



Non-Executive Director - Digital

Candidate Recruitment Pack

Remuneration - £15,015 p.a.

Closing date for applications - 23rd October 2026

Interviews - 13th November 2026



Welcome

Dear Candidate

Thank you for showing an interest in the Non-Executive Director post and for taking the time to read this information pack. I hope this demanding but rewarding position interests you sufficiently for you to speak to James of Castle Peak and apply.

County Durham & Darlington NHS Foundation Trust is one of the largest integrated care providers in England and we continue to play a pivotal role as a local partner and a system player, as well as being an anchor institution in our localities. I joined as interim Chair in October 2025, soon after failures in our Breast Surgery service were publicised. An independent review has exposed wider weaknesses in Board-level and floor-to-Board governance, in risk management and organisational culture. Consequently, we are now working closely with NHS England and our health and care system, the North East and Cumbria ICB, to build the capacity and capability of our board, in order to address the challenges which the Trust faces.

Our CEO, Steve Russell, joined in September 2026. Together we have been clear on the task ahead, and have brought in new talent onto an expanded board to support the focus on tackling the underlying challenges, so as to deliver care of the highest standards possible across our multiple hospital and community sites, as well as in patients' homes.

We continue on our journey to restore effective Board governance and confidence in the Trust's services. At the start of the year we were able to recruit a group of proven, capable, and motivated Non-Executive Directors to join the Board under my leadership. We were able to recruit candidates who were financially qualified, clinically qualified, and who brought experience of cultural change and organisational transformation. I have also recently been appointed as the substantive Chair of the Trust.

We are now looking further into the future and have identified a need within our Board experience in respect of a Non-Executive Director with a digital background. We are seeking someone with extensive experience in the digital sector, ideally with NHS board level experience, however this is not a requirement, and we would welcome applications from those who have senior leadership or board experience, with a digital portfolio, in either the private or public sector.

The Trust has identified a need to drive the digital agenda and the successful candidate would be key in supporting this through membership on our newly established Digital and Data Committee.

The role will require personal resilience, a strategic mindset, a clear understanding of good governance, and a strong team ethos; it will offer the opportunity for you to add considerable value to our patients and their families, the communities we serve, and our dedicated staff.

I look forward to meeting you during this recruitment process.

Alison Marshall

Trust Chair



Eligibility

A person may be appointed as a Non-Executive Director only if they are a member of the Public Constituency (see below), or where any of the Trust's hospitals includes a medical or dental school provided by a university, they exercise functions for the purposes of that university, and they are not disqualified by virtue of the Trust's constitution (criteria for disqualification outlined below).

The Public Constituency is divided into the following constituency areas, based upon current and former local authority areas:

Chester-le-Street, Darlington, Derwentside, Durham City, Easington, Wearside, Tyneside, Northumberland, North Cumbria, Sedgefield, Hambleton, Richmondshire, Tees Valley, Wear Valley and Teesdale.

For further information on how to become a member please visit the following link to the Trust's website:

cddft.nhs.uk/about-the-trust/foundation-trust-membership.aspx



Criteria for Disqualification

The following are the circumstances in which an individual may not become (or remain) a member of the Board of Directors as outlined in the Trust's Constitution:

- a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
- a person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
- a person who is disqualified under the Company Directors Disqualification Act 1986;
- a person who within the preceding five years has been convicted in the British Isles 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 on them;
- a person who within the preceding two years has been dismissed other than for redundancy from paid employment with a health service body;
- a person who is a medical practitioner and who has been removed from the register of medical practitioners held by the General Medical Council in accordance with the Medical Act 1983, or has been suspended from that register, and not subsequently had their name returned to that register;
- a person whose tenure of office as a chairman or member or director of a health service body has been terminated on the grounds that their appointment is not in the interests of public service.

Whilst not explicitly included in the eligibility criteria, candidates must meet the fit and proper criteria for senior management appointments set out by the Care Quality Commission, which may require the Trust to investigate matters included in candidates' declarations of fitness and propriety, or highlighted by pre-employment checks, including any period of suspension or exclusion from practice by a professional body or any employer investigation. The Trust reserves the right to reject applications from any candidate that it considers to have failed this test.



Job Description and Person Specification

About the Role

NHS Boards play a key role in shaping the strategy, vision and purpose of an organisation. They hold the organisation to account for the delivery of strategy and ensure value for money. They are also responsible for ensuring that risks to the organisation and the public are managed and mitigated effectively. Led by an independent chair and composed of a mixture of both executive and independent non-executive members, the board has a collective responsibility for the performance of the organisation.

Remuneration, £15,015 p.a.

Roles and Responsibilities - Non-Executive Director

Non-Executive Directors will work alongside other non-executives and executive directors as an equal member of the board. They share responsibility with the other directors for the decisions made by the board and for the success of the organisation in leading the local delivery and improvement of healthcare services. Non-executives use their skills and personal experience as a member of their community to:

- Commit to working to, and encouraging within the Trust, the highest standards of probity, integrity and governance arrangements to conform to best practice and statutory requirements.
- Promote a quality-focused and patient-centred culture, leading by example, and in setting the Trust's values, mission, vision, objectives and plans.
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the executive directors develop proposals on such strategies to enable the organisation to fulfil its leadership responsibilities for the healthcare of the local community
- Ensure that the board sets challenging objectives for quality, and for performance across the range of its functions
- Scrutinise the performance of management in meeting agreed goals and objectives
- In accordance with agreed board procedures, monitor compliance with statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties
- Seek assurance with respect to the culture, policies and procedures in place for quality, safety and stewardship within the Trust
- Seek assurance that financial information is accurate and that financial controls and risk management systems are robust and reliable and that the board is kept fully informed through timely and relevant information (You may be asked to sit on the Audit Committee on behalf of the board)
- Accept accountability to the Council of Governors and to regulatory authorities, e.g. NHS England and the CQC for the delivery of the organisation's objectives and ensure that the board acts in the best interests of its local community
- Contribute to the determination of appropriate levels of remuneration for executive directors
- Participate in the committees established by the board of directors to exercise delegated authority and seek assurance as to the mitigation of key risks.
- As a member of board committees, appoint, remove, support, encourage and where appropriate 'mentor' senior executives
- Bring independent judgement and experience from outside the Trust and apply this to the Trust, its stakeholders and its wider community
- Assist fellow directors in providing entrepreneurial leadership to the Trust within a framework of prudent and effective controls, which enable risk to be assessed and managed
- Assist fellow directors in setting the Trust's values and standards and ensure that its obligations to its stakeholder and the wider community are understood and fairly balanced at all times
- Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff and patients and in all its business
- Engage positively and collaboratively in board discussion of agenda items and act as an ambassador for the Trust in engagement with stakeholders including the local community, dealing with the media when appropriate.

Board Level Leadership Competencies

Inspiring Shared Purpose

Influence: the ability to think and plan ahead, to develop a clear vision and enthuse others, balancing needs and constraints

Leading with Care

Compassion: a high level of commitment to patients, carers and the community and to tackling health inequalities in disadvantaged groups

Evaluating Information

Data Analysis: the motivation to improve NHS performance and confidence to take on challenges

Connecting Our Services

Stakeholder Management: the ability to build effective relationships in order to understand and influence business decisions

Sharing the Vision

Communication: the ability to think clearly and creatively, make sense of complexity and clarify it for other people

Engaging the Team

Personal Credibility: commitment to working as a team member

Holding to Account

Managing Performance: the motivation to improve NHS performance and confidence to take on challenges

Developing Capability

Self Awareness: upholding the highest standards of conduct set out in “The Seven Principles of Public Life”

Influencing for Results

Strategic Thinking: a high level of ability to gain support and influence, political acumen

Person Specification

We are seeking to make one NED appointment to our Board. We are looking for individuals with extensive, first-hand experience of the development and execution of a digital systems strategy, with a sufficiently strong technical background ie someone who has worked in a digital/IT based role in a large organisation and has experience of utilising digital solutions to support the strategic objectives of the business.

Experience

- Senior level/board experience in a large and complex organisation, preferably one delivering services in the public, private, or not-for-profit sectors
- Experience of leading strategy development or organisational change
- Experience of working with complex stakeholders or partners
- Understanding of good corporate or clinical governance and how to apply it effectively in a Board setting.
- Experience of holding others to account for delivery, whilst balancing quality, performance and finance with limited resources.

Previous or current experience as a Non-Executive Director, Trustee, or university Governor can be important experience for NED roles so please indicate if you bring prior experience.

Skills, values, and attributes

- Personal resilience
- Excellent communication and interpersonal skills, with the ability to influence and engage a range of key stakeholders, and to probe and challenge constructively
- Ability to bring an independent and enquiring perspective, objectivity, and balance to board discussions and high-level debate
- Alignment to the Trust's values
- A broad interest in the NHS and ability to quickly develop a robust understanding of the governance requirements and wider Trust context
- Highly developed analytical skills and sound judgement
- Ability to champion the voice of patients, families, carers, and the wider public within the Trust's financial and strategic context
- Ability to devote sufficient time to the role.



The Seven Principles of Public Life

Those with public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The Seven Principles of Public Life are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.



Application Process

At County Durham and Darlington NHS Foundation Trust, we like to be inclusive, looking at things from different perspectives to drive innovation.

Castle Peak Group is acting as our retained consultancy on this appointment. Candidates should apply by sending a cv and cover letter to james.carss@castlepeak-group.com

Next steps

The closing date for applications is 23rd October 2026.

Panel appointment interviews are planned to take place on 13th November 2026.

Terms and Conditions of Appointment - Non-Executive Director - Digital

The Terms and Conditions for the role - which will be formally agreed with the successful candidates - are reproduced below for applicants' information.

Basis for Appointment

Your appointment gives rise to a contract for services between you and County Durham and Darlington NHS Foundation Trust (the "Trust"). You will hold office under the terms of this contract and the Trust's constitution (as may be varied from time to time) (the "Constitution"). In the event of any conflict between the terms of this contract and the Constitution, the Constitution shall take precedence. The Constitution complies with the Health and Social Care (Community Health and Standards) Act 2003.

Employment Law

The appointment does not create a contract of employment and is not within the jurisdiction of the Employment Tribunal. Neither is there any entitlement to compensation for loss of office.

Appraisal

Your appointment is subject to an annual appraisal, to be conducted by the Chair, following a process approved by the Trust's Council of Governors (the "Council").

Term of Appointment

Your appointment is for a period of three (3) years commencing on 1st January 2027, or earlier if processes allow.

Reappointments

Whilst you are eligible to be considered for reappointment at the end of your initial term of office, you have no right to be reappointed. In reaching a decision on reappointment, in addition to having regard to your performance and independence (as discussed and reviewed at your annual appraisals and any development reviews following on from any appraisal), the Council will also consider the performance of the Trust, the make-up of the Trust's Board of Directors (the "Board") in terms of its skills, diversity and geographical representation, as well as the dynamics and effectiveness of its team working.

A second and any subsequent reappointment may be subject to external competition. The maximum total term for a non-executive director is six years, other than in very exceptional circumstances.

Termination of Appointment

Paragraph 26 of the Constitution sets out the circumstances that disqualify an individual from being a member of the Board. Should any of those circumstances become applicable to you, your appointment will terminate with immediate effect and nothing in this clause should be taken as amending either paragraph 26 or any other provision of the Constitution.

If the Council of Governors is of the opinion that it is no longer in the interests of either the Trust and/or the National Health Service that you continue to hold office then, subject to the necessary approval being obtained pursuant to paragraph 23 of the Constitution (Board of Directors – appointment and removal of chairman and other non-executive directors), your appointment may be terminated.

The following is a non-exhaustive list of examples of matters which may indicate to the Council that it is no longer in the interests of the Trust and/or the National Health Service that you continue in office:

- if an annual appraisal concludes that your performance has been unsatisfactory and development reviews following on from that appraisal continue to reach the same conclusion, whether due to a failure to deliver against pre-agreed targets or otherwise;
- if you no longer enjoy the confidence of the Council;
- if you substantially lose the confidence of the public or local community;
- if there is a terminal breakdown in essential relationships, for example between you and the Board as a whole;

- if you materially fail to honour your time commitment to the Trust as specified at clause 11 of this contract;
- if you do not attend three (3) consecutive meetings of the Board unless the Council is satisfied that your absence was due to a reasonable cause, and you will be able to attend Board meetings within such time as the Council considers reasonable; and/or
- if you do not comply with the requirements of the Standing Orders of the Trust (the "Standing Orders") with regard to pecuniary interests in matters under discussion at meetings of the Trust.

In connection with any prolonged period of absence (see 6.3.6 above) the Chair and Trust Secretary will formally seek the views of the Council of Governors, taking account of the future prospects for attendance, the current and longer-term skills and experience needed for the Board and any potential cover arrangements. Your appointment may be terminated if you cannot reasonably meet the commitments of the role.

Your Role as a Non-Executive Director of the Trust

Your role and responsibilities as a non-executive director are set out in the Constitution. The Board is collectively responsible for promoting the success of the Trust and supervising the Trust's affairs.

Remuneration

You are entitled to be remunerated by the Trust for so long as you continue to hold office as a Non-Executive Director at the rate set by the Council. You are entitled to receive remuneration only in relation to the period for which you hold office. There is no entitlement to compensation for loss of office. The current rate fixed for your remuneration is £15,015 p.a. An additional fee of £2,310 may be paid for additional responsibilities (typically Committee chairmanship or similar) to reflect the extra time commitment necessary to fulfil a limited number of Board roles. The Chair will confirm if an additional allowance is payable.

Remuneration represents payment for services. If the Chair and Council agree to support you through any period of absence, payment of remuneration may be suspended at the Chair's discretion whilst you are unable to provide those services.

Remuneration is reviewed annually at the discretion of the Council and is subject to a triennial review, which is undertaken with the benefit of expert external advice.

Tax and National Insurance

Remuneration is taxable under Schedule E and is subject to Class I National Insurance contributions. Any queries in relation to these arrangements should be taken up with the Inspector of Taxes or the Contributions Agency respectively.

Allowances

You are eligible to claim allowances at rates set by the Council (based upon scales adopted by the Trust in accordance with National Health Service and NHS Improvement guidelines) for travel and subsistence costs necessarily incurred on Trust business.

Time Commitment

You will make yourself available for the equivalent of an average of four working days (defined as a working day consisting of seven hours) per calendar month, although in the initial period a greater time commitment should be expected. For the avoidance of doubt, you will not be required to work fixed seven hour days but to flex your input in line with the time required to attend Trust sites, to read papers and be briefed, in order to fulfil your role.

The time commitment may require time to be spent during the day or in the evening according to the requirements of the Trust. You will also be expected to represent the Trust in a variety of forums which may, on occasion, require you

to be away from home overnight as required by the Trust. The Trust Secretary may review the actual hours worked at the request of the Nominations and Remuneration Committee of the Council.

Location

The Trust's headquarters is located at Darlington Memorial Hospital, Hollyhurst Road, Darlington. However, it may from time to time be necessary for you to attend at any of the Trust's sites as may be required.

Declaration of Other Interests

The Standing Orders require members of the Board to declare on appointment any business interests, any position of authority in a charity or voluntary body in the field of health and social care and any connection with bodies contracting for NHS services. In addition, any material interests (defined in the Constitution) must be notified to the Trust Secretary. These must be entered into a register which is available to the public.

Indemnity

You will not have to meet out of your own personal resources any personal civil liability which is incurred in the execution or purported execution of your role as a non-executive director of the Trust so long as you have acted honestly and in good faith and have not acted recklessly. Any costs arising in connection with such a matter will also be met by the Trust.

Criminal Matters

You are required to declare immediately to the Trust Secretary if you are ever arrested or have any pending prosecutions or if you have any convictions (including driving offences) or cautions recorded against you. Failure to disclose the fact of an arrest, caution, pending prosecution or conviction may result in the termination of your appointment by the Council (if such an event has not already resulted in the immediate termination of your appointment pursuant to paragraph 26 of the Constitution).

Confidentiality

All information, including patient and staff records, and any details of contract prices and terms, acquired during your appointment is confidential to the Trust and should not be released, either during your appointment or following termination (by whatever means) to any unauthorised person or persons. On matters affecting the work of the Trust, non-executive directors should not normally make political speeches or engage in other political activities. In cases of doubt, the guidance of the Trust Secretary should be sought.

No Smoking Policy

The Trust operates a No Smoking Policy under which smoking is not permitted whilst representing the Trust. Smoking is also not permitted anywhere on the Trust's premises.

Equal Opportunities

The Trust is committed to providing equal opportunities regardless of sex, marital status, colour, race, religion, age, sexual orientation, nationality or national origins. A copy of the Trust's Equal Opportunities Policy may be obtained from the Trust Secretary. You should be familiar with, and at all times comply with, the terms of this policy.

Health and Safety at Work Act

You are reminded that, in accordance with the Health and Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and others. A copy of the Trust's Health and Safety Policy may be obtained from the Trust Secretary. You should be familiar with, and at all times comply with, the terms of this policy.

Infection Control Policies

The Trust is committed to ensuring so far as possible that no patient under its care is placed at risk of acquiring an avoidable infection. A copy of the Trust's Infection Control Manual may be obtained from the Trust Secretary. You should be familiar with, and at all times comply with, the terms of this policy.

Safeguarding Children and Adults

The Trust is committed to making safeguarding everybody's responsibility. A copy of the Trust's Safeguarding Children's Policies and Safeguarding Adult's Policies are available on the Trust website with a link to the Local Authority Policies and Procedures. Safeguarding Children and Safeguarding Adult Awareness training is part of the Trust induction and essential training, which you must comply with. Details of the Safeguarding Adult Lead and Safeguarding Children Team are also available on the website, you should be familiar with who to contact for support and advice.

Loss of Personal Effects

The Trust will not accept liability for loss of or damage to personal property on Trust premises by burglary, fire, theft or otherwise. You should make arrangements to provide your own insurance cover.

Removal of Trust Property

You must not remove any material or goods which belong to the Trust from Trust premises unless it is in the normal course of your office and the necessary authorisation has been obtained in advance from the Trust Secretary.

Further Information

Information on our Trust and Board can be found at: [Trust Board – County Durham and Darlington NHS Foundation Trust](#)

“A Short Guide to NHS Foundation Trusts” published by the Department of Health can be found at: nuffieldtrust.org.uk (PDF)

NHSE is the Independent Regulator of NHS Foundation Trusts and information about the “Code of Governance” can be found at: [NHS England – Code of governance for NHS provider trusts](#)

The Department of Health has information at: gov.uk/government/organisations/department-of-health

The Department of Health has information specifically relating to the latest policy initiatives at: gov.uk/search/policy-papers-and-consultations

The Department of Health has information specifically relating to Public Appointments at: gov.uk/government/publications/public-appointments-order-in-council

The Healthcare Financial Management Association (HFMA) has more information about NHS financial management at: hfma.org.uk

The Commissioner for Public Appointments website has many useful publications and information about Public Appointments at: publicappointmentscommissioner.independent.gov.uk/publications

Annual Report

[Annual Reports – County Durham and Darlington NHS Foundation Trust](#)

Constitution

[Constitution \(PDF, Fourteenth Amendment, effective 29.10.25\)](#)

CQC Report

[County Durham and Darlington NHS Foundation Trust – Overview – Care Quality Commission](#)



**County Durham
and Darlington**
NHS Foundation Trust



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