



## TETBURY HOSPITAL TRUST LTD

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Title:</b>	<b>Trustee</b>
<b>Responsible to:</b>	<b>Chair Person, Chief Executive</b>
<b>Accountable to:</b>	<b>Board of Trustees</b>
<b>Liaises with:</b>	Trustees, Chief Executive, Managers, senior management team, patients, public, health care sector workers,

#### **Role Summary**

This note outlines the commitment which the Tetbury Hospital Trust expects of its Trustees. The Chairman will discuss with each Trustee the particular contribution which he/she agrees to make at the outset and will review performance annually.

#### **Main Responsibilities of the Trustee**

- Commitment to the vision, mission and values of the Tetbury Hospital Trust
- To work with other Trustees to form an effective governing body for the Tetbury Hospital Trust
- To be an ambassador for the Tetbury Hospital Trust in the community
- To serve for a period not exceeding 2 terms of 4 years each

#### **Formal Duties:**

The Tetbury Hospital Trust's governing documents are its Memorandum and Articles of Association and they set out the formal duties and responsibilities of the Trustees.

The Following are general duties conferred on Trustees by the Charity Commission and Companies House.

Trustees have and must accept ultimate responsibility for directing the affairs of the Tetbury Hospital Trust ensuring that it is solvent, well-run and delivering the charitable outcomes for which it has been set up.

#### **1. Compliance – Trustees must**

- Ensure that the Tetbury Hospital Trust 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 annual returns and accounts as required by law
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and remains true to the charitable purpose and objects set out there

- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets

## **2. Duty of prudence – Trustees must**

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

## **3. Duty of Care – Trustees must**

- Use reasonable care and skill in their work as Trustees
- Consider getting external professional advice on all matters where there may be material risk to the charity or where the Trustees may be in breach of their duties
- To be generally aware of the Tetbury Hospital Trust's financial position and ensure solvency, use funds and assets wisely and avoid placing the Foundation's reputation at risk
- To help ensure that all necessary statutory documents are returned to Companies House and the Charity Commission on time
- To act reasonably and prudently in all matters
- To avoid letting their personal prejudices affect their conduct as a Trustee of the charity

## **Individual Board Member Responsibilities**

### **1. General expectations by the Tetbury Hospital Trust Board**

- Know the organisation's mission, purpose, goals, policies, programmes, services, strengths and needs
- Serve in leadership positions and undertake special assignments willingly when asked including joining one or more of the sub-committees
- Avoid prejudiced judgements on the basis of information received from individuals
- Suggest nominees for the Board
- Speak on behalf of the Board only when asked to do so by authorised persons
- Accept the Tetbury Hospital Trust's policies

### **2. Meetings**

- Achieve at least 75% attendance at Full Board meetings and attend the AGM
- Prepare for and participate in Board and Committee meetings and other organisational activities
- Ask timely and substantive questions while supporting the majority decision

- Maintain confidentiality of the Board's executive sessions, which includes safe storage or disposal of electronic or paperwork records
- Suggest agenda items periodically for Board and sub-committee meetings to ensure that significant policy related matters are addressed

### 3. Relationship with staff

- Counsel the Directors as appropriate and offer support
- Recognise the role of the staff and understand the extent of the Trustees' powers to delegate to them

### 4. Avoiding Conflict of Interest

- Serve the organisation as a whole, rather than special interest groups
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board chair
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate
- Never accept or offer favours from or to anyone who does business with the organisation or request that a grant applicant uses a specific supplier

### 5. Fiduciary responsibility

- Read and understand the organisation's financial statements and otherwise help the Board fulfil its fiduciary responsibility
- Be prepared to help carry out day to day duties such as signing cheques

## 6 General requirements of the Hospital

- **Confidentiality** You have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust. Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.
- **Health & Safety** You have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others. Trustees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, All Trustees must comply with the Trust Infection Control Policy.
- **Quality Assurance** You are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

- **Equal Opportunities** You have a responsibility to ensure that all people that you have contact with during the course of your duties, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.
- **Risk Management** You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.
- **Safeguarding** You have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All Trustees are expected to comply with existing local Safeguarding policies and procedures
- **NHS Constitution** As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions. A handbook accompanying the constitution may be found by going to [NHS Constitution for England - Publications - GOV.UK](#) that essentially provides further and more detailed explanation of each of the rights and pledges.
- **Criminal Records** This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

## Qualities of a Trustee

### Essential

- Board level experience in public or private sector organisation at a Director level
- Sound understanding of corporate governance
- Track record of active leadership and achieving positive change
- Ability to scrutinise and monitor systems, process and outcomes
- Financial strategic thinking
- Ability to approve financial systems and Board reporting mechanisms
- Ability to handle complexity and uncertainty
- Creative and flexible thinker; open to new ideas and able to modify views
- Ability to scrutinise the performance of executive directors in meeting agreed goals and objectives
- Experienced chairing skills
- Inclusive style of decision-making
- Degree or equivalent experience
- Qualifies as a suitable public member of a Charity Board
- Politically aware
- Well organised and self-motivated
- Emotionally intelligent and resilient; self aware

- Able to inspire colleagues and bring energy and enthusiasm to their work
- Ambitious and realistic when setting objectives and targets
- Sensitive and caring approach when faced with difficult choices
- Able to build trust, act with integrity and be relied upon
- A commitment to putting patients and carers at the heart of decision making
- A commitment to working in partnership to achieve goals
- A commitment to excellence, openness and transparency
- A commitment to developing people to support them to be the best that they can be
- Adopt the values and behaviours that exemplify the corporate culture
- Public service values, adopting the Nolan principals

#### Desirable

- Understanding of the NHS and Independent Healthcare sector and the external environment in which they operate and accountability arrangements
- Local and national health and social care issues
- Developing quality monitoring systems
- Organisational development
- Experience of new business set-up and managing innovation
- Developing new services and contracts
- A wider involvement with the voluntary sector