Appointment of Chair of Trustees

St George’s Hospital Charity

Information for applicants pack

Reference No: L755

www.ntda.nhs.uk/public-appointments
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1. Why you should apply
Charitable funds are more important than ever to today’s NHS. Bodies of trustees of NHS Charities face a wide range of challenging responsibilities in overseeing the administration and disbursement of the funds of their charity and for ensuring value for money in their use. Many NHS charities are taking up opportunities to establish fundraising programmes in order to extend the range and extent of charitable support. It is important that both past and future benefactors of our Hospitals can have confidence in the continuing management of these charities.

Even though trustees are unpaid, the role of an NHS Charity Trustee can be both a challenging and fulfilling experience. The role of Chair is crucial to ensuring the charity stays on course to achieve its charitable objects.

2. Qualities required
We are looking for candidates with the commitment, experience and networks to promote and support the vital work of St George’s Hospital Charity as it embarks on its most ambitious fundraising appeal.

The new Chair will guide the Board of Trustees through an exciting new phase in its history which will see us, along with most other NHS charities, convert to a charity independent from the Department of Health. The Charity will continue to work closely with the Trust, but will be governed by its own Trustee Board.

St George's University Hospitals NHS Foundation Trust is the premier teaching hospital for South West London and beyond. It shares a campus and works closely with the leading medical school, St George's University of London, but is now facing a challenging future in which the charity will play an increasingly important part.

3. Person Specification
In addition to the qualities required of a Trustee of the charity, the Chair should also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant charitable organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit ample time to conduct the role well, including travel and attending events out of office hours
Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

You should also

- Live in, work in or have strong links with South West London, the principal area served by St George’s University Hospitals NHS Foundation Trust.
- Be able to demonstrate an ability to contribute to the work of the Trustees, particularly through the application of the skills and experience required for the role.

Key dates:  
Closing date: 15 February 2016 at 11.00am (Please note applications received after the closing date will not be considered)

Interviews to be held: 8 March 2016

Proposed start date: 11 April 2016 (The current Chairman’s term comes to an end on 30 September 2016 therefore the successful candidate will have the opportunity of shadowing his predecessor through two Board meetings)

Eligibility: Preference will be given to applicants who live in South West London or have strong connections with the area. However, we will accept applications from those living in the surrounding areas if it is in an area served by St George’s University Hospitals NHS Foundation Trust and they have the relevant expertise.

Contacts: For an informal and confidential discussion with the Chief Executive of the Charity, Martyn Willis, regarding the role please contact his PA Silvana Riccio on 0208 725 2883 prior to the closing date. This will play no part in the selection process.

For information regarding the selection process, please contact Leslie Horn on 0300 123 2057 or Leslie.horn@nhs.net
4. **About St George’s Hospital Charity**

Following the merger of two hospital charities (the St George's Hospital Special Trustees and the St George’s Healthcare NHS Trust Charitable Funds) the St George’s Charitable Foundation was established on 1 April 2001, under Section 11 of the NHS and Community Care Act 1990 and changed its name to St George’s Hospital Charity in 2007.

The overall aim of the charity is to raise and use charitable funds to provide the maximum benefit to the patients and staff of St George's University Hospitals NHS Foundation Trust and associated local health services, supplementing and not substituting for government funding of the core services of the NHS.

In 2014 the charity took over responsibility for the former Wandsworth PCT charitable community funds. Within these funds were those charitable funds designated to Queen Mary’s Hospital, Roehampton. We therefore manage and fundraise for the benefit of patients and staff of Queen Mary’s.

With an investment portfolio of around £15 million and an annual income of around £2 million our aim is to maximise the amount of money available for grant making whilst additional income, from fundraising, donations, legacies, events etc is also made available for grants.

The charity has succeeded over the years in raising and spending significant sums and delivering crucial additional benefits for patients. However, in addition to carrying forward its continuing work, the charity is moving into a new phase by developing more ambitious and far-reaching fundraising appeals. A key strategic challenge for the Chair and Board will be to lead the charity through this exciting new stage of its development.

We are members of the Fundraising Standards Board and our fundraising team follows the highest standards of best practice, ensuring all our fundraising activities are open, legal and fair. As we push ahead we are seeking an enthusiastic volunteer to join the Board as Chair and help lead us to achieve our challenging targets.

Our annual report and accounts are available for inspection either by logging on to the Charity Commission website [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) quoting our registered number 241527 or by calling Silvana Ricci on 020 8725 2883. If you would like an informal exploratory conversation with the Chief Executive or current Chair, we would be happy to arrange that. Please contact Silvana for one of them to contact you.
5. General information about NHS trustee bodies

Some £2bn is currently administered by 302 charities that are associated with the NHS in England and Wales. Most of these are the responsibility of NHS Trust/Foundation Trust Boards who act as a Corporate Trustee. However, for historical reasons, many of the larger charities, mainly but not exclusively connected with Teaching Hospitals, were established with their own independent individual trustees. Of these, there are 3 bodies of Special Trustees, 7 bodies of trustees for NHS Trusts and 16 bodies of trustees for NHS Foundation Trusts. St George’s Hospital Charity is one of these.

Following a review of the role of NHS Charities, the Secretary of State for Health has concluded that they should be allowed to become independent of the Department of Health. This must take place before April 2018.

Currently NHS Charity Trustees that are not independent are appointed by the NHS Trust Development Authority on behalf of the Secretary of State for Health. Once appointed, all trustees have equal responsibilities with their colleague trustees. No trustee is a ‘representative’ of any other organisation. All trustees are accountable to the Charity Commission.

6. The role of NHS Charity trustees

NHS Charity Trustees act jointly, working as a team, to ensure funds given for charitable purposes relating to the NHS are properly used in the way intended by the donors. Trustees are accountable under charity law to the Charity Commission for all their actions as NHS Charity Trustees.

NHS Charity Trustees act to:

- administer in an efficient way the funds held on trust;
- work in a collaborative way with hospitals and associated organisations to ensure that funds are used effectively within the terms of their governing instruments;
- prepare annual accounts and reports for their Charity to be submitted to the Charity Commission;
- ensure that key issues are discussed by the NHS Charity Trustees in a timely manner and with appropriate information to support decisions;
- ensure that income and property of the charities are protected and applied for the purposes set out in the governing document and for no other purpose;
- develop and agree investment, disbursement and financial strategies which reflect the needs of the hospital, associated health services and research priorities;
- develop an open process for application of funds and to ensure that all disbursements are appropriately monitored, evaluated and reviewed;
• comply with the governance guidelines issued by the Charity Commission and seek the advice of the Charity Commission whenever there is doubt about their responsibilities;
• play a full part in representing the activities of their Charity in an open and positive way to the community they serve and develop a performance culture to enable trustees’ decisions to be externally reviewed and evaluated;
• ensure the effective induction and training of NHS Charity Trustees and their ongoing development;
• ensure that the NHS Charity Trustees take due responsibility for the effective management and development of all their staff;
• ensure organisational values are determined, setting out the purpose, objectives and style for their Charity.

7. **Time commitment**

NHS Charity Trustees have a duty to be able to devote sufficient time to the work. The time commitment will vary with the size and complexity of the property and funds held by different bodies of NHS Charity Trustees, which is normally between 6-12 days per year. The demands on the Chairman’s time may well exceed this minimum.

8. **Payments**

NHS Charity Trustees are unpaid and are not entitled to receive any payment out of the charity’s funds, other than reasonable ‘out of pocket’ expenses.

9. **Liability**

NHS Charity Trustees may, with the Charity Commission’s specific approval, indemnify themselves from the funds of their Charity against personal liability arising from acts properly undertaken in the administration of the charity or acts undertaken in breach of trust but in good faith.

10. **Appointment term**

NHS Charity Trustee posts are statutory appointments made by the NHS Trust Development Authority, on behalf of the Secretary of State for Health. Trustees may be considered for re-appointment up to a maximum period of ten years with one trustee body.

11. **Criteria for Disqualification:**

There are circumstances in which an individual may be disqualified from being appointed as an NHS Charity Trustee. The following paragraphs identify the main circumstances where an individual would not be allowed to serve:

a) Under charity law, no one under the age of 18 can be appointed as a trustee unless the charity is a registered company. Some people are disqualified by
law from acting as NHS Charity Trustees, including anyone described in Sections 178-180 of the Charities Act 2011. This broadly covers anyone who:

i) has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.

ii) is an undischarged bankrupt.

iii) has previously been removed from trusteeship of a charity by the court or the Charity Commission.

iv) is under a disqualification order under the Company Directors Disqualification Act 1986.

b) It is an offence to act as an NHS Charity Trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011.

c) In addition to those imposed by charity law the Department of Health apply standard restrictions:

i) Anyone who within the past five years has been convicted in the United Kingdom, the Channel Islands or the Isle of Man and received a sentence of more than 3 months imprisonment, including suspended sentences without the option of a fine, is disqualified.

ii) The following categories of people would not normally be appointed:

- Anyone who is employed by a Health Authority, NHS Trust, NHS Foundation Trust or Primary Care Trust (including honorary or unpaid medical or dental appointments);
- Anyone who has been removed from a list of Part II practitioners by a direction made under Section 46 of the NHS Act 1977 and has not since had their names restored, or has been suspended by a Tribunal made pursuant to Section 49A(2) or Section 49B(1) of the Act (as amended by the National Health Service Act 1995);
- Anybody who has been dismissed other than by reason of redundancy by a NHS body; and
- People who have had an earlier term of appointment to any public body terminated for behaviour inappropriate to public office.

d) There are circumstances in which the disqualification of an individual may cease or not apply. The NHS Trust Development Authority will be pleased to advise you about these.

Applying for the post

12. About the NHS Trust Development Authority

The NHS Trust Development Authority is responsible for the appointment of chairs and non-executive members of NHS trusts and NHS Charity Trustees.

We ensure that all appointments are made in a way that is open, transparent and fair to all applicants and are made on merit.

Equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of
experience. We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the person specification.

How to apply

All applicants are required to complete the appropriate application form. This is available online by visiting www.ntda.nhs.uk/public-appointments. Alternative formats such as, braille, large print and audio versions of this information pack and the application forms are available.

The NHS Trust Development Authority must receive your completed application form before the closing date for applications.

Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn’t
- ensure you know what choice you have about giving us information
- make sure we don’t keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you apply, so that your application form and CV can be assessed. The monitoring information you provide is not used in the selection process and will not be shared with the selection panel assessing your application. If you are successful and are appointed as an NHS Charity Trustee, we will also share some of your information with the relevant individual’s at the organisation concerned.

Information management

Information that you provide may be used for statistical analysis by the NHS Trust Development Authority but it will not be used in a way that enables you to be identified. In relation to the information we collect:
If you submit an application form, your form and any supporting documentation will be retained for up to two years after the closing date for applications. Any other information relating to an application held electronically, which includes your contact details and monitoring information you provided, will be held for up to 2 years after the closing date for applications.

If at any time you wish your personal information to be removed from our records please contact the NHS Trust Development Authority.

13. How we will handle your application

You will receive an acknowledgement of receipt of your application after the closing date.

Your application form and CV will be assessed to see whether you have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. Please ensure that you provide evidence to support how you meet all of the relevant criteria, which are identified in the person specification for the post.

When 30 or more applications are received, it is likely that your application will be pre-assessed before it is passed to the short listing panel for consideration. You should be aware that in this situation, your application might not be considered in full by all panel members.

The panel will decide the best applicants to be invited for interview taking account of any evidence provided on your application. Please remember that the panel can only judge the strength of your application based on the information you have provided on your CV and application form.

In selecting the best people for interview, the panel will ensure that all the applicants demonstrate any essential experience required in the person specification for the post. However, if there is a strong field of applicants the panel may then look at any desirable areas of expertise identified in your application in order to differentiate between applicants of equal merit.

We will let you know whether or not you will be interviewed. Due to the volume of applications we receive, we are only able to provide feedback to individuals shortlisted for interview.

If invited to interview, the panel will question you about your expertise and ask specific questions to find whether you meet the competencies required.

Where a candidate is unable to attend an interview on the set date then an alternative date will only be offered at the discretion of the panel.

If, in the view of the panel, you are the candidate who has best demonstrated the expertise and competencies required you will be recommended for appointment.
The NHS Trust Development Authority will consider the panel’s recommendations and make the final decision on all appointments.

You will be notified of the panel’s decision about your application

Your application will be dealt with as quickly as possible and you will be advised of the likely timetable at each stage.

**Dealing with your concerns**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you feel that you have any complaints about the way your application has been handled, we would like to hear from you.