



**St. Benedict's Hospice
& Centre for Specialist
Palliative Care**

Registered Charity No 1019410

**TRUSTEE RECRUITMENT
INFORMATION PACK**

www.stbenedicts.co.uk



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General information pack for potential St Benedict's Hospice Charity Trustees

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Welcome from St Benedict's Hospice Charity

Thank you for your interest in joining the St Benedict's Hospice Charity Trustee Board.

St Benedict's Hospice Charity is a registered charity and a company limited by guarantee. For 35 years the charity has provided direct support to patients and families who are receiving treatment from St Benedict's Hospice & Centre for Specialist Palliative Care. Based in Ryhope in Sunderland in a modern state-of-the-art facility, the centre provides palliative care services to people from the City of Sunderland and neighbouring areas who are living with a range of life-limiting conditions. The clinical care at St Benedict's Hospice & Centre for Specialist Palliative Care is funded and managed by the NHS through South Tyneside Foundation Trust and is supported by St Benedict's Hospice Charity who provide funding to enhance these services.

Examples of this include:

- Complementary Therapy service
- Bereavement Counselling Services
- Education
- Rehabilitation services
- Clinical and Nursing Support
- Art Psychotherapist
- Patient transport service

The charity also provides furniture and equipment to guarantee the best of care and comfort to patients both within the hospice setting and at home and items of decor that give a homely feel to the rooms so patients and their loved ones can relax in a tranquil environment.

The Hospice provides the very best of care to patients when it is needed most, ensuring that every patient has the opportunity to live their lives to the full in the unique and homely surroundings of St Benedict's Hospice.

St Benedict's Hospice Charity has ambitious plans to continue and develop our work in line with the strategic aims of the Foundation Trust and, as we embark on challenging and ambitious strategic, business and fundraising plans, we are seeking to recruit a more diverse and multi-skilled Board to help with governance, finance, development and general input.

As a Trustee you accept personal responsibility for the activities of St Benedict's Hospice Charity. The role is one of governance and is about strategic and visionary leadership and direction. Trustees, as a Board, are collectively responsible and accountable for ensuring and monitoring that the Charity is performing well, is solvent and complies with all its obligations. You must fully understand your role as a Trustee before making a commitment.

Trustees have, and must accept, ultimate responsibility for directing the affairs of St Benedict's Hospice Charity, setting policies, formulating strategy, ensuring it is solvent, well-run and delivering the outcomes which have been set. The duty of a Trustee is to govern St Benedict's Hospice Charity and Trustees are responsible for overseeing the management and administration of the charity, enabling St Benedict's Hospice Charity to be managed effectively. Trustees focus on the strategic direction of St Benedict's Hospice Charity and will not generally be involved in the day to day running of the organisation, which is devolved, through the Chair, to the Management Team.

The information enclosed in this pack should give you a broad overview of the charity and an understanding of the roles, responsibilities and commitment involved in being a Trustee of a charity. Should you require any further information the St Benedict's Hospice website, www.stbenedicts.co.uk, has more detailed information and the Charity Commission website, www.charity-commission.gov.uk, is a comprehensive source of information and advice on charities and the roles and responsibilities of Trustees with many downloadable documents and guides, from here you will also be able to download St Benedict's Hospice Charity's most up-to-date report and accounts.

Thank you once again for your interest in this role and if you want to help us deliver our mission then please consider applying. Completed applications, marked Private & Confidential consisting of your CV and a personal statement which addresses the criteria set out in the person specification should be returned to Mr Derek Moss, Chair of Board of Trustees, St Benedict's Hospice & Centre for Specialist Palliative Care, St Benedict's Way, Ryhope, Sunderland SR2 0NY.



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Trustee Vacancies

St Benedict's Hospice Charity works within a strategic agreement with South Tyneside NHS Foundation Trust to support the work of St Benedict's Hospice & Centre for Specialist Palliative Care. The charity has challenging future ambitions and to help develop our strategic, business and fundraising plans we are seeking to strengthen our Trustee Board. Therefore, we welcome experienced and interested members of the community who share our vision, aims and objectives to join our Board of Trustees.

If you share our passion for ensuring that patients and families who require palliative and hospice care services within the whole of the City of Sunderland and its neighbouring districts of Seaham and Easington receive the very best of care and you feel you have the skills, expertise and access to networks necessary to enable the charity to develop, we would be delighted to hear from you. While we welcome applications from anyone who is interested in joining us, we have identified the following areas of expertise as complementary to our current Board membership:

- NHS Management and Commissioning experience
- Marketing (preferably within a charity/voluntary sector environment)
- Charity Income Generation/Fundraising - particularly around Charitable Trusts and Foundations and/or Legacies
- Business entrepreneurship

If you feel you have the skills to offer and can commit the time, energy, skills and expertise to support this well respected and popular charity then we would love to hear from you.

An information pack can be downloaded from our website at www.stbenedicts.co.uk. Interested parties should forward a current CV and a personal statement which meets the criteria asked for in the role description and the person specification contained in the information pack. Applications should be marked Private & Confidential and sent to Mr Derek Moss, Chair of Board of Trustees, St Benedict's Hospice & Centre for Specialist Palliative Care, St Benedict's Way, Sunderland SR2 0NY. Applications should be received no later than 12 noon on Friday 29th March 2019 with interviews planned for w/c 6th May 2019.



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The Role of a Trustee

Charity Trustees are the people who serve on the governing body of a charity. Trustees have ultimate responsibility for the affairs of a charity and ensuring that it is solvent, well-run and meeting the needs for which it has been set up.

Compliance - Trustees must:

1. Ensure that the charity complies with charity law and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and an Annual Return and accounts as required by law
2. Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
3. Comply with the requirement of other legislation and other regulators (if any) which govern the activities of the charity
4. Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets

Duty of Prudence – Trustees must:

1. Ensure that the charity is and will remain solvent
2. Use charitable funds and assets reasonably and only in furtherance of the charity's objects
3. Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
4. Take special care when investing the funds of the charity or borrowing funds for the charity to use

Duty of Care – Trustees must:

1. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
2. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustee may be in breach of their duties.

Question – What should I do before I become a trustee?

Before you become a trustee you should learn as much as you can about the charity and what being a trustee will mean for you. You should:

- Read Annual Reports & Accounts (available on Charity Commission website)
- Meet existing trustees, senior staff and perhaps beneficiaries of the charity's work
- Find out what training and support the charity offers trustees

It may also be beneficial to read the charity's governing document. This can be a very dry, legal document but it is the charity's main constitutional document and governs key aspects of the charity's work. If you would like a copy of St Benedict's Hospice Charity's governing document then please email the Chair of Trustees at derekmoss1@outlook.com and we will be happy to send it out.

Question – Trustees and directors, what's the difference?

Although there are many names for Trustees their central responsibilities are the same in all cases. However, there are two main types of charity – unincorporated and incorporated. The exact legal position of trustees is slightly different in each.

- **Unincorporated charities:** These may be 'trusts' or 'associations'. Their governing document will usually be a trust deed or a constitution or a Scheme of the Charity Commission. In an unincorporated charity the property of the charity is usually held by the trustees or their nominees.
- **Incorporated charities:** Most of these are charitable companies registered with Companies House as well as the Charity Commission. Here, the company is a legal entity in its own right. There are also other types of incorporated charities e.g. charities incorporated by Royal Charter or by statute. These are not regulated by Companies House.

St Benedict's Hospice Charity is an incorporated charity, our charity registration number is 1019410 and our Company Limited by Guarantee number is 02803974.

Question – Am I eligible to become a trustee?

Most people over the age of 18 can become trustees, but a few are not eligible. People aged over 16 can be trustees of a charitable company but cannot be trustees of an unincorporated charity.

Ineligible people: Those who have been disqualified as company directors; those who have been convicted of an offence involving dishonesty or deception; those who are undischarged bankrupts or who have come to an arrangement with their creditors and are not undischarged; and those who have failed to make payments under county court administration orders are some of the people who cannot usually become a trustee.

Question – Who appoints new trustees?

Usually the charity's governing document sets out how trustees are to be appointed. All trustees must act in the charity's interests and must not represent the interests of any outside organisation or their own personal interests.

Question – How long does the appointment of a trustee last?

If the governing document does not specify the length of service of a trustee, the appointment continues until the trustee resigns, dies or is removed from office.

Question – Can trustees delegate their responsibilities?

Trustees can generally delegate certain powers to agents or employees but will and must always retain the ultimate responsibility for running the charity.

Question - How do trustees make decisions?

All decisions by the trustees concerning a charity are taken by all the trustees acting collectively and as a team. However, the decisions need not be unanimous, a majority decision is sufficient unless the charity's governing document states otherwise.

- **Collective responsibility** – Subject to any power of delegation there is a general rule that trustees must take personal responsibility for their decisions and that all decisions concerning the charity must be taken by the trustees acting together.
- **Setting up groups or committees** – Trustees can always invite some of their number to look in to particular matters and make recommendations. The decision whether or not to act on the recommendations is for the trustees to take together. In some cases the governing document of a charity may permit the trustees to set up committees with delegated powers to carry out particular functions.
- **Delegating to employees** – The trustees of some charities may need to delegate decisions on day-to-day management matter to employees. In these cases the scope of the authority should be clearly laid down in writing and instructions given for decisions on important matters to be reported to the trustees. Trustees should establish proper reporting procedures and clear lines of accountability.

Question – What do the Chair and Treasurer do?

Some trustees are known as 'officers' and have special responsibilities. These include the Chair, Treasurer and in some cases there may also be other designated officers.

The Chair and Treasurer of the charity will have wider responsibilities than other trustees. For instance the Treasurer will ensure that proper accounts are kept and help set up financial and investment policies. The Chair, as well as helping to plan and chair trustee meetings, may also be the link between the trustees and the employees and representing the charity at appropriate events. However, when it comes to making decisions about the charity the trustees must take them together.



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Key points about expenses

This section summarises the main points for charity trustees to consider. They are taken from the Charity Commission Guideline on Trustee Expenses and Payments.

- The concept of unpaid trusteeship has been one of the defining characteristics of the charitable sector, contributing greatly to public confidence in charities. The basic principle is that trustees must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the charity unless authorised to do so.
- Trustees, like all volunteers within the Charity, are entitled to have their out of pocket expenses met from the funds of the charity. Expenses can include a wide range of costs including, for example, travel and other costs of attending meetings, specific telephone and broadband charges, travelling on trustee business, and providing childcare or care of other dependants while attending to trustee business.
- Ensuring that the opportunity to be a trustee is open to all is one of the keys to achieving strong, effective boards of trustees. Clear policies on payment of expenses can help with this.
- Charities should have clearly defined procedures for identifying and managing conflicts of interest. Ideally, these procedures should be set out in the charity's governing document.
- As good practice, a trustee board should regularly review the performance of each trustee (including the chair).

Person Specification

It is essential that your CV and supporting statement demonstrates evidence of each of the following 'Essential' criteria and at least one of the 'Desirable' criteria listed in 'Part 1' of the person specification. These responses will be further developed and discussed with those candidates invited for interview, together with the criteria listed in 'Part 2'.

	Essential	Desirable
1. Experience and Understanding		
<ul style="list-style-type: none"> A demonstrable commitment to the aims, objectives and mission of St Benedict's Hospice Charity 	√	
<ul style="list-style-type: none"> Proven ability to work effectively as part of a team that makes collective strategic decisions for the good of the charity 	√	
<ul style="list-style-type: none"> Able and willing to give the minimum time commitment required 	√	
<ul style="list-style-type: none"> Demonstrable breadth of experience and knowledge of working in, or with, different sizes and types of organisations 		√
<ul style="list-style-type: none"> Track record in small to medium, local charitable organisations 		√
<ul style="list-style-type: none"> A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership 	√	
2. Attributes & Abilities		
<ul style="list-style-type: none"> Evidence of an ability to contribute to the strategic vision of the charity 	√	
<ul style="list-style-type: none"> Exemplary personal and professional integrity 	√	
<ul style="list-style-type: none"> Sound independent judgement 	√	
<ul style="list-style-type: none"> Ability to think creatively 	√	
<ul style="list-style-type: none"> An ability to speak their mind while collaborating with others 	√	
<ul style="list-style-type: none"> An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship 	√	