

## Information Pack for a Trustee Candidate with Financial Expertise

Nottingham Hospitals Charity



# Letter from Carole Ayre, Chair

Dear Candidate,

Because you are reading this letter, I know that, like our trustees and our executive team, you have in some way been touched by the work of the NHS and the dedication and expertise of those who work in it. We all rely on the NHS, from cradle to grave, and those who work with and support this charity have a strong desire to show their support, their gratitude and their desire to make a difference to the lives of its patients. This is what motivates us all at the Nottingham Hospitals Charity.

Our charity has been instrumental in changing the way that care is delivered to hundreds of thousands of patients over the past thirteen years by providing seed funding for research projects, specialist equipment, enhanced patient environments – even including whole new buildings – and by making a significant investment in staff development. We are proud of our achievements and work collaboratively to ensure that we are at the heart of our patients' care.

We have now reached an exciting juncture. Although we are one of the top performing NHS charities in the UK, even when factoring in the well-known larger ones, we want to 'take off' and grow our charitable income by building on our strategic initiatives in support of the Trust, for the benefit of our patients.

The road ahead will involve creating compelling cases for support for appeals – both big and small. We will need to engage with a variety of stakeholders, and we will continue to increase the Charity's profile within Nottingham to build momentum to create our vision.

This all sounds very grand; the truth is, it just won't happen without trustees who will be able to help us meet our ambitious goals by providing that extra level of support to create significant impact. We have already witnessed this impact; we now need a new trustee with financial expertise to help drive the Charity even further. Please read further to learn about our local hospitals and how our charity supports patients, locally.

As Chair of the charity, I am very much looking forward to working with you and our existing Board of Trustees to ensure that we do all that we can to support the amazing stories that take place here every day for our patients.

Thank you for considering joining our Charity.

Best wishes,

Carole Ayre  
Chair, Nottingham Hospitals Charity



# Nottingham University Hospitals NHS Trust



**Nottingham University Hospitals NHS Trust is the region's centre of excellence for medical care. It is made up of five Nottingham hospitals – Nottingham City Hospital, the Queen's Medical Centre (QMC), Nottingham Children's Hospital, Hayward House and Ropewalk House.**

Many of the specialist services have a national and international reputation, particularly in the areas of stroke, renal, neurosciences, cancer services and trauma.

The Trust is at the forefront of many research programmes and new surgical procedures. In partnership with the University of Nottingham, there are two NIHR (National Institute for Health Research) Biomedical Research Centres - for hearing and deafness and for digestive diseases.

As a teaching trust, it has a strong relationship with colleagues at the University of Nottingham and other universities across the East Midlands, including Loughborough University. The Trust plays a vital role in the education and training of doctors, nurses and other healthcare professionals.

The Trust provides services to over 2.5 million residents of Nottingham and its surrounding communities. It also provides specialist services for a further 3-4 million people from across the region.

The Trust is one of the largest employers in the region, employing over 16,000 staff. In total there are 80 wards and around 1,700 beds.



# Nottingham Hospitals Charity

Nottingham Hospitals Charity is responsible for securing philanthropic income for Nottingham University Hospitals NHS Trust to support physical improvements to the environment, specialist equipment, leading edge local research and developing staff to enhance patients' care.



**Our vision** is an outstanding NHS for the people of Nottinghamshire

**Our mission** is to enhance patient care and help families and carers in the East Midlands by transforming hospital services through innovation; funding local research; investing in whole hospital staff development projects; purchasing the newest technology; and creating a caring environment for all who use Nottingham/shire's hospitals. We will facilitate these initiatives through inspiring fundraising appeals and carefully considered grant-making programmes; and by working with our hospitals and the communities we serve.

Nottingham Hospitals Charity was founded in November 2006. Since then, around £40 million of charitable investment has been made to the Nottingham University Hospitals NHS Trust to support research and development. The Charity's income in 2018 to 2019 was £4.2 million, most of which was raised through legacies, individual giving, events, community fundraising and companies.

In November 2016, the Charity launched *The Big Appeal* for the Children's Hospital and has raised over £3 million to provide enhanced accommodation for families and with the University of Nottingham has raised funds for the provision of an intraoperative MRI scanner for paediatric neurosurgery. Nottingham will be one of only a few sites in the country to have this facility.

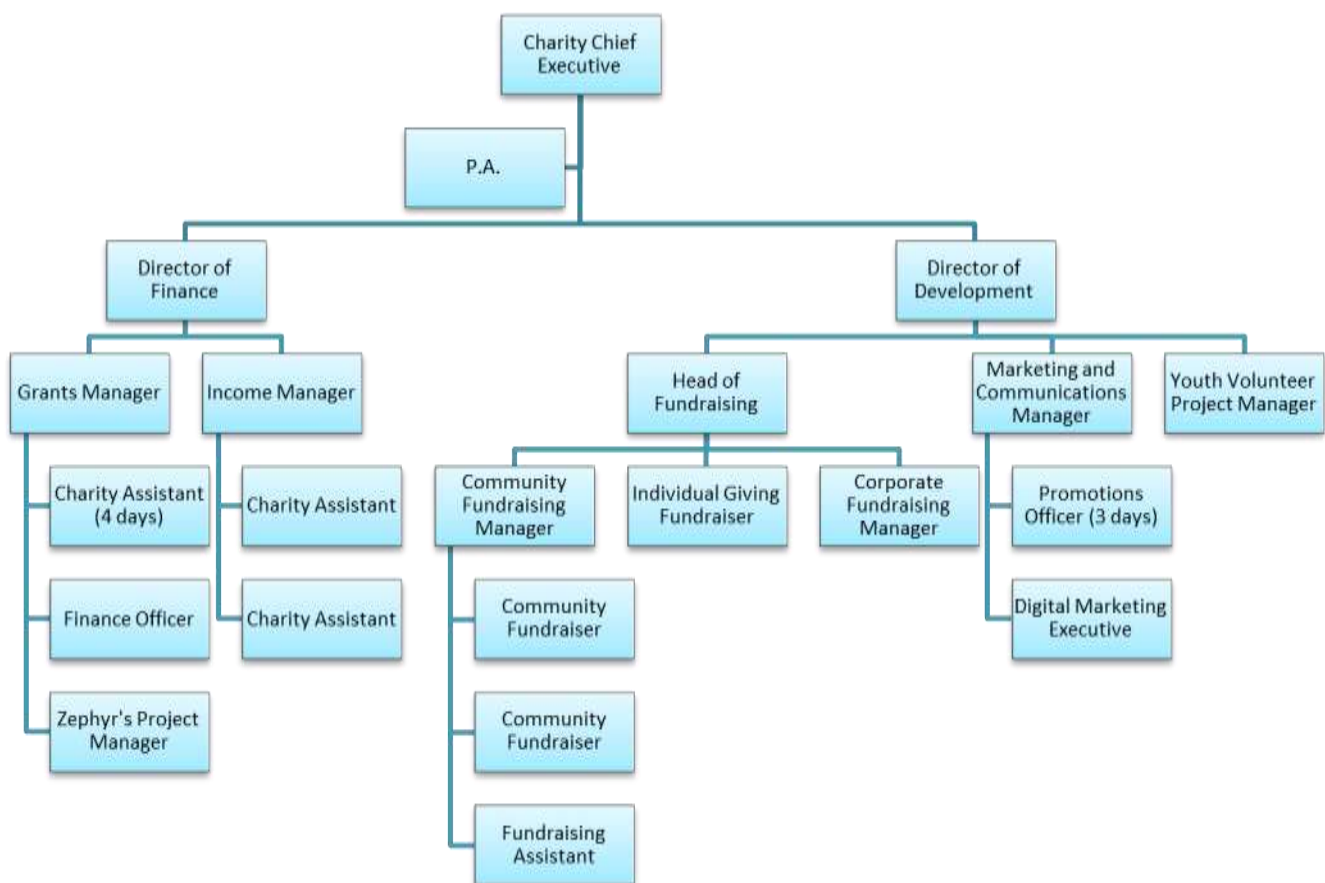


# The Board of Trustees

Nottingham University Hospitals Charity has a Chair and six Trustees, who are responsible for strategic oversight of the Charity. The Board of Trustees are the Charity's governing body directly accountable to the Charity Commission. Each Trustee has an independent expertise that ensures effective coverage in a broad range of expertise: charitable law, medical, NHS links, business, accountancy and general management. We are now looking for a Trustee with accountancy and financial expertise. We ask that all Trustees do what they can to support our executive to raise funds through networking and so on, and to apply their minds to ideas for income generation, but this is not the primary role of a trustee.

As of 1<sup>st</sup> April 2016, the Charity has been operating as a newly formed Company Limited by Guarantee, separate from the NHS, part of a small group of NHS charities in the UK. The current Board members are: Carole Ayre (Chair), Roger Whittle (Vice-Chair), Laurence Coppel, Mark King, Dr Sharmini Krishanand, Professor Mandie Sunderland (Chief Nurse of the NUH NHS Trust and Trust/Charity link trustee) and Professor Emeritus Dr Harish Vyas.

# Organisation Chart





## The opportunity



Charitable income is more important than ever to today's NHS. Bodies of trustees of charities supporting the NHS face a wide range of challenging responsibilities in overseeing the administration and disbursement of their charities' funds and for ensuring value for money. Many NHS charities are taking up opportunities to establish fundraising programmes in order to extend the range and extent of charitable support.

The Charity works closely with the Nottingham hospitals to help them achieve their objectives. Being a new trustee (with financial expertise) will provide you with a good opportunity to help shape strategic projects their inception. Being a trustee affords the opportunity to influence the direction and strategy of the Charity and contribute directly to its effectiveness.

It is important that both past and future benefactors of our hospitals have confidence in the continuing management of our charity and we pride ourselves in our exemplary governance. The charity is in a financially sound position with healthy reserves and investments.

The money raised is directly invested into various projects such as: an investment in nursing development that will receive accreditation as a centre of excellence within the UK and Europe; enhancements in facilities for the Children's Hospital and across two hospital sites (City Hospital and the Queen's Medical Centre); a significant contribution to local medical research; the provision of complementary therapies and a bereavement centre unique to NHS Trusts in the country, among many other areas.

Your involvement as a Trustee with our charity will help us to identify and deliver a multitude of new projects which are vital to our beneficiaries and their families. For our latest Annual Report detailing finances and more of our projects, please go to our website at:

<https://www.nottinghamhospitalscharity.org.uk/downloads/>

# Responsibilities

## *Trustees act to:*

- administer in an efficient way the funds held on trust;
- work in a collaborative way with Nottingham's hospitals and associated organisations to ensure that funds are used effectively within the terms of their governing instruments;
- prepare annual accounts and reports to be submitted to the Charity Commission and Companies House;
- ensure that key issues are discussed by the Trustees in a timely manner and with appropriate information to support decisions;
- ensure that income and property is protected and applied for the purposes set out in the governing document and within donor intent, and for no other purpose;
- develop and agree investment, disbursement and financial strategies which reflect the Charity's charitable objects;
- develop an open process for application of funds and ensure that all grants 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 Trustees' responsibilities;
- play a full part in representing the Trustees' activities 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 Trustees and their ongoing development;
- ensure that the 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.



# Person Specification

## *Specific financial expertise required:*

The Charity is seeking a new Trustee who can provide appropriate support to the Charity on financial items. The Charity continues to benefit from an extremely capable and dedicated Finance Director who has managed the Charity's finances (largely single-handedly) over several years. Recognising the critical importance of financial oversight, increasingly complex regulation, the importance of managing the Charity's large investments appropriately and the objective of increasing the Charity's income, the Board would like to ensure that:

- It has access to appropriate accounting/financial experience among the Trustees
- Suitable support and advice can be provided to the Charity's Finance Director

## *Specific finance-related responsibilities:*

- An accounting qualification – chartered/certified and/or previous responsibility for financial reporting and governance in a regulated environment. [Experience of charity accounting and regulation would be an advantage but is not essential].
- To provide support and advice to other Trustees on financial issues
- To act as a mentor and provide support and advice to the Charity's Finance Director
- On behalf of the Board, to provide specific oversight and monitoring of:;
  - Financial reporting including choice of accounting policies
  - Internal control processes and the internal audit function
  - Performance and independence of the external auditors
  - Regulatory compliance, ethics, Whistleblower hotlines in relation to financial matters
- To provide support and continuity in the event of a change of Finance Director at the Charity

*For the avoidance of doubt, the Board of Trustees as a whole remain accountable with regard to the integrity of the Charity's financial management, and it seeks support, not relief, from this duty by hearing the opinions of a trustee more experienced than others in financial and accounting matters.*

## *Personal characteristics:*

- Someone who wants to give back, contribute
- An ability to show empathy with the Finance Director and gain their trust and support. To be a sounding board, while retaining independence.

- Capable of acting at a strategic level yet willing to engage in understanding the detail where necessary.
- To be able to understand with clarity the Charity's issues from a financial perspective and be able to communicate clearly to other non-financial trustees

### *Prospective applicants should:*

- Live in, work in or have strong links with the area served by Nottingham University Hospitals NHS 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
- Be able to demonstrate the ability to assimilate and analyse information and situations and make strategic decisions based on that information.
- Be able to demonstrate the ability to work as part of a team and collaboratively with other stakeholders.
- Be able to demonstrate an understanding of public service values of accountability, probity, openness and equality of opportunity and a commitment to them.
- Be able to meet the relevant time commitment (6-12 days a year).
- Be able and willing to make introductions to prospective donors interested in and capable of offering charitable support to Nottingham's hospitals.

### *Logistics*

Trustees have a duty to be able to devote sufficient time to the work, which is normally between 6-12 days per year. Trustees are expected to attend quarterly Board meetings. These positions are unpaid and Trustees are not entitled to receive any payment out of the Charity's funds, other than reasonable disbursements.

## How to apply

The Closing Date for formal applications is Wednesday 30th September 2019.

Please email your tailored CV and Supporting Statement to Barbara Cathcart, Chief Executive: [Barbara.Cathcart@nuh.nhs.uk](mailto:Barbara.Cathcart@nuh.nhs.uk) quoting: "Nottingham Hospitals Charity – Trustee Application" in the subject line. Or please feel free to call on 0115 962 7905.