

AGENDA ITEM NO:**UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF GOVERNORS
THURSDAY 5 JUNE 2008**

Title:	RECRUITMENT OF NON-EXECUTIVE DIRECTOR		
Responsible Director:	David Burbridge Director of Corporate Affairs		
Contact:	David Burbridge Director of Corporate Affairs		
Purpose:	Appointment of Non-Executive Directors		
Confidentiality Level & Reason	None		
Medium Term Plan	-		
Key Issues Summary	Appointment of Non-Executive Directors is a matter for the Board of Governors, ("BoG") which has established the BoG Nominations Committee to oversee the recruitment and selection process including the preparation of a description of the role and capabilities required for the appointment of Non-Executive Directors.		
Recommendations	The Board of Governors is asked to consider the process outlined and if thought fit, approve the process.		
Signed		Date	29 May 2008

UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST

REPORT TO THE BOARD OF GOVERNORS

5 JUNE 2008

RECRUITMENT OF NON-EXECUTIVE DIRECTOR

1. Introduction

- 1.1 Appointment of Non-Executive Directors is a matter for the Board of Governors, (“BoG”) which has established the BoG Nominations Committee to oversee the recruitment and selection process including the preparation of a description of the role and capabilities required for the appointment of Non-Executive Directors.
- 1.2 The Trust’s constitution provides that “Non-Executive Directors shall be appointed in accordance with a process of open competition in accordance with a process to be established from time to time by the Nomination Committee for Non-Executive Directors. In carrying out the appointment process, the Nomination Committee for Non-Executive Directors shall have regard to best practice in corporate governance and shall take into account the level or range of skill and experience required in the Board of Directors”.
- 1.3 Under its terms of reference, the BoG Nominations Committee is to liaise closely with the Executive Appointments and Remuneration Committee (“EARC”) to ensure that its recommendations to the Board of Governors regarding the appointment of Non-Executive Directors take account of the competency requirements and any identified skills gaps identified by the EARC when they review the balance and effectiveness of the Board of Directors.

2. Background

- 2.1 The terms of appointment of four of the current Non-Executive Directors expire in the next 12 months. The Trust needs to set in train the process for appointing replacements for any of the current directors whose appointments are not renewed.

3. Process

The following process is proposed:

- 3.1 The EARC will review the effect of forthcoming vacancies on the balance and effectiveness of the Board of Directors and identify the competencies and skills they consider will be needed for the replacement appointees;
- 3.2 Meeting of the BoG Nominations Committee to agree the recruitment and selection process and the description of the role and capabilities required for the appointments;
- 3.3 Nominations sought from candidates, with candidates asked to provide a CV;
- 3.4 Distribution of all applications to all members of the BoG Nominations Committee communicating and meeting, “virtually” if necessary, to agree the names of the candidates to be interviewed;
- 3.5 Interviews by the BoG Nominations Committee with the Chief Executive and Director of Corporate Affairs present in support;
- 3.6 The EARC/Board of Directors to be asked for its views on the proposed appointments; and
- 3.7 Recommendation of candidates by the BoG Nominations Committee to the Board of Governors.

4. Recommendations

The Board of Governors is asked to consider the process outlined above and, if thought fit, approve the process.

David Burbridge
Director of Corporate Affairs