

Trustee Role Profile

Background

St Ann's Hospice provides specialist care and support to people living with or affected by life-limiting illnesses across Greater Manchester and parts of Cheshire.

St Ann's was founded in 1971 and is one of the oldest hospice's in the country.

Care is provided at two hospice sites in Heald Green (Stockport) and Little Hulton (Salford) as well as in the place people call home, supported by a range of community and outreach services.

The Hospice

St Ann's Hospice is registered as a:

- Company limited by guarantee (Company No. 947220) that established it as a legal entity separate and distinct from its trustees
- Charity with the Charity Commission in England and Wales (Registered Charity No. 258085)

The objects and governance of the hospice are set out in the Articles of Association.

The Board of Trustees

The Board of Trustees is jointly responsible for realising the strategic aims of the hospice together with the overall governance and strategic direction of the hospice, its financial health and the probity of its activities in accordance with the hospice's Articles of Association, legal and regulatory requirements.

Strategic Aims

1. To provide outstanding person-centered care that is innovative and evidence-based
2. To lead the sector in education, research and innovation
3. To be an organisation of choice for all
4. To sustain and further develop a values-based culture within which there are high-performing people and teams
5. To ensure our buildings, estate and facilities are fit for the future to enable the delivery of outstanding person-centered care
6. To be financially viable and develop growth in our business for future sustainability

Trustees will role model the hospice's core values...



Responsibilities

Statutory Responsibilities

The main legal responsibilities of a Trustee are to:

- Ensure the hospice is carrying out the purpose for which it was set up, and no other purpose
- Comply with the hospice's governing document (Articles of Association) and the law
- Act in the hospice's best interests
- Manage the hospice's resources responsibly
- Act with reasonable care and skill
- Ensure the hospice is accountable

Other Responsibilities

- Contribute to the setting of the hospice's strategic direction
- Attend Board and relevant sub-committee meetings, scrutinise papers, contribute to discussions, focus on key strategic and governance issues and provide relevant advice and guidance
- Monitor the hospice's performance on a regular basis, including strategic plans, financial performance and other KPIs
- Ensure the financial stability of the hospice and understand and act on financial and other monitoring information being presented, questioning such information when appropriate
- Provide ad hoc support and guidance to the Executive Leadership Team outside of Board and sub-committee meetings
- Act as an ambassador and advocate of the hospice and actively support the fundraising aims of the hospice
- Represent the hospice at events, functions and external meetings as appropriate
- Support the appointment of the Chief Executive and other Executive Directors as required
- Keep informed about the hospice's activities and wider issues that affect its work

Chairs of Sub-committees

Chairs of sub-committees have the following additional responsibilities which may be delegated to other Trustees of the sub-committee in their absence

- Chairing and facilitating discussions at sub-committee meetings in line with the Terms of Reference
- Preparing, submitting and presenting the Board summary report following the sub-committee meeting



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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Registered charity number 258085

The Nolan Principles

All charities have a public benefit responsibility and in carrying out their role, Trustees must adhere to the principles for holders of public office – The Nolan Principles.

Selflessness holders of public office should act solely in terms of the public interest.

Integrity holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty holders of public office should be truthful.

Leadership holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behavior wherever it occurs.



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Requirements

The following knowledge and skills (or a commitment to gaining them) are an advantage:

- Commitment to and interest in the hospice's work and purpose
- Knowledge and understanding of the role and responsibilities of a Trustee with a clear understanding and acceptance of the legal responsibilities and liabilities of a Trustee
- Knowledge of charity and organisational governance
- Strategic vision
- Business and financial acumen
- Ability to understand complex strategic issues, critically assess, analyse and resolve difficult issues
- Active listening skills with the ability to welcome alternative opinions and experiences
- Politically astute with the ability to grasp relevant issues and understand relationships between interested parties and/or organisations
- Commitment to equal opportunities and the promotion of diversity
- Meets fit and proper person requirements

Time Requirements

- There are four Board meetings per year with an accompanying strategic discussion meeting lasting normally up to four hours in total
- There are currently five standing sub-committees of the Board that normally meet four times per year. Trustees would normally be required to serve on at least one sub-committee
- In addition to attendance at meetings, Trustees are required to consider all relevant papers prior to meetings
- Attendance at other events for strategic planning, Board development, networking, fundraising and stakeholder engagement purposes may be required from time-to-time

Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.



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