



## Trustee Role Description and Person Specification, December 2024

### Vision and strategic context

**Our vision** is that every baby, child and young adult who is seriously or terminally ill, receives the very best care and support, together with their family, whenever and wherever they may need it.

**Our mission** is that Together we make the biggest difference in life and death to every baby, child, young adult, and family dealing with a terminal diagnosis. We provide and influence the delivery of outstanding care, ensuring the greatest impact is achieved whenever and wherever that care is provided.

We cannot stop children from dying, but we can ensure that families facing this painful journey are supported throughout their child's life, through their loss, and for as long as is needed afterwards. Right now, we cannot reach everyone who needs our support, and we cannot meet the immense demand for our services.

"Together Towards Tomorrow" - our ambitious five-year strategy - describes how we will change that. We have an unwavering commitment to this strategy. A commitment that will not stop, until together, we can say that no family faces this heartbreak without the support they so desperately deserve.

More details on our 5-year strategy can be found here: <https://www.clairehouse.org.uk/claire-house-strategy/>

### Our strategic goals:



## **Overview**

Claire House Children's Hospice helps seriously and terminally ill children live life to the full by creating wonderful experiences and bringing back a sense of normality to family life. By providing specialist nursing care and emotional support we help families smile again when life couldn't get any tougher.

Claire House is passionate about providing the best possible support to these children and their families. It is vital to the charity that its governance reflects this standard of care and that the Trustees lead the organisation effectively both now and in the future.

It is the responsibility of the Trustees of Claire House to loyally pursue the objects of the charity, to protect its assets (including a duty to invest), to ensure that Claire House complies with the law and its Articles of Association and to ensure that the charity remains solvent and not exposed to undue risk.

The board of Trustees meets once a quarter, supported by a number of off-board committees. Trustees are expected to make a commitment to attend each meeting and to represent the board on committee(s) where they have specific interests and/or expertise.

### **It is the statutory duty of Claire House Trustees:**

- To ensure that the organisation complies with its governing document (Articles of Association), organisation law, and any other relevant legislation or regulations
- To ensure that the organisation pursues its objectives as defined in its Articles of Association
- To ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Claire House
- To represent Claire House at functions and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a Trustee
- To be collectively responsible for the actions of the organisation and other Trustees
- To ensure the effective and efficient administration of Claire House
- To abide by the equal opportunities policy
- To ensure the financial stability of Claire House both now and by planning and investing for the future
- To protect and manage the property of Claire House and to ensure the proper investment of the

organisation's funds

- To make sure Claire House is properly insured against all reasonable liabilities
- To appoint and support the Chief Executive Officer and other employees and monitor their performance.

### **The Nolan Principles of Public Life**

Trustees must also adhere to the 7 Nolan Principles of Public Life:

#### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **2. 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.

#### **3. Objectivity**

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

#### **4. 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.

#### **5. 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 so doing.

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For further information on the 7 principles and the work of the Committee on Standards in Public Life, visit the Committee's [website](#)

### **Additional duties of Claire House Trustees:**

First and foremost, Claire House requires its Trustees to be focused on the wider role and responsibilities of being a governing Director of Claire House and take an active part in all aspects of being a Trustee. However, the organisation also requires the following from its Trustees:

- Each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the work of Claire House in which the Trustee has special expertise
- Examples of this expertise include experience in governance, business, management, nursing, medicine, children's palliative care, finance, fundraising, PR and law.
- To attend Board meetings, and to read papers in advance of meetings
- To chair and attend sub-committee meetings, liaising with the ELT Lead for that committee
- To participate in other tasks as they arise from time to time, such as helping with fundraising and representing Claire House at events or other appointments
- To keep informed about the activities of Claire House and wider issues which affect its work.

## **Claire House Trustee Person Specification**

### **Each Trustee must have:**

- Integrity
- A commitment to Claire House and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- Willingness and ability to speak their mind
- An ability to work effectively as a member of a team.

### **The board of Trustees will need skills and experience in the following areas:**

- Governance
- Charing and participating in meetings
- Experience of the service – for example being the parent or grandparent of a family who receives support from Claire House
- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management
- Nursing (preferably with experience of similar organisations)
- Medicine (for example working with children and young people)
- Legal matters
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public Relations
- Marketing
- Information and Communication Technology
- Campaigning
- Education and learning.

Trustees are expected to have personal development plans that are in line with the needs of the charity and its good governance. Training will be provided and funded where required.

### **Fit and Proper Person**

All Trustees must meet the “Fit and Proper Persons” CQC requirement, which states that Directors and the charity’s Executive Leadership Team must:

- Be of good character
- Have the appropriate qualifications, competence, skills and experience for the relevant office or position, including that they show a caring and compassionate nature in line with Claire House values, and appropriate aptitude;

- Have the relevant experience and ability, including an appropriate level of physical and mental health, taking account of any reasonable adjustments; and
- Exhibit appropriate personal behaviour and business practices.

In addition, people appointed to these roles must not have not been responsible for, or known, contributed to or facilitated any serious misconduct or mismanagement in carrying on a regulated activity.

The necessary checks and monitoring will be taken out as per the charity's Fit and Proper Persons Policy.

## Claire House Values

It is vital that Claire House values are truly lived by those responsible for the organisation's governance:

