

Wirral Hospice St John's

Information for Prospective Trustees



Wirral Hospice
St John's

wirralhospice.org
Registered Charity No. 510643



Welcome to Wirral Hospice St John's

Thank you for your interest in becoming a trustee of Wirral Hospice St John's.

Over the past forty years, we have continuously evolved, embracing both challenges and opportunities with enthusiasm and resilience to become the organisation you see today. Together we have made a real difference to the lives of so many patients with a life limiting illness, supporting them and those close to them. As we look to the future, we anticipate exciting developments and are prepared to navigate the financial challenges that lie ahead.

Increasingly in the news there are reports of hospices in financial difficulties, Wirral Hospice St John's is financially stable, although we are facing increasing financial challenges through rising costs that far outweigh our statutory income putting increasing pressure on voluntary income streams whilst demand for our services continues to rise. Robust systems and governance processes have maintained the organisation's stability to date, yet we are not complacent. We are working closely with the integrated care board to seek a more sustainable statutory funding approach to ensure the hospice continues its pivotal role for our Wirral community, providing high quality palliative and end-of-life care. Making a real difference when it is needed most.

The role of a trustee is invaluable to our mission, and we are looking for committed, passionate people to help lead us into the next phase of our development. Trustees play a crucial part in guiding our strategic direction, ensuring financial stability, and upholding our core values. Your expertise and dedication will be instrumental in shaping our future and achieving our goals.

Serving as a trustee of Wirral Hospice St John's can be extremely rewarding and an enjoyable experience, we look forward to the possibility of working together and making a meaningful impact.



Tim
Tim McDonnell
Chair of Board of Trustees



Who are we?

Wirral Hospice St John's is a company limited by guarantee, incorporated in September 1980 and commenced activity working out of vacant buildings on the Clatterbridge site in 1983. We have registered charitable status and our purpose is encapsulated in our charitable objective:

"To promote the relief of illness and suffering by providing holistic care both for the patient and the family of the patient, and to provide an environment in which the patient can live each day to the fullest and die in dignity without physical or emotional suffering."

We established a 16-bed inpatient unit in the initial years, which has evolved into a wide range of clinical services today. We engage with patients through a busy outpatient unit, run a broad programme within our wellbeing centre, and provide support to patients across the community through our Hospice at Home service.

Our Patient and Family Support Services team also provide practical help in dealing with the issues which emanate from a life-limiting condition, as well as bereavement support.

As a learning organisation we actively engage in research, as well as communicating best practice in palliative and end of life care. This continual process of development has led to us growing into a larger charity with a turnover of circa £6m per annum and a workforce of around 172 paid colleagues, supported by approx. 420 active volunteers.

We are pleased to note that through a consistently skilled, committed and sensitive approach to the delivery of our activities, we have established a strong reputation as one of the most highly regarded local charities on the Wirral.

We are a forward-looking organisation that does not rest on its laurels and we are continually looking towards the opportunities for how we can develop further as well as the challenges we are likely to face.

We can say with confidence that we have a firm foundation, which is built on healthy financial reserves together with a highly motivated and dedicated workforce.



Key Strategic Aims

1. Increase the reach of our services across the Wirral community providing care and support closer to home.
2. Secure sustainable income; reducing the risk on the funding of care activities and provide funding for service developments.
3. Be the employer of choice with a highly motivated workforce, inclusive of volunteers, supported through learning and development opportunities and investment in skills and personal development.
4. Ensure that Wirral Hospice St John's is recognised as an effective, efficient and thriving organisation worthy of future investment.

Wirral Hospice St John's CARES Values



Compassionate



Accountable



Respectful



Equitable



Sustainable





What is the role of a trustee at Wirral Hospice?

In acting as trustees, we are ultimately accountable for the performance and activities of Wirral Hospice St John's, for providing strategic leadership and governance oversight.

Essentially, we are responsible for ensuring that the on-going work of the charity is in line with the declared charitable objectives, that it is conducted in compliance with legislation and best practice as defined by regulatory bodies and that major decisions are taken on a reasonable and strategic basis.

A further significant aspect of the role is setting and upholding the values, manner and culture through which Wirral Hospice conducts its activities.

Fundamental to exercising this responsibility is the relationship we have with our Chief Executive and senior leaders to whom we delegate authority to conduct the day-to-day running of the charity.

We aim to be supportive, offering guidance where we have relevant expertise, constructive in exercising our role of seeking assurance on performance and that necessary compliance is met. We conduct that relationship very much on a team basis, meeting collectively as a board and working through issues together even though certain decisions may be reserved to the trustee role.

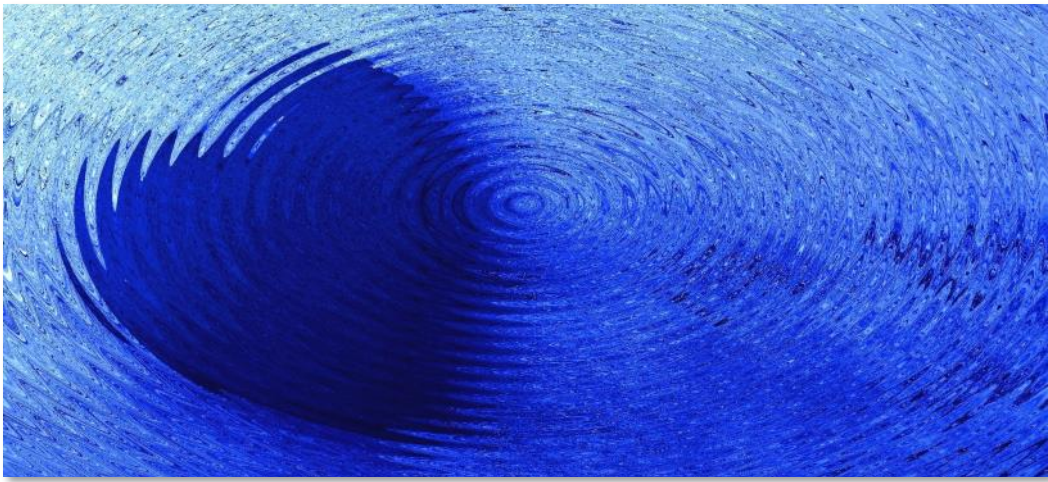
More detail on the role of a trustee and how it operates can be found by referring to the following documents which are available for download on the internet.

The Essential Trustee (40-page document):

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

Governance Code for Small Charities (28-page document):

www.charitygovernancecode.org/en/pdf



What qualities are we looking for in a trustee?

To fulfil the requirement for governance oversight and provide assurance that our activity is compliant with legislation and best practice as required by the regulators, we must have board trustees who have sufficient knowledge and expertise to monitor performance in the disciplines of healthcare, finance and employment.

The Board is keen to particularly encourage applications from people of all backgrounds and communities to expand the diversity of our thinking.

We have several trustee positions that have become vacant and whether you are an experienced trustee or wanting to take your first step at board level, we want to hear from you.

We are particularly looking for applicants with the following skills and backgrounds - but we don't expect to find all these attributes in one person;

- Accounting, Finance or Legal background
- Health and Social Care, Governance/HR
- Contracting/Project Delivery/Retail
- Social Media/IT/AI/Income Generation
- Chartered Surveyor/Property/Senior Management
- We are also keen to hear from younger inspiring trustees (over 21)



How do we operate as trustees?

We follow the guidance set out by the Charity Commission with appointments being for an initial period of three years, followed by re-appointment for further three year periods by mutual agreement (up to a maximum length of service of nine years).

We have collective responsibility which means that, apart from particular roles which are associated with the Chair and the Treasurer, each trustee carries the same responsibility for the decisions we take as a board.

However, to ensure we can manage our responsibilities effectively and give sufficient time to delve more deeply into certain aspects, we operate four Governance Sub-Committees, each chaired by a nominated trustee and supported by at least one other trustee. The Sub-Committees, which include the CEO and relevant directors, meet quarterly and provide summary reports to the full board.

Currently these Governance Sub-Committees are:

- Clinical & Medical: patient care and support services for families and loved ones.
- Workforce: human resources matters, volunteer services, learning & development.
- Finance and Infrastructure: finances, building and technical support services.
- Income Generation & Marketing: retail, lottery, donations, events, communications.

We meet quarterly as a full board, trustees and the senior leadership team together, to review performance at a high level, take significant decisions, approve policies, and to discuss strategy and development initiatives.

The full trustee group meets on two further occasions per year with the CEO and Senior Leadership Team for an away-day to review strategy and agree the principal criteria for the drawing up of the following year's annual delivery plan and associated budget. We also aim to have an informal event to explore future ideas and vision.

Currently, board meetings take place at the Clatterbridge site within the working day, usually late Monday afternoons, (2 hour duration)



What do we expect from a trustee?

We expect that all trustees:

- Attend meetings of the full trustee group and any Governance Sub-Committee of which they are a member.
- Take part in one formal 'trustee visit' at the hospice as part of our governance assurance process.
- Complete the trustee induction programme in their first year of appointment.
- Complete all relevant mandatory training modules including safeguarding and information governance.
- Engage in an annual appraisal conversation with the Chair of Trustees.
- Conduct themselves in a manner which upholds the values and reputation of the hospice and promptly notify the Chair of any potential conflicts of interest which might arise with their role as a trustee of the hospice.

We encourage trustees to support fundraising and other promotional events and make informal visits to the hospice, including its shops, to engage in conversation with colleagues, patients or their families as their time permits.

What do we hope you will gain from being a trustee?

Fulfilment from being associated with a charity that has a special place in the heart of our Wirral community, working in a supportive team environment, making new relationships and perhaps learning a few new things along the way.

Knowing that you have played a part in someone being helped through a difficult time.

*If this all sounds like something for you,
we'd love to receive an application from you!*

Request a trustee application form: hr@wirralhospice.org | 0151 334 2778

