

## A one-day workshop designed for those fulfilling or about to fulfil the role of board secretary within the NHS

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The work of the secretary within an NHS Trust is a complex one that encompasses a variety of tasks, from ensuring that the trust complies with all relevant law and regulation, to ensuring that all board meetings run efficiently and effectively, to establishing and promoting sound governance. Given the changes in store for the NHS over the next few years, and ever-increasing levels of scrutiny placed upon the NHS, the work of the secretary will be every more crucial.

This one-day course examines the work of the secretary from first principles through to the secretary's role in enabling assurance. The programme includes a strong practical element, drawing upon the use of case studies, real-world examples and workbook exercises.

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### 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**

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