



# Appointment of Lay Trustees

January 2025 AACACD



# An Introduction

The Royal College of Psychiatrists is the professional and educational body for psychiatrists in the United Kingdom. We aim to:

- **Set standards and promote excellence in psychiatry and mental healthcare**  
The Royal College of Psychiatrists is committed to improving the understanding of psychiatry and mental health. We want there to be a greater understanding of the interaction between mental and physical health and the social and cultural context in which people live. We are at the forefront in setting and achieving the highest standards through education, training and research. We lead the way in developing excellence and promoting best practice in mental health services. We promote research and publish the results in our world-class psychiatric journals.
- **Lead, represent and support psychiatrists**  
The College actively promotes psychiatry as a career. College structures are robust and provide dedicated support to our members and associates. Nationally and internationally, the College has a vital role in representing the expertise of the psychiatric profession to governments and other agencies. This is key to promoting best practice in mental health.
- **Work with patients, carers, and their organisations**  
We collaborate with key players in the mental health field and are champions for improvements in the quality of mental healthcare throughout all sectors of society. Public education is at the heart of our activities and is an essential component of our website.

As well as running its membership examination (MRCPsych), and visiting and approving hospitals for training purposes, the College organises scientific and clinical conferences and lectures and continuing professional development activities. The College publishes books, reports and educational material for professionals and the general public. It also publishes the British Journal of Psychiatry, BJPsych Bulletin, BJPsych Advances, BJPsych International and BJPsych Open, all of which are now available on-line.

The Royal College of Psychiatrists has been in existence in some form since 1841. First as the "Association of Medical Officers of Asylums and Hospitals for the Insane" (later changed to the Medico Psychological Association) then, in 1926 receiving its Royal Charter to become the "Royal Medico Psychological Association, and finally, in 1971 receiving a Supplemental Charter to become the "Royal College of Psychiatrists" we know today.

## Our mission

We work to secure the best outcomes for people with mental illness, learning difficulties and developmental disorders by promoting excellent mental health services, training outstanding psychiatrists, promoting quality and research, setting standards and being the voice of psychiatry.

## Our vision

A strong and progressive College that opposes all forms of discrimination and helps its members deliver high-quality person-centred care, for people of all ages, around the world.

With a membership of over 21,000, with over 3,800 members being located around the world., we are at the forefront of setting the standards and promoting excellence in psychiatry and mental healthcare; leading, representing and supporting psychiatrists; and working with patients, carers and their organisations which underpins our mission. Mental health is at the core of the current discourse around the challenges facing healthcare in both the UK and beyond; and so our strategic goals and objectives resonates even more in the context of the challenges faced today with mental healthcare.

We are committed to improving the understanding of psychiatry and mental health, through advocating a greater understanding of the interaction between mental and physical health and the social and cultural context in which people live. Alongside this we have a core function to actively promote psychiatry as a career, ensuring structures are robust and provides the dedicated support to members and associates. Collaborating with key partners in the mental health field and championing improvements in the quality of mental healthcare throughout all sectors of society is fundamental to the core mission of the College.



# Our Values and Behaviours

Our values underpin everything we do. Below are each value and the behaviours which we expect from our staff and members involved in College work.

## Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities, developmental disorders.

## Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new and, where possible, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

## Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy - towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

## Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

## Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

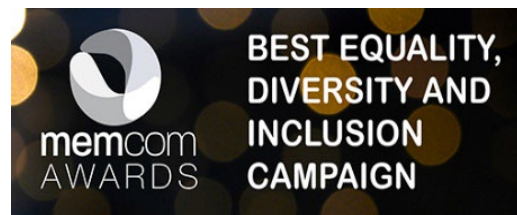
## Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's [Core Values for Psychiatrists](#).

# Diversity and Inclusion

We are opposed to all forms of prejudice and believes that everyone should be treated fairly regardless of age, disability, gender reassignment, marriage, civil partnership status, race, religion or belief, sex, or sexual orientation. We're committed to promoting equality, diversity and inclusion for our existing and future members, associates, affiliates, staff and visitors in all our practices and arrangements. We actively advocate for, and support, equality of access, experience and outcomes for our staff, our members and for all mental health patients and carers.

To promote equality, we have implemented a process and a system that puts these goals centre-stage at every turn, with clear actions that help us achieve traction and momentum. An organisation that celebrates diversity, and delivers equality, ensures fairness and allows everyone to give of their best. By taking a pro-equality stance, we can promote the best and fairest outcomes for College members; College staff; psychiatrists, and other workers in mental health services; as well as for patients and carers. As a College, we are clear, at all times, that there can be no quality without equality. We have put Fairness for All measures in place that keep the issue of Equality centre stage, and ensures the College becomes a proactive anti-discrimination organisation in perpetuity, as set out in our [Strategic Plan 2024 - 26](#).



# The Board

The Board is collectively responsible for ensuring compliance to the Charity Commission Governance Code. It is also responsible for ensuring the long-term success of the Royal College of Psychiatrists, maximising its impact and making sure it sets the agenda in the delivery of excellent mental health services, enabling psychiatrists, and other mental health staff, to deliver excellent patient care.

The Board is responsible for rigorously testing the College strategy, the effectiveness of its delivery and ensuring the key strategic risks are identified and well managed.

The Board acts with integrity, in accordance with the College values, and leads by example.

## The Board of Trustees

The members of the Board of Trustees include:

- The President
- The Dean
- The Registrar
- The Treasurer
- One Faculty Chair
- One Division Chair
- One Devolved Council Chair
- One Member or Specialist Associate of the College
- Four Lay Trustees.

Committees of the Board of Trustees

- Finance Management Committee – The President (Chair)
- Remuneration Committee – The President (Chair)
- Disciplinary and Complaints Committee – The Registrar (Chair)

The Chief Executive and the Director of Finance and Operations also attend Board, Finance Management Committee and Disciplinary and Complaints Committee meetings.



# Lay Trustees

As a member of the Board, you will act collectively to provide strategic leadership, oversight and governance to the College. You will add value by contributing experience, expertise and insight, in addition to an alignment with our values and mission.

## Key responsibilities

You will be part of the decision-making process that:

- Develops and approves the strategy and key plans for delivery.
- Adheres to the Charity Commission Code.
- Ensures sufficient resources are available to deliver the strategy and that these are managed effectively.
- Monitors and scrutinises execution of strategy and performance in relation to approved plans, budgets and controls.
- Ensures that the Royal College of Psychiatrists has effective governance.
- Ensures that the Royal College of Psychiatrists has effective safeguarding in place.
- Ensures that effective executive leadership is in place.
- Supporting and assisting the executive leadership of the College.
- Upholds the College values and supports their continued embedding across the organisation for both members and staff.

## Person Specification

We are looking to appoint Lay Trustees to the Board, and are particularly interested in candidates who bring experience in the fields of:

- Finance;
- Legal, and/or;
- NHS leadership.

## Knowledge and experience

- Demonstrable leadership experience and achievement in **one or more of the areas outlined above**.
- Good understanding of corporate governance and board responsibilities.
- Sound understanding of evaluating budgets, business plans and annual accounts.
- Can understand and evaluate complex issues.
- Experience of overseeing digital and cyber from a corporate risk perspective is desirable.

## Skills, abilities and personal qualities

- Operates and thinks strategically and collectively.
- Challenges constructively and respectfully and makes effective decisions.
- Shows leadership and can inspire others, while retaining an independent view.
- Effective communicator in a range of settings; listens and respects alternate views; and is open and participative.
- Is innovative and creative – embracing new ideas and approaches and develops creative solutions.
- Supportive of the College's values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
- Passionate about improving mental health outcomes and advancing the College's mission to promote excellence in psychiatry and mental health care.



# Terms and Conditions of Appointment

<b>Job title:</b>	Lay Trustee
<b>Term of office:</b>	Five years
<b>Responsible to:</b>	President
<b>Working with:</b>	Trustee Board & Chief Executive; Director of Finance & Operations and other members of the Senior Management Team
<b>Time Commitment:</b>	8 – 10 days per annum <ul style="list-style-type: none"><li>• 4x Board meetings</li><li>• 1x Board Review Day</li><li>• 2-3 other meetings of the Committees of the Board of Trustees</li></ul>

These meetings will take place virtually and/or face-to-face at the College's headquarters at 21 Prescot Street, London, E1 8BB. Trustees may become involved in other Committees and may be asked to represent the College at various events.

## **Payments:**

Trustees are not remunerated but they will be reimbursed for any travelling and subsistence expenses incurred on College business which will be paid in accordance with College guidelines. The limits for travelling and subsistence expenses are set by the Board of Trustees and are subject to review from time to time.

## **Conflicts of Interest:**

All members of the Board of Trustees will be asked to declare any general conflicts of interest of any relevant business interests, positions of authority or other connections with organisations relevant to the Royal College of Psychiatrists and any conflicts of interest that arise in the course of College business.



# How to apply

**Saxton Bampfylde Ltd is acting as an employment agency advisor to the Royal College of Psychiatrists on this appointment.**

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **AACACD**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Wednesday 12<sup>th</sup> February**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

## **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation)

with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

## **Due diligence**

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

