



Improving the quality of healthcare for 38 years

National Confidential Enquiry into Patient Outcome and Death (NCEPOD)

TRUSTEE VACANCIES

Based at home/central London

Pro bono (travel expenses paid) - approximately 5-6 days per annum

Closing date for applications: open application

The purpose of NCEPOD is to improve standards of healthcare for the benefit of the public by undertaking confidential reviews into patient care. Since 1988 the organisation has published over 50 reports which have resulted in significant, positive changes across all aspects of healthcare.

As a registered charity and company limited by guarantee NCEPOD has a board of Trustees to oversee the governance of the organisation.

An exciting opportunity has arisen to appoint new Trustees.

Applications are invited from anyone with an interest in NCEPOD; however, applications would be particularly welcome from those with a background in one of the following:

- Law
- Finance
- Fundraising

The appointed Trustees will work with the existing Board to advise the Chief Executive on ways to develop the organisation whilst maximising the financial income to the charity.

The role of the Trustee is attached below, and further details about NCEPOD are available on our website.

For an informal discussion about this post, or to arrange a discussion with the Chair, Dame Suzy Lishman, please contact Dr Marisa Mason, Chief Executive on: 0207 251 9060 or by email mmason@ncepod.org.uk

To apply for this post please email mmason@ncepod.org.uk with a CV and covering letter, with the names of two referees, highlighting your experience and reasons why you would like to join the board of Trustees.

www.ncepod.org.uk

NCEPOD is committed to equal opportunities.

Registered charity number: 1075588

Company limited by guarantee in England and Wales: 3019382

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THE ROLE OF THE NCEPOD TRUSTEE

The role

The Trustees of NCEPOD are empowered to manage the business of the charity/company and to oversee and approve the strategy of the Enquiry. They also have a duty to scrutinise the financial affairs of the organisation and to act as its directors. In addition, they are responsible for appointing the members of the company, that is the members of the Steering Group, the Chief Executive and the Lead Clinical Co-ordinator.

The objects of the company that they have to manage are broadly defined as being to improve standards of healthcare for the benefit of the public.

In practice, the areas NCEPOD Trustees are involved in can be broken down as follows:-

Effectiveness

Having produced its reports and proposals NCEPOD has a responsibility to propagate the lessons. Doing this is a shared effort in which all the Trustees and members of the organisation need to participate. It is important for our Trustees to be effective public (and private) communicators on behalf of the organisation. However, over and above that the Trustees have a specific responsibility for making sure that the organisation as a whole communicates effectively, making suggestions and chivvying others as well as doing things ourselves.

Advocates

The Trustees have a role to advocate for NCEPOD. When things are going well it is for the advocates to put forward ways in which the role of NCEPOD can usefully be expanded. When things are going badly, either because NCEPOD has said something that is necessarily unpopular or because the state of the public finances forces our primary funders to seek economies, it is for the Trustees to make sure that the organisation does not suffer. At all times it is necessary for the Trustees to manage the relationship between the organisation and its political links. Always it is necessary to be tactful, sometimes it is necessary to be firm and to insist upon our right and obligation to say things that may be unwelcome.

Human resources

The Trustees have a role in managing the human resources of the Enquiry.

This is multifaceted but it includes:-

- Choosing other Trustees
- Appointing the Chief Executive
- Assisting the Chief Executive with HR issues.

Managing the money

As the Trustees of a Charity with a turnover of just over £1 million per annum, the Trustees need to be capable of reading a Balance Sheet and understand the basics of running a business. However in practice this is a straightforward business: we have modest overheads and use few raw materials. We know how much we are going to have to spend at the beginning of the year and with the guidance of the Chief Executive we can work out what we are going to spend on each enquiry and we have modest reserves which are sufficient to cover us against minor miscalculations. The Trustees need common sense and good housekeeping instincts rather than accountancy skills.

However, we are constantly aware that we are dependent primarily upon one source of funding. We are uneasily aware that this dependence is unhealthy and that we have to develop alternative funding models.

Time commitment

NCEPOD expects its Trustees to devote the equivalent of around 5-6 working days a year to the organisation. They are made up as follows:-

- Meetings of the Trustees. These are not optional: we try to fix dates to meet each other's convenience and we do realise that emergencies may render attendance impossible, but attending our meetings is a high priority for us all. These equate to $4 \times \frac{1}{2}$ days = 2 days
- Steering Group meetings – two of these take place a year – usually on Thursdays – each usually last a full day. Again attendance is not optional.

There are specific ad hoc jobs delegated to the Trustees that are mostly done in the evenings but may require supporting the Chief Executive during normal office hours. These include responding to email queries, reading draft reports and commenting on them, preparing for meetings and undertaking other one-off tasks.