



Lay Trustee Recruitment pack

A position at the Academy of Medical Royal Colleges

Closing date: 9am on Monday **19th August 2024**

Interviews: In person at our offices in Dallington Street on **19th Sept 2024**

Thank you for your interest in this role at the Academy of Medical Royal Colleges. Equality, diversity, and inclusion are an integral part of the Academy's culture of encouraging, supporting, and celebrating differences. In seeking candidates for this post, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations, and perspectives.

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Academy of Medical Royal Colleges

About the Academy

The Academy is the umbrella body for the UK and Ireland's 24 medical royal colleges and faculties, each of which represents a different medical specialty. Health and healthcare policy are complex matters which are constantly evolving. With so many cross-specialty issues affecting the whole of the medical profession, it is the Academy's role to ensure a united voice is heard by policy makers and key decision makers.

By coordinating the views of our members, who between them represent 220,000 doctors, the Academy has a unique and powerful constituency. The organisation has grown in both stature and size in recent years and the friendly, diverse, and talented team comprises seventeen staff who are based at our offices in Clerkenwell. The employee team work with more than 400 doctors and healthcare policy professionals who serve on our standing committees and carry out the business of the Academy.

The Academy is governed by a Board of Trustees which is comprised of four lay trustees and four clinical trustees. **All matters relating to healthcare policy are delegated by the Board to Council.** The Academy's Council comprises of the president (or equivalent head officer) of our 24 member colleges and faculties, the chairs of three representative committees (Trainee doctors, Specialty and Associate Specialist doctors, and Patient and Lay), and co-opted or observer members from Wales, Ireland, and Scotland.

Governance Structure

Key aspects of the governance arrangements are as follows:

- Separation of governance matters (Board of Trustees) from policy issues (Council).
- The Board of Trustees sets the business strategy for the organisation and ensures it is well run and financially secure.
- At present there are two committees of the Board: the Audit and Risk Committee and Council.
- Membership of the Academy is on a corporate basis, with existing member colleges and faculties as corporate members.
- The Board is the senior decision-making forum in the Academy. It has ultimate authority for all Academy activities, including those delegated to the Council and management.
- In consultation with the Council, the Board agrees the strategic direction for the Academy and seeks periodic evidence that Officers and management are adhering to this direction.

The Audit and Risk Committee

- The Audit and Risk Committee (ARC) is a committee of the Board and reports directly to the Board.
- The ARC oversees all systems, controls and processes that may have an impact on the Academy's ability to meet its objectives. The ARC ensures that:
 - **Effective audit functions are in place**
 - **Adequate risk management processes are in place**
 - **An adequate internal control environment is established**
 - **The Academy's investments are managed effectively**
- The ARC consists of at least three trustees, one of whom is a clinical trustee. The ARC is chaired by one of the Lay Trustees; the Chair of Trustees is an ex-officio member. The Executive Director and the outsourced finance provider attend the meetings.
- The ARC meets three times a year in March, July and October. There is an annual plan to ensure that all ARC activities are covered during the year.

Council

- The Council appoints a Chair who must be a current or immediate past president of a corporate member.
- The Council comprises a nominated representative from each of the corporate members of the Academy (the Royal College of General Practitioners also appoints an additional representative) together with the Chair of Council and an Independent Clinician Trustee.
- The Council has co-opted members from the Academy's Patient and Lay Group, Trainee and SAS Groups and Wales and Northern Ireland. A representative of the Scottish Academy attends as an observer.
- The Council has delegated authority over all matters relating to healthcare issues and the healthcare profession and in particular the development and production of appropriate guidance, documents and codes of practice.

Sub Committees

The Academy houses a series of cross-specialty sub-committees of Council with specific remits and chaired by doctors who are leaders in their field. These committees are reviewed regularly and currently comprise:

- The Academy Assessment Committee
- The Academy Foundation Committee
- The Academy Professional Development Committee

- The Academy Patient and Lay Committee
- The Academy Trainee Doctors Committee
- The Academy Workforce Committee
- The Joint Academy Training Forum
- The Staff and Associate Specialist (SAS) Committee

The chairs of each of these committees together form the Academy Committee Chairs Steering Group (ACCSG). ACCSG meets before and after each meeting of Council and is chaired by the Chair of Council. This ensures good governance and communication between Council and sub-committees of Council.

Our ambition

The Academy's overarching ambition is to be recognised by all key stakeholders as the leading voice of the medical profession across the UK on cross-specialty matters relating to the post-graduate education and training of doctors and improving healthcare for patients. This means:

- Coordinating the views of the medical royal colleges on cross-speciality and generic healthcare issues.
- Representing those views to either key external stakeholders, or to medical royal colleges to support their own work, or to wider audiences via the media and other channels.
- Ensuring the Academy's views and priorities are informed by patient perspectives as well as that of its members.

Healthcare policy objectives

Healthcare policy priorities are the remit of Council, not the Board of Trustees, but are provided here for information. The Academy has three current health policy objectives:

Shaping care delivery:

- Highlighting the fact that health inequalities are growing and must be tackled by ensuring equitable access to care.
- Being clear that societal expectations must be managed too. The NHS cannot be the backstop for all of society's problems – this is too often the case at the moment.
- Working to ensure doctors are central to the debate on how, where and what care is delivered. And by whom.

Rebalancing the NHS

- Ensuring policymakers across the UK are focussed much more on the prevention agenda as a means of reducing the burden on the NHS in the years ahead. At the same time, patients should be encouraged to take ownership of their own health.
- Continuing to call for social care to be properly funded, without it we will not be able to fix the NHS.
- Working to enable and support innovation, through things like breaking the barriers between types of care or ensuring the benefits of new technology are adopted where it is safe and appropriate to do so.

Focusing on the future workforce

- Actively participating in and helping to shape the proposals set out in the Long-term Workforce Plan and work to ensure they are properly funded.
- Working to heal the wounds that have emerged in the aftermath of the pandemic and the current industrial action – ensuring doctors once again feel valued and supported. This might mean creating a new charter for trainees which employers are mandated to adhere to.
- Recognising that the role of the doctor is evolving, and we should help doctors to work at the top of their licence and be good team leaders who are comfortable carrying risk.

Funding and projects

Funding

The Academy is a registered charity and is funded through a combination of subscription fees from our 24 corporate members and income derived from externally commissioned and funded project work. The Academy only undertakes work which is cross-specialty and in keeping with our charitable objects. Some of these commissions are short term and of fixed duration (projects) and others are long term or of ongoing duration (programmes).

Academy Projects are one-off pieces of work which address a particular area of need within healthcare. These are often commissioned by external stakeholders who look to our expertise and unique constituency to deliver high-quality work to help shape the way healthcare is delivered across the UK. Examples of recent Academy projects include:

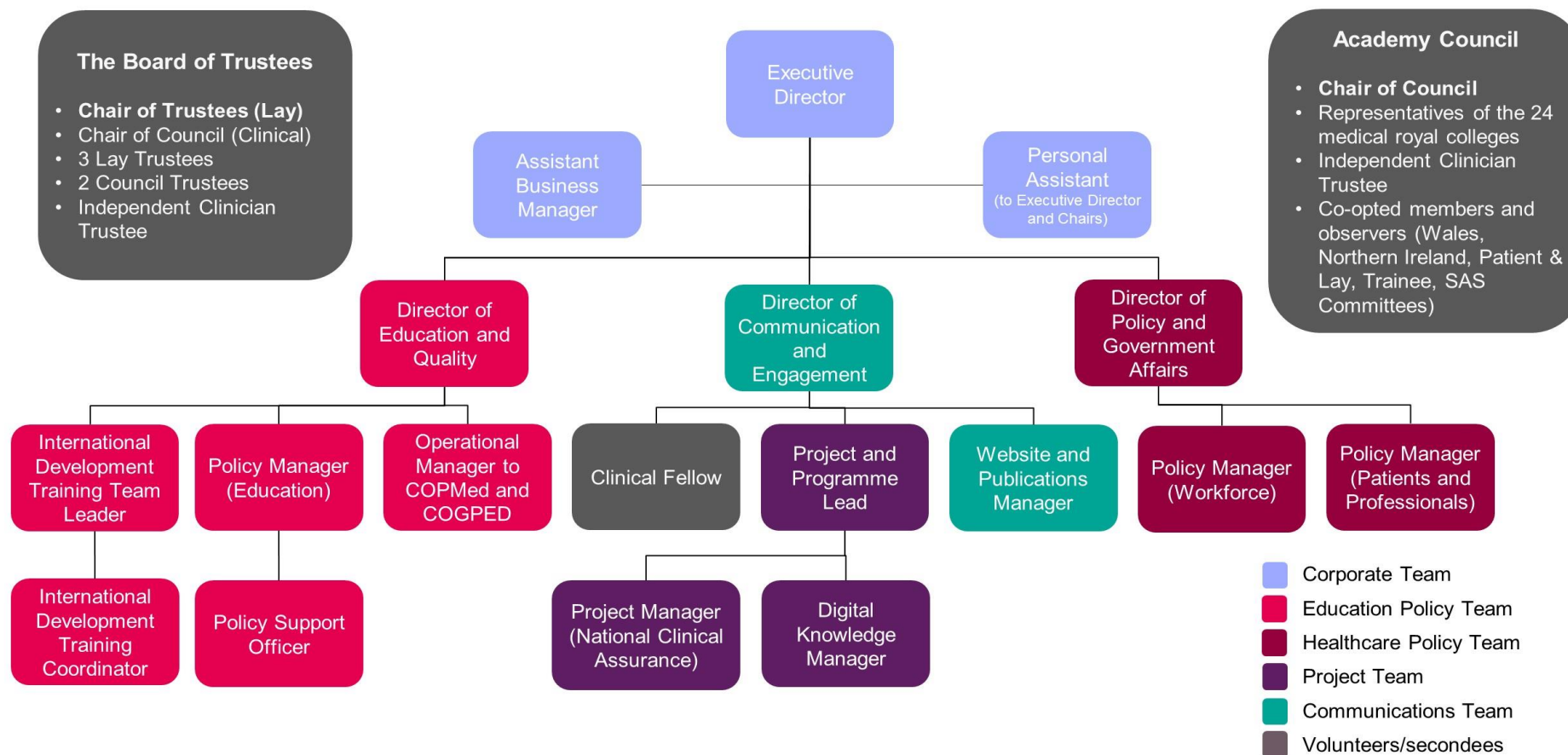
- *YouTube Health:* The Academy was commissioned by Google to convene a range of stakeholders including medical royal colleges, healthcare regulators, and content providers, to develop a way for social media platforms to ensure the quality of health information online. The work focused on ways to promote accurate, evidence-based healthcare advice from reliable and credible sources.
- *Children and Young People's Gender Services:* The Academy provides an induction package for clinicians taking up posts in the NHS's children and young people's gender

services. The work draws on the specialist expertise of many Academy members and ensured the new services were operational from the planned date in 2024.

Academy Programmes are typically long-term pieces of work to support healthcare in areas where clinical expertise is essential, or the reach of the Academy makes it best placed to lead on the work. Programmes are also usually sponsored by external stakeholders such as NHS England. Examples of our programmes are:

- *We-R NHS hub*: The WE-R NHS (Workforce, Education and Research NHS) is a resource catalogue focussing on health and clinical education and workforce research. The catalogue has been created by NHS staff for NHS staff from across NHSE education. It is collated in one place on NHSE's learning hub making it easy for anyone with an NHS email to access.
- *National Clinical Assurance Group (NCAG)*: NCAG was established under the umbrella of the Academy in late 2022 and consists of subject matter experts (SMEs) from medical royal colleges and faculties as well as other professional medical bodies. The role of the group is to provide independent advice and assurance to NHSE on developments around the clinical content used for NHS Pathways (the clinical decision trees used throughout the NHS).

Academy organisation chart



Academy of Medical Royal Colleges

Role description

- Role title:** Lay Trustee
- Salary:** The role is not remunerated. You will be eligible to claim expenses for reasonable travel and subsistence costs necessarily incurred.
- Term:** The appointment will be for a period of three years which can be renewed for a further three years (subject to Board approval). If a Lay Trustee is subsequently appointed as Chair of the Trustees, they may serve a maximum of nine years as a trustee with a maximum of six years of that as Chair.
- Time Commitment:** The successful candidate will need to devote sufficient time to ensure satisfactory discharge of their duties, but the expectation is that this is not an onerous responsibility.
- There are six Board meetings a year and there may be additional sub-committees to attend. There will also be at least one general members' meeting (usually held remotely in November).
- Board meetings alternate between interim meetings and full meetings. Interim meetings are held in Jan/May/Sept, have minimal papers, are remote, and a duration of 90 minutes. Full meetings are in Mar/Jul/Nov, have full papers, duration 2.5 hrs. The March and November meetings are in person.
- In addition, there will be some ad-hoc activity and a requirement to comment on issues and respond to questions by e-mail or telephone.
- Location:** When they are not held remotely, Board meetings are usually held at the Academy's offices in 10 Dallington Street, London, EC1V 0DB, or another central London location.

Key working relationships:

- Chair of Trustees
- Other members of the Board of Trustees. In total there are four lay trustees (including the Chair of Trustees) and four clinical trustees (including the Chair of Council).
- The Executive Director
- Other members of the Academy Senior Leadership Team which currently includes the Director of Policy & Government Affairs, the Director of Communications & Engagement, and the Director of Education & Quality.

Role Summary

As a Lay Trustee your role will be to use your skills and your personal experience to contribute to the work of the Board. The Academy is a small organisation (currently 15 WTE staff) with influence considerably greater than its size suggests. One of the ways the Academy achieves this is by using the time, skills and expertise generously given by our trustees.

Duties and responsibilities

Leadership

- Promote the vision and objectives of the Academy and take an active role in supporting the organisation's strategy.
- Assist fellow Trustees in agreeing strategic aims (health policy priorities are the remit of Council, not the Board), ensuring that the necessary financial and human resources are in place to meet its objectives, and that performance is effectively monitored and reviewed.
- Engage positively and collaboratively in Board discussion of agenda items.

Management

- In accordance with agreed Board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties.
- Participate in committees and workstreams as determined and delegated by the Board of Trustees.

Other

- Commit to working to, and encouraging within the Academy, the highest standards of probity, integrity and governance and contribute to ensuring that the internal governance arrangements conform with best practice and statutory requirements.
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the Senior Leadership Team develop proposals on such strategies.
- Obtain assurance that financial information is accurate, and that financial controls and risk management systems are robust and defensible.
- Bring independent judgement and experience based on commercial, financial, legal or governance expertise and apply this to the benefit of the organisation, its stakeholders, and its wider community.
- One of the Lay Trustees chairs the Audit and Risk Committee.

General

- A commitment to diversity, equality, and inclusion. Contribute positively to a working environment where everyone is treated with dignity and respect; and comply with all relevant law and Academy policies relating to equality and diversity.
- Maintain a safe and healthy working environment by complying with all relevant Academy health and safety policies, procedures and practices.
- Safeguard confidential and sensitive information, complying with relevant data protection legislation and Academy policies.
- This role description sets out the main responsibilities of the role which may vary from time to time without changing the general character of the role or the level of responsibility.

Person Specification

Criteria	Essential / Desirable	
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> — Experience of working and achieving at senior or board level, ideally in a small organisation, with a good understanding of the main components including planning, budgeting, contract management, assurance, control and performance management of its activities — Previous experience as a Trustee of a charity — Governance experience including strategic planning, financial management, risk management and performance management — Appreciation of the challenges and working environment of a small organisation — An understanding and experience of a membership organisation — Specialist knowledge/experience in one of the following areas is highly desirable: <ul style="list-style-type: none"> — Financial oversight and management, with a view to chairing the Audit and Risk Committee when the current chair demits — ESG (environment, social and governance) — Human Resources — Digital transformation 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Organisational Focus</p>	<ul style="list-style-type: none"> — An understanding of the organisation: its purpose, objectives and targets and an understanding of the requirements of its members and the context of its work — A commitment to the Academy of Medical Royal Colleges' charitable purpose and structure 	<p>E</p> <p>E</p>
<p>Strategic Direction</p>	<ul style="list-style-type: none"> — Ability to think and plan ahead, balancing needs and constraints 	<p>E</p>
<p>Effective Influencing and Communication</p>	<ul style="list-style-type: none"> — Excellent interpersonal and communication skills — Committed to working collaboratively — Ability to challenge and debate constructively 	<p>E</p> <p>E</p> <p>E</p>

Personal qualities / Attributes	— The Academy is committed to equality, diversity and inclusion at all levels of the organisation including its leadership. Applications are strongly encouraged from diverse and minority groups.	D
	— A high level of personal and business integrity	E
	— Motivation to improve processes and procedures and confidence to take on challenges	E
	— An understanding of and commitment to equality, diversity and inclusion	E
	— The ability to think clearly and creatively and the ability to analyse complex information	E

How to apply

Key dates

The closing date for applications is **9am on 19th August 2024**.

Interviews will take place in person at our offices in Dallington Street on **19th Sept 2024**.

The successful candidate will ideally commence in role on **1st October 2024**.

Application process

Equality, diversity, and inclusion are an integral part of the Academy's culture of encouraging, supporting, and celebrating differences. In seeking candidates for this position, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations, and perspectives.

Applications should be sent by email by 9am on 19th August to elsie.ombakho@aomrc.org.uk with the role in the subject heading and include:

1. Your CV
2. A covering letter (no more than 2 pages), and
3. A completed declaration of interests form.

Your cover letter should outline:

- Whether your interest is in the Lay Trustee role, the Chair of Trustee role, or both roles.
- Why you are applying for the role.
- How you meet the person specification criteria.
- Your availability to start in the role.
- Contact details: mobile telephone number & home address.
- Where you heard about the role.

If you have any questions about this process or if you would like an informal chat about the role, please contact beverley.willie@aomrc.org.uk to request a conversation with Andrew Eder, Chair of Trustees, or Amy White, Executive Director.