



Thames Hospicecare

Trustee Recruitment Pack

December 2012



CONTENTS

Welcome

About Thames Hospicecare

About the role

Timetable

How to apply



WELCOME

Thank you for your interest in becoming a member the Thames Hospicecare Board of Trustees. The Board is a group of volunteers – part of a staggering total of up to 6,953 volunteer hours each month provided by volunteers of all ages, skills, shapes and sizes – time provided out of free time and straight from the heart. I am proud and very privileged to Chair THc - an extraordinary organisation, which has extraordinary people supporting it, and which has done extraordinary things in its first 25 or so years. Our job is to make sure it's just as relevant in 25 years time as it has been for its first 25 years.

I believe History will look back at this time and say that the leadership of Thames Hospicecare was presented with a humbling opportunity to deliver a step-change in the effectiveness of the Charity. How will history consider the response to that opportunity? How will the record regard the Board as THc's stewards? Will the Board cherish, grasp and nurture the opportunity? Will we be paralysed by the risks, or will we manage the risks and carefully help the leadership team set out along the route to a single-site future. Will the record show that the Trustees ensured that those resources were used to help the highest number of local people in the most effective manner, consistent with our charitable aims?

We're looking for Trustees to join us who are comfortable with that challenge. In this instance for someone with particularly relevant skill set. No previous Board experience is needed – you'll get all the training, support and encouragement you need. We'd like you to help us to consider how we are doing in respect of our aim ***To be the preferred local specialist palliative care provider for adults with terminal illness and facing end of life in East Berkshire or South Bucks.*** How can we do even better for our patients and their loved ones?

I look forward to looking over details of candidates and hope all will feel able to support the Hospice in the future in some way – we flourish on the support of talented volunteers. Good luck in the process and I hope to meet you very soon.

Yours sincerely

Martin L Jervis
Chairman



ABOUT THAMES HOSPICECARE

Thames Hospicecare (THc) is an independent charity, established in 2005 as a result of a merger between Thames Valley Hospice in Windsor and The Paul Bevan Cancer Foundation in Ascot. Both organisations started in the early 80s in response to the local need for a Hospice. Initially providing a home nursing service, the Windsor Hospice was opened by the Queen in 1987, with Ascot following in 1997.

Thames Hospicecare is governed by a board of Trustees and run on a day-to-day basis by the Chief Executive, Jacqueline Clark, and the Senior Management Team.

The Medical Team is led by a Consultant in Palliative Medicine and the Nursing, Therapy and Social Work/Bereavement teams are led by the Director of Patient & Family Services. Together, and through an established Multi Disciplinary Team based approach, the two senior clinical leaders are responsible for delivering the In-Patient, Community and Out-Patient Services. Although the majority of patients have cancer they are increasingly treating other life-limiting illness such as Motor Neurone Disease, MS, Parkinson's, and renal failure.

THc has 17 in-patient beds and an out-patient service available from THc Windsor. THc Ascot provides Community Services including THc's Hospice at Home nursing service. THc care for approximately 1,000 patients and families a year and work closely with other health providers, e.g. District Nurses, GPs, Consultants and other Specialist Palliative Care teams who may be involved in a patient's care. THc is situated in both Windsor and Ascot and serves the local surrounding communities of East Berkshire and South Bucks.

It currently costs approximately £5m a year to run the Hospice, with an average cost for each family around £4,000. THc receives approximately 20% from the NHS towards our costs, which means they rely heavily on the generosity of supporters, donors, and legators to help provide their services, along with the efforts of their own income generation teams to raise the remaining 80% and provide their services without charge to those in need of them.

THc has a separate trading company, based at Tinkers Lane, Dedworth, which runs the THc shops; and they are members of the Hospice Lottery Partnership. They have a Homestore & Donations Centre in Dedworth, Windsor and 13 shops located in Windsor, Uxbridge, Crowthorne, Binfield, Woodley, Sandhurst, North Ascot, Sunninghill, Maidenhead, Bracknell, Blackwater and Wokingham.

Thames Hospicecare employs around 120 full-time and part-time staff, in addition to 35 bank staff. They also have some 500 volunteers - of which 180 work across both Ascot and Windsor, and 320 work in the THc shops. A further 12 lead the THc Fundraising Groups and we have 11 Trustees. Each one of these people is a vital part of the THc Team. In addition there are hundreds of volunteers/supporters working in the community.



THEIR PHILOSOPHY

Thames Hospicecare is committed to providing the best care possible for patients and families, without charge, helping them to live their life well right up to the very end.

The following philosophy guides their working day and is embraced throughout the organisation: “Together we care for adults with life-limiting illness and their families, friends and carers, giving them hope and dignity throughout their illness”

“In doing so we will.....

- Maintain and respect the dignity of every individual
- We will operate with integrity
- We will at all times strive for excellence in all that we do
- We will ensure that care is provided irrespective of ability, status, origin, race, sexual orientation, age or belief.”

ABOUT THE ROLE

OVERALL OBJECTIVE

With other Trustees, to be responsible for the overall Governance and strategic direction of the Charity, developing the Charity’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

KEY RESPONSIBILITIES

- a. To ensure that the policy and practices of the Charity are in keeping with its objectives and its memorandum and articles of association (and any variations thereto) and that these are carried out by Senior Management
- b. To ensure that the Charity functions within the legal and financial requirements of the Charity and strives to achieve best practice
- c. To take part in formulating and regularly reviewing the strategic aims of the Charity, evaluating performance against agreed targets
- d. To ensure the effective and efficient administration of the Charity and its resources, striving for best practice in good governance
- e. To ensure compliance of the Charity with statutory and legal requirements
- f. To act in the best interest of the Charity at all times
- g. To ensure that the income of the Charity is spent solely for the purposes as laid out in its objectives



MAIN DUTIES

- a. To assist the Chairman as an active member of the Trustee Board in exercising its responsibilities and functions
- b. To attend meetings of Trustees, whether Board Meetings or Committee Meetings, ensuring the Charity's policies and concerns are reflected in their deliberations
- c. To be familiar with the operations of the Charity to ensure that a critical and informed view can be maintained, participating in appropriate training sessions and visiting the Hospice as necessary
- d. To contribute specific skills, interests and contacts to support the Charity
- e. To promote the Charity to as wide an audience of donors and beneficiaries as possible

CODE OF CONDUCT

It is the responsibility of management committee members or trustees to:

- Act within the governing document and the law – being aware of the contents of the organisation's governing document and the law as it applies to Thames Hospicecare.
- Act in the best interest of Thames Hospicecare as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing Thames Hospicecare into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for Thames Hospicecare its board and the individuals involved with it.
- Have a sound and up-to-date knowledge of Thames Hospicecare and its environment – understanding how Thames Hospicecare works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
- Prepare fully for meetings and all work for Thames Hospicecare – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.



TRUSTEE – THAMES HOSPICECARE PERSON SPECIFICATION

You should be able to demonstrate and provide evidence of the following criteria listed under Part One within your written application. These will be explored with you further at the preliminary interview stage, along with the criteria listed under Part Two.

The successful candidate will be able to give evidence of:

Part One

1. An understanding of the health and/or social care sector gleaned from direct experience of being a nurse
2. Some experience of board or committee membership, in a charitable, public sector or commercial organisation. This could for example include experience of being a school governor or committee member of a local group
3. A knowledge of (or a willingness to become familiar with) the issues facing the hospice movement and the wider political/regulatory environment in which hospices operate
4. The ability to work effectively as a member of a team while contributing an independent perspective
5. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and Chief Executive
6. An understanding of and a commitment to the values of Thames Hospicecare

Part Two

1. An understanding of, and commitment to, the values of accountability, probity and openness
2. An ability to process detail and get to the heart of an issue
3. Confident and effective communication skills with a range of audiences
4. A willingness to devote the time and effort required to effectively discharge the duties of this role
5. A willingness to undertake training as might be required



THE TIMETABLE

The closing date for applications is **Monday 21st January 2013**

Please also note the following dates:

Preliminary interviews Trustees Unlimited – Thursday 7th February 2013

Informal meetings with Chair and CEO – Wednesday 6 March 2013

Interviews with nominations committee of Thames Hospicecare – w/c 18 March 2013

HOW TO APPLY

To apply for this post, please provide the following:

- a supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification,
- a short introductory statement demonstrating your motivation for this role,
- a comprehensive CV including details of your achievements in each role, and including details of two referees.

Just to be clear, like most trustee roles, this is an unpaid voluntary post.

All of these documents should be forwarded by email to ian.joseph@russam-gms.co.uk with the reference Thames Hospicecare as the subject title.

For an informal and confidential discussion about the role, please contact: Ian Joseph 07825 267500 ian.joseph@russam-gms.co.uk