

# LOROS Hospice

We are a local charity and every year we care for more than **2,500** people across Leicester, Leicestershire and Rutland



## Trustee Recruitment Information Pack Spring 2020

A local hospice, caring for local people

[loros.co.uk](http://loros.co.uk)

Registered Charity No: 506120

**LOROS**

Hospice Care for Leicester, Leicestershire & Rutland

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## Trustee Role Description

LOROS hospice first opened in 1985. The registered charity is established to run a hospice providing specialist end of life care for adults living within Leicester, Leicestershire and Rutland.

The hospice has a wide range of services including a 31 bed in patient unit, day therapy, community nurse specialist team, counselling & bereavement support, enablement team, chaplaincy, education and research department as well as an increasing number of services out in the community.

The objects and governance of LOROS are set out in the governing documents (the Memorandum and Articles of Association). The Board, being the Trustees of the charity and Directors of the Company, are bound to act within the provisions set out in the governing document.

LOROS wants to ensure that the profile of its Trustees, employees and volunteers reflects the diverse communities of Leicester, Leicestershire and Rutland. We are an equal opportunity employer and welcome applicants from the diverse communities, we serve.

### The Board

The role of the Board is to ensure delivery of the aims and objectives of LOROS and to provide it with strategic oversight to ensure both its current strength and future direction. In undertaking this role the Board must ensure that LOROS:

- Operates within the objectives set out in the governing document
- Utilises assets and resources for charitable purposes in line with the governing document
- Acts in the interests of patients, families, staff and volunteers
- Approves policy, strategic direction and evaluates performance
- Gives its attention to charitable and company law
- Adheres to the organisation's values, vision and mission
- Upholds the reputation of LOROS

### Trustees Responsibilities

The primary responsibility of trustees is to provide the organisation with strategic oversight and maintain a governance perspective to ensure it is well managed and administered, and resources are used appropriately.

Trustees are charged within company and charitable law, with:

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- Serving the whole organisation and not as representatives of any specific interest group, accepting that Trustees are recruited to apply their experience and skills set.
- Acting in the best interests of the organisation at all times.
- Working together and not pursuing personal or sectional interests at the expense of the overall organisation purpose.

### **Trustees are required to ensure that:**

- The organisation complies with its governing document, charity law, company law and other relevant legislation or regulations.
- The organisation's resources are applied exclusively in pursuit of its objectives
- The Board operates effectively, and:
  - Establishes the organisation's strategic direction and goals
  - Sets the overall organisation policies then delivered through the SMC and wider staff teams
  - Evaluates the organisation's performance on a regular basis and holds the Chief Executive accountable for outcomes.
  - Ensured the financial stability of the organisation and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate.
  - Defines the boundaries of management authority
  - Delegates the implementation of its decisions to the Chief Executive and Senior Management team, supporting them as required to carry out their work.
  - Ensures the performance and development of the Chief Executive Officer is reviewed annually.
  - Reviews its own performance annually and that all Trustees actively participate in this regarding matters such as attendance, the skills matrix, meeting effectiveness and the charity's equality, diversity and inclusivity agenda.
- The Board's agreed position is represented when speaking publicly on behalf of the organisation.
- Information gained during the course of working as a Trustee is kept confidential and in particular the content of emails and Board papers.

### **Commitment**

The term of office for elected and co-opted trustees is 3 years, with a maximum of 3 consecutive terms, as described in the Articles and Memorandum of Association. Within each term of office trustees are expected to:

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- Attend meetings of the Board and actively contribute expertise. There are 4 meetings annually (of around 3 hours) and a stand-alone Strategy Event usually taking half of one weekend day.
- Attend the organisation's Annual General Meeting of members and any extraordinary general meetings if required
- Contribute expertise to Board committees and possible other expert committees of LOROS as relevant
- Assist the Board and senior staff in promoting the organisations goals and values and to represent the Board's agreed position when speaking publicly on behalf of the organisation.

### **Remuneration and expenses**

The role of trustee of LOROS is voluntary and trustees will not receive any remuneration for their services on the Board.

Out-of-pocket expenses incurred by Trustees in the course of carrying out the role will be reimbursed in accordance with the organisation's expenses policy.

Attendance costs for any training / governance events (for example Hospice UK events) will be covered by LOROS.

### **Conflicts of Interest**

Trustees have a duty to:

- Declare any potential conflicts of interest relevant to their trustee role, e.g. where the individual has an interest in the company that may wish to provide a service to the organisation.
- Take steps to resolve any conflicts that may arise. In instances of private interests conflicting with trustee duties, the trustee must resolve this conflict in favour of the trustee role or resign.
- Declare any financial interest in a matter under discussion and withdraw from the room unless he/she has a dispensation to speak.
- Declare an interest in any matter which might reasonably cause others to think it could influence their decision. He/she should state the nature of the interest but may remain in the room and participate in the discussion.
- Consult with the Chair if in any doubt about the application of these rules.

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## Trustee Person Specification for elected trustees – Clinical

The overall responsibilities of all trustees of LOROS are set out in the trustee role description.

The essential competencies expected from individuals nominated to the Board are outlined below and include relevant essential competencies required for each type of vacancy, knowledge, skills, experience and qualities. Candidates must demonstrate, and provide evidence in their application form, of how they meet these.

The competencies are reviewed against the Board Skills Matrix as a vacancy arises to ensure they continue to meet the requirements of the charity.

### Essential competencies

#### Clinical

- Holds a position of senior clinical leadership responsibility within an appropriate organisation or palliative care setting and is actively engaged in the design and delivery of care.
- Has an understanding and direct experience of governance – either by sitting on a board (as a director/trustee) or reporting directly to a board – where governance relates to the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation.
- Has an understanding of appropriate legislation particularly that around the provision of specialist end of life care, workforce design and matters of equality and diversity.

#### Knowledge

Understanding and knowledge of:

- The objects of LOROS as outlined in the governing document
- The legal duties, responsibilities and liabilities of trustees
- LOROS strategic plan
- The broader environment within which hospice care works

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## Skills

The following key skills are required of individuals nominated to the Board:

- Good communication/interpersonal and decision making
- Motivated by the objectives of LOROS and enthused to contribute views and opinions in a collaborative manner
- Strategic thinking and planning

## Experience

Candidates will ideally be required to demonstrate they have experience of some or all of:

- Working at a Board or senior management level within an organisation providing or supporting a care environment
- Identifying, assessing and mitigating corporate risk
- Managing performance at a Board level – including both monitoring and evaluation
- Relevant experience, skills and abilities to meet the current aim and goals of LOROS
- Working as a member of a team, committee and/or working group

## Qualities:

The following key qualities are required:

- Good independent judgement
- Ability to think strategically and creatively
- Team focussed and collaborative

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## **Trustee Person Specification for elected trustees Non Clinical (IT, Systems, Data role)**

The overall responsibilities of all trustees of LOROS are set out in the trustee role description.

The essential competencies expected from individuals nominated to the Board are outlined below and include relevant essential competencies required for each type of vacancy, knowledge, skills, experience and qualities. Candidates must demonstrate, and provide evidence in their application form, of how they meet these.

The competencies are reviewed against the Board Skills Matrix as a vacancy arises to ensure they continue to meet the requirements of the charity.

### **Essential competencies**

#### Non – Clinical

- Experienced or serving in a senior position (public, private or charitable) within an organisation actively engaged in IT, Data Management, GDPR or closely related field.
- Has an understanding and direct experience of governance – either by sitting on a board (as a director/trustee) or reporting directly to a board – where governance relates to the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation.

#### Knowledge

##### Understanding and knowledge of:

- The objects of LOROS as outlined in the governing document
- The legal duties, responsibilities and liabilities of trustees
- LOROS strategic plan
- The broader environment within which hospice care works

#### Skills

The following key skills are required of individuals nominated to the Board:

- Good communication/interpersonal and decision making

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- Motivated by the objectives of LOROS and enthused to contribute views and opinions in a collaborative manner
- Strategic thinking and planning
- A personal commitment to equality, diversity and inclusivity

## Experience

Candidates will ideally be required to demonstrate they have experience of some or all of:

- Working at a Board or senior management level within an organisation providing or supporting a care environment
- Identifying, assessing and mitigating corporate risk
- Managing performance at a Board level – including both monitoring and evaluation
- Relevant experience, skills and abilities to meet the current aim and goals of LOROS
- Working as a member of a team, committee and/or working group

## Qualities:

The following key qualities are required:

- Good independent judgement
- Ability to think strategically and creatively
- Team focussed and collaborative

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## **Trustee Person Specification for elected trustees Non Clinical (Retail)**

The overall responsibilities of all trustees of LOROS are set out in the trustee role description.

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The competencies are reviewed against the Board Skills Matrix as a vacancy arises to ensure they continue to meet the requirements of the charity.

### **Essential competencies**

#### Non – Clinical (Retail)

- Experienced of or serving in a senior position (public, private or charitable) within an organisation actively engaged in successful retail operation or closely related field. This can be either through the operation of shops or through on-line trading.
- Has an understanding and direct experience of governance – either by sitting on a board (as a director/trustee) or reporting directly to a board – where governance relates to the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation.

#### Knowledge

Understanding and knowledge of:

- The objects of LOROS as outlined in the governing document
- The legal duties, responsibilities and liabilities of trustees
- LOROS strategic plan
- The broader environment within which hospice care works

#### Skills

The following key skills are required of individuals nominated to the Board:

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- Good communication/interpersonal and decision making
- Motivated by the objectives of LOROS and enthused to contribute views and opinions in a collaborative manner
- Strategic thinking and planning

## Experience

Candidates will ideally be required to demonstrate they have experience of some or all of:

- Working at a Board or senior management level within an organisation providing or supporting a care environment
- Identifying, assessing and mitigating corporate risk
- Managing performance at a Board level – including both monitoring and evaluation
- Relevant experience, skills and abilities to meet the current aim and goals of LOROS
- Working as a member of a team, committee and/or working group

## Qualities:

The following key qualities are required:

- Good independent judgement
- Ability to think strategically and creatively
- Team focussed and collaborative
- A personal commitment to equality, diversity and inclusivity

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## Trustee Person Specification for elected trustees

The overall responsibilities of all trustees of LOROS are set out in the trustee role description.

The essential competencies expected from individuals nominated to the Board are outlined below and include relevant essential competencies required for each type of vacancy, knowledge, skills, experience and qualities. Candidates must demonstrate, and provide evidence in their application form, of how they meet these.

The competencies are reviewed against the Board Skills Matrix as a vacancy arises to ensure they continue to meet the requirements of the charity.

### Essential competencies

- Experience or high motivation to serve as a Trustee – helping to shape the future of an organisation.
- Has an understanding or direct experience of governance – either by sitting on a board (as a director/trustee) or reporting directly to a board – where governance relates to the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation.
- Strategic thinker able to evaluate evidence and assess situations to inform progressive decision making.

### Knowledge

Understanding and knowledge of:

- The objects of LOROS as outlined in the governing document
- The legal duties, responsibilities and liabilities of trustees
- LOROS strategic plan
- The broader environment within which hospice care works

### Skills

The following key skills are required of individuals nominated to the Board:

- Good communication/interpersonal and decision making
- Motivated by the objectives of LOROS and enthused to contribute views and opinions in a collaborative manner

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- Strategic thinking and planning
- Considered decision maker
- Team player

## Experience

Candidates will ideally be required to demonstrate they have experience of some or all of:

- Working at a Board or senior management level within an organisation providing or ideally supporting a care environment
- Identifying, assessing and mitigating corporate risk
- Managing performance at a Board level – including both monitoring and evaluation
- Relevant experience, skills and abilities to meet the current aim and goals of LOROS
- Working as a member of a team, committee and/or working group

## Qualities:

The following key qualities are required:

- Good independent judgement
- Ability to think strategically and creatively
- Team focussed and collaborative
- A personal commitment to equality, diversity and inclusivity

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