners, we will become a research hospital where research is embedded across all our services
- Operational Excellence: we will optimise our operational processes, supported by new technology and electronic health records, separating acute and elective care wherever possible.

This is set out in our strategic document of March 2018 which is available on the UCLH website. And we will do this through our objectives to:

- Provide the highest quality care within our resources and increase our focus on safety
- Become a world-class academic research hospital embedding research throughout the organisation and all disciplines
- Operational excellence through our electronic health record system and optimised processes
- Develop all our diverse staff to deliver their potential and foster talent
- Improve the financial sustainability of UCLH and the wider health economy

## Trust Governance: the role of the Board

UCLH's Board of Directors (the Board) comprises 16 statutory members including the Trust Chair, Baroness Julia Neuberger, and the Chief Executive, David Probert. There are also three non-voting executives who attend Board meetings. The Board sets the overall policy and strategic direction for the Trust, approves and monitors UCLH's business plans, budgets and major capital expenditure and monitors performance against objectives. Non-Executive Directors also sit on Board sub-committees (audit, remuneration, finance and investment, workforce, research and innovation, and quality and

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safety). Further information can be found on the UCLH website.

### **Composition of the Council and its role**

UCLH's Council of Governors (the Council), which is chaired by the Trust's Chair, is made up of 24 elected governors (five public, twelve UCLH patients, one carer of a patient and six staff) and nine appointed governors from partner organisations including key stakeholders.

The Council's statutory responsibilities are described in the UCLH Constitution. These include the appointment and removal of Non-Executive Directors, including the Chair, and holding them individually and collectively to account for the performance of the Board. The governors represent the interests of the members of UCLH as a whole and the interests of the public.

The Council is a valued and effective body advising the Board on issues that are important to patients, carers, staff and the wider community. The Council is not responsible for the day to day running of the Trust but works with the Trust to ensure that UCLH provides the best possible service to its patients. Governor representatives are actively involved in some Trust committees. Further information can be found on the UCLH website.

### **Clinical Leadership Model**

UCLH has a clinical leadership model delivered through four Medical Directors and its Chief Nurse. Three of the Medical Directors are the chief operating officers for the three clinical boards – Medicine, Specialist Hospitals, Surgery and Cancer. The other is the Medical Director for Digital Healthcare. The three clinical boards have 17 clinical divisions and are supported by corporate functions such as finance, digital services and workforce.



## **APPENDIX 2: TERMS & CONDITIONS OF APPOINTMENT**

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### **Contract Requirements**

To qualify for the appointment as a Non-Executive Director, you must be a member of the Trust or a nominee of UCL. To become a member of the Trust you must have been a UCLH patient in the last three years or you must be a resident of one of the London boroughs, the City of London, Berkshire, Buckinghamshire, Essex, Hertfordshire, Kent or Surrey.

UCLH has an obligation to ensure that an individual is a “fit and proper person” to be a Director. These appointments are thus made in line with the requirements of Regulation 5 published by the Care Quality Commission. A new appointee must therefore be of good character, with the necessary qualifications, skills and experience for their role on the Board and able to perform the role for which they have been appointed (after reasonable adjustments). Any new appointee must also not have been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying out a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity. Any new appointee must not be disqualified to serve as a director under section 9.13 of the Constitution.

To determine this, UCLH will review each appointment and complete a criminal records and bankruptcy check and, where appropriate, will check that an individual has not been removed or “struck off” from a register of professionals maintained by a regulator of health care or other appropriate regulatory body. Non-Executive Directors are also required to complete a health declaration and to declare any conflicts of interest. Subsequently, a full assessment will be carried out every three years.

### **Tenure of Office and Time Commitment**

Non-Executive Directors hold office under the Constitution of UCLH. This appointment will be for an initial period of three years and will be made by the Council of Governors following satisfactory contract requirement checks.

Re-appointment may be made for a second term subject to approval by the Council of Governors and continuing satisfactory performance and the needs of UCLH.

All appointments are subject to a maximum term of seven years. If, during a period as a Non-Executive Director, an individual is appointed as a Trust Chair their tenure as a Non-Executive Director will be terminated.

You are expected to devote approximately three days per month to the role. This will include some time during the working day and in the evening.

### **Performance Review**

The Chair will undertake a performance review annually. In the event that an individual’s performance is not satisfactory, the Council of Governors can terminate the appointment.

### **Remuneration**

The remuneration for this post is base pay of £13,000 plus a supplementary allowance of £2,000 when a NED chairs a Board sub-committee or is the Senior Independent Director. In addition, reasonable travel and subsistence expenses will be reimbursed in accordance with the Trust policy in respect of expenses necessarily incurred on Trust business. Remuneration is taxable under Schedule E and subject to Class 1 National Insurance contributions. It is not pensionable.



## **Conflicts of Interest**

A Non-Executive Director is required to declare any conflicts of interest in respect of relevant business interests or other appointments or connections with commercial, local authority, voluntary or NHS bodies. The declaration is required on appointment, annually and at any time during the execution of UCLH business where a conflict arises that is relevant or material or could be perceived to be so. The register of interests is published annually.

## **Governance Matters**

Non-Executive Directors are required to subscribe to the NHS Foundation Trust Governance Code and to comply with the UCLH Constitution, as approved by the Board and the Council of Governors.

A Non-Executive Director is required to declare immediately to the Chair if they are ever arrested or cautioned and is required to declare if they have any pending prosecutions or convictions (excluding speeding or parking fines) or any cautions or if you have ever been arrested. Failure to disclose any of these facts may result in termination of contract.

All information a Non-Executive Director acquires during their appointment must remain confidential to UCLH and must not be released, either during appointment or following termination (by whatever means) to any unauthorised person or persons.

## **Roles and Responsibilities**

The requirements of the role are set out in the Role Description and are also outlined in Section 9 of the UCLH Constitution. Non-Executive Directors have the same general legal responsibilities as any other director. In addition, a Non-Executive Director may be asked to chair a committee of the Board and will be asked to chair Consultant Appointment Panels. Non-Executive Directors will be expected to join at least two Board committees.

Senior leaders across the organisation, and especially executive and non-executive board members, prioritise safeguarding and quality.

The Trust will indemnify you against personal liabilities which may occur in certain circumstances whilst carrying out your duties.

## **Disclosure of Information / Data Protection**

Non-Executive Directors consent to the disclosure of their annual remuneration and other benefits in the Annual Report and Annual Accounts of the Trust and consent to the Trust processing personal data relating to their personnel files for management purposes.

## **Termination of Contract**

Paragraph 9.13 of the Constitution sets out the circumstances that disqualify an individual from holding a directorship. Should any of these circumstances become applicable to a Non-Executive Director during their period of office, their appointment will be terminated.



### APPENDIX 3: EQUALITY MONITORING FORM

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#### Personal Details

<b>Title:</b>	
<b>Forename:</b>	
<b>Surname:</b>	
<b>Full Name:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	

#### Equality Monitoring

<b>Marital Status (Please select):</b>		*Please complete mandatory field
<b>Sexual Orientation (Please select):</b>		*Please complete mandatory field
<b>Ethnic Origin (Please select):</b>		*Please complete mandatory field
<b>Religious Belief (Please select):</b>		*Please complete mandatory field
<b>Do you regard yourself as having a Disability (Yes/No):</b>		*Please complete mandatory field
<b>Disability Categories:</b>		*Please complete mandatory field

#### Emergency Contact - Personal Details

<b>Title :</b>		*Please complete mandatory field
<b>Forename:</b>		*Please complete mandatory field
<b>Surname:</b>		*Please complete mandatory field
<b>Relationship to Applicant :</b>		*Please complete mandatory field

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### Emergency Contact - Address

<b>Is their current address in the UK? (Yes/No):</b>		*Please complete mandatory field
<b>House/Flat No.:</b>		*Please complete mandatory field
<b>Street Name:</b>		*Please complete mandatory field
<b>Town/City:</b>		*Please complete mandatory field
<b>County:</b>		*Please complete mandatory field
<b>Postcode:</b>		*Please complete mandatory field

### Emergency Contact - Contact Details

<b>Home Telephone No.:</b>		*Please complete at least one phone number
<b>Work Telephone No.:</b>		
<b>Mobile Telephone No.:</b>		
<b>Email Address:</b>		

### Declaration

<b>I confirm that the above information is correct (Yes/No):</b>		*Please complete mandatory field
<b>Full Name:</b>		*Please complete mandatory field
<b>Date (dd/mm/yyyy):</b>		*Please complete mandatory field



## **Equality Monitoring Information for all new starters**

### **Why do we need accurate equality data?**

The Trust needs credible, robust and up-to-date workforce data with integrity for monitoring and evaluation purposes. The result of the equality monitoring will inform the effective use of resources to improve competitiveness and make a valuable contribution to strategic planning processes and development of services. We currently have over 50% of our employee equality records showing **not declared/undefined** which makes it difficult to make informed decisions about the workforce.

### **How would we use this data?**

The data collated will be used to up-date the ESR workforce data. All monitoring reports do not identify individual staff and confidentiality is maintained. The data will help enhance the integrity of the Trust's workforce data.

#### **Data Protection Act 1998**

The information you have provided will be stored and processed by University College London Hospitals NHS Foundation Trust in line with the Data Protection Act 1998.

### **What is the benefit of a robust and complete workforce equality data?**

For staff, the benefits in disclosing equality related information about themselves and the Trust include:

- High quality recruitment analysis, equal pay review, access to training attendance, employee relations and salary information to ensure the Trust is paying due regard to the impact of its policies, functions and processes on its workforce. Where gaps are identified, it takes actions to address them equitably, fairly and promptly.
- An accurate analysis of the Trust's workforce to assist with planning of facilities, support structures, disability related adjustments, meet the diverse needs and requirements of its workforce.