

PRIVATE & CONFIDENTIAL

Candidate Brief



British
Orthopaedic
Association

British Orthopaedic Association

Council Lay Member

U0501

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Welcome letter from the President of the BOA – Bob Handley



Dear Candidate,

I am delighted that you have expressed an interest in applying to be a lay member of the British Orthopaedic Association (BOA) Council. The (BOA) is the Surgical Specialty Association for Trauma and Orthopaedics in the UK. We provide national leadership, a unifying focus, and public benefit through our work on caring for patients, supporting surgeons throughout their careers, and transforming lives.

In 2019 we appointed a lay representative to the BOA Council to bring a non-surgical perspective to the work of the BOA. Building on the success of this appointment we are now looking to appoint a second lay representative to the BOA Council. Later this year it is planned that both these appointments will become members of the trustee body, along with the 6 officers of the association and 12 elected trustees (subject to approval at the AGM).

This is an opportunity to help support us in our commitment to patient care. As a Council we are very concerned about the devastating impact that the Covid-19 pandemic has had on surgery in the NHS due to reductions in elective operating. This has also impacted greatly upon the current cohort of doctors in training in our specialty and their operative experience and the resumption of training has to be a priority. We are working with a range of partners and stakeholders to inform and influence the discussions, including the NHS England's MSK Covid Group, National Clinical Directors at NHS England, a BOA Orthopaedic Strategy Group, ARMA and Versus Arthritis.

The Council is responsible for the strategic direction of the BOA and assessing the organisation's performance against the strategic objectives. Additionally, the Council is responsible for ensuring the BOA utilises its assets and resources appropriately. We are looking for people with relevant experience at a senior level to contribute to the debate and to make their knowledge, insight, and expertise available to Council. You will be an experienced Board member, have strategic leadership experience and be a confident and effective communicator. Knowledge and experience of the healthcare sector would be of benefit. Finally, you will have an understanding and commitment to the seven Nolan Principles of behaviour in public life.

If this is an opportunity that appeals to you and you believe you have the required skills and knowledge plus commitment to the Nolan Committee's principles, we would very much like to hear from you.

For a confidential conversation with Thewlis Graham Associates who are managing the process, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Kind regards,

A handwritten signature in cursive script, reading 'Bob Handley'.

Bob Handley, President of the BOA

2. About The British Orthopaedic Association (BOA)

The British Orthopaedic Association (BOA) is the Surgical Specialty Association for Trauma and Orthopaedics in the UK. We provide national leadership, a unifying focus, and charitable endeavour by:

- Caring for Patients
- Supporting Surgeons
- Transforming Lives

As a membership organisation we care for patients and support surgeons by focusing on excellence in:

- Professional Practice
- Training and Education
- Research

Trauma and Orthopaedic Surgery is a highly cost-effective form of treatment which aims to restore pain free mobility for patients. By restoring mobility, Trauma and Orthopaedic surgery can not only help people stay active for longer but deliver major economic savings; enabling people to return to work or live more independently.



Given the growing musculoskeletal disease burden, and the transformative impact surgery can have for the right patients, we believe surgeons, commissioners and colleagues across the NHS should work together to increase surgical capacity.

Background

The British Orthopaedic Association was founded in 1918 with twelve founding members. We now have over 5,000 members worldwide, the majority based in the United Kingdom and Ireland. It is a pivotal organisation within the British surgical scene, representing some 40% of the total surgical workforce.

Membership is made up of Consultants (active or retired), Staff and Associate specialist grades (SAS) and trainees. There are almost 300 overseas members.

The British Orthopaedic Association is a registered charity and a company limited by guarantee.

What we do

Our vision is a vibrant, sustainable, representative orthopaedic community delivering high quality, effective care to fully informed patients. We seek to achieve this by ensuring that the Government's Health Care reforms take full account of the need for properly resourced and accessible musculoskeletal services. This is important given the UK's demographics and the fact that musculoskeletal disorders account for annual expenditure of some £5 billion: trauma and orthopaedic practitioners really can transform our patients' lives.

Our purpose

We can only deliver on the vision by providing clear national leadership for the trauma and orthopaedic surgical community. That means engaging our patients, offering real value to our members and Specialist Societies, making our charitable work count – especially in the field of research. It also means that we must ensure our voice is heard at the most influential levels in Government, Whitehall, the NHS and industry. That entails focused advocacy and the clearest possible communication of our core messages. It also entails close working with our partners in the Arthritis and Musculoskeletal Alliance (ARMA).

Our mission and strategy

Our charitable purpose is to advance for the public benefit the practice, art and science of orthopaedic surgery. To do this we have a mission, vision and values underpinned by four core strategic priorities:

- Promote the highest standards of patient care
- Influence, engage and collaborate
- Educate, train and develop
- Demonstrate the highest standards in our organisation

For each strategic priority we will be developing a five-year plan that sets out short, medium and long term deliverable. We review progress in each area periodically throughout the year, culminating with an annual report.



Council

Overall governance of the BOA is exercised by a Council of up to 18 elected Trustees and 12 ex-officio members.

The Trustees comprise six Officers and 12 elected Council Members.

- The six Officers – the Presidential Line (President, Immediate Past President, Vice President and Vice President Elect) and the Honorary Treasurer are elected by Council. The Honorary Secretary is elected by members eligible to vote.
- Trustee Council members are elected by a ballot of members who are eligible to vote (Home Fellows, Home Members, SAS Surgeons in the 16+ membership category and post-CCT members).
- The Trustees have voting rights; holders of ex-officio posts do not.

All new Trustees are issued with the Charity Commission booklet on their duties and responsibilities. They also receive a pack of briefing papers as recommended by the Charity Commission, are asked to sign the Trustees' Conflict of Interest form, and to provide information for the Register of Interests.

Council devolves designated responsibilities to a number of Committees, Subcommittees or Working Parties. Their chair and members are appointed by Council on the recommendation of the Executive, normally following an open application process against job description. The President, Vice President and Honorary Secretary are ex-officio members of all Committees.



3. The responsibilities and expectations of the Council Lay Member

Responsibilities:

All trustees have a collective responsibility to:

- a) ensure that Council exercises control over the strategic direction of the BOA, and that the performance of the BOA against its strategic objectives is properly assessed on a regular basis
- b) ensure that the BOA maintains its long-term financial sustainability, safeguards its assets, and operates proper mechanisms to ensure effective internal control, risk management and value for money
- c) contribute to debate and to make their knowledge, insight and expertise available to Council as needs and opportunities arise
- d) act fairly and impartially at all times, in the interests of the BOA as a whole, using independent judgement and maintaining confidentiality as appropriate
- e) observe the seven “Nolan Principles” of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- f) ensure that the BOA conducts its affairs in accordance with its status as a charity and its public benefit objectives
- g) accept collective responsibility for the decisions reached by Council.

Expectations:

Lay members of Council, acting in a non-executive capacity, are expected to:

- a) attend meetings of Council and participate in discussions, acting as a “critical friend”, contributing to the development, implementation and monitoring of BOA strategy
- b) question intelligently, debate constructively, challenge rigorously and decide dispassionately, listening respectfully to the views of others, inside and outside meetings of the Council
- c) serve as a member and attend meetings of at least one Council Committee
- d) attend some of the formal or informal events of the BOA, as may be organised from time to time
- e) act as an ambassador for the BOA, promoting its activities in the wider community including, for example, assisting with philanthropic activity and fundraising projects
- f) attend any induction and training as may be required by the BOA to carry out effectively the role of a member of Council
- g) contribute to regular reviews of the effectiveness of Council, both collectively and individually
- h) submit an annual Register of Interests and Fit and Proper Persons declaration and ensure that the BOA is notified promptly of any material changes to these details as may arise during the year.

4. Appointment

Term of office: Three years.

Time commitment: Estimated to total the equivalent of 5-10 full days per year, including any involvement in the work of relevant Council committees.

Remuneration: Appointments to Council are in the nature of public service appointments and no remuneration is made.

Expenses: Lay members of Council are eligible to claim reimbursement of travelling expenses for attendance at meetings of Council and any committee or other body to which they are appointed. In addition to the above, travelling expenses will also be reimbursed in respect of any necessary duties arising from membership of Council or other bodies. This would include, for example, participation in induction and development events, and attendance at Congress. All claims will be dealt with on the same terms and conditions as apply to BOA Council members.



5. Timeline, Application Process and How to apply

Timeline

| Dates | Activity |
|-------------------|---|
| w/c 7 June | Commence the search and advertising |
| 2 July 5pm | Applications close |
| w/c 5 and 12 July | Thewlis Graham consultant interviewing of interested candidates |
| w/c 2 August | Client Interviews |

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the responsibilities and expectations section and the people who best meet these will be invited for interview with Thewlis Graham Associates online.

Those candidates not invited to interview will be advised by email by end July.

Longlisted candidates will be advised by email. After a consultation between the BOA and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client. Ideally these interviews will be conducted in person, but flexibility will need to be considered in regard to Covid and changing situations.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference U0501: -

1. A comprehensive CV
2. A covering letter containing:
 - a personal statement which fully addresses the criterial listed in the Role and Responsibilities section
 - Your availability for the time commitment required
 - the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.

6. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed diversity and inclusion monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you



7. Advert

British Orthopaedic Association – Lay Member of Council

Travelling expenses provided (voluntary role – 5-10 full days per year)

Term of office – 3 years

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Key Lay Member Responsibilities

- Ensure that Council exercises control over the strategic direction of the BOA, and that the performance of the BOA against its strategic objectives is properly assessed on a regular basis.
- Ensure that the BOA maintains its long-term financial sustainability, safeguards its assets, and operates proper mechanisms to ensure effective internal control, risk management and value for money.
- Ensure that the BOA conducts its affairs in accordance with its status as a charity and its public benefit objective.
- Contribute to debate and to make their knowledge, insight and expertise available to Council as needs and opportunities arise.

We are looking for candidates with:

- Senior level experience in a charitable, public sector or commercial organisation.
- Board membership experience.
- Strategic leadership.
- Confident and effective communicator.
- Knowledge and experience of the healthcare sector (not essential).
- An understanding and commitment to the seven Nolan Principles of behaviour in public life.

Full details of responsibilities and expectations required are in the link below.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference U0501. The closing date is 5pm on 2 July.

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com

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8. Committee Structure

