

The NHS Trust Secretary

Programme

09:00

Registration & tea/coffee

Understanding the parameters of the role

The generic requirements
Placing the role in organisational context
Brain in gear: using eyes, ears, and mouth to best advantage

Dealing with directors

The role of directors and interaction with the secretary
Ensuring the correct hats are being worn
The voice of calm amidst a sea of tumult

Assisting the Chair

Understanding and supporting the role
Being prepared to challenge practice and principle
Transparency of vision

Working with the Chief Executive

Understanding and supporting the role
Acceleration, braking and choosing the right gear
Maintaining independence

Recording of meetings

Levels of detail and underlying principles
Timing, words, and prioritisation
Beware the media and other inherent risks

Setting the cultural structure

Assessing the requirements
Leading the a subliminal change
Acting as the conscience of the organisation

When to challenge

Advocacy and consultation
Assessing the direction of travel
Risk awareness and public perception

Enabling assurance

Assurance and the secretarial role
Integrity, probity and reality
Calm, chaos and breakdown

17:00

Close