

Harlow Health Centres Trust Trustee Role

Our trustees play a vital role in making sure that Harlow Health Centres Trust (HHCT) achieves its core purpose of providing first class Primary Healthcare facilities and promoting community healthcare and wellbeing initiatives. The Trustees oversee the overall management and administration of the charity. They ensure that HHCT has a clear strategy linked to key stakeholders in West Essex and East Hertfordshire. Just as importantly, they support and challenge the operations team to implement the strategy to enable the Trust to grow to deliver first class primary Healthcare facilities. By delivering this primary function efficiently the Trust can generate surpluses which support community healthcare and wellbeing initiatives.

Board members have a collective responsibility. Trustees must always act as a group and not as individuals.

Duties:

- Support and provide advice on HHCT's purpose, goals and activities.
- Develop and approve strategies and policies, monitor and evaluate their implementation.
- Oversee the Trust's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve HHCT's financial statements.
- Provide support to HHCT's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in HHCT's operating environment with NHS Organisations and local government.
- Contribute to regular reviews of HHCT's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the Trust's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of HHCT's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Ensure the Trust operates compliantly and transparently with all Legal, Financial and Charity Commission requirements.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings ie as working Trustees. This may involve leading or participating in subgroups, leading discussions with stakeholders, developing key issues, providing advice and guidance on new initiatives, representing the Trust externally, or on issues in which the trustee has a special expertise.

The Trust currently has 3 Sub committees led by appropriate Trustees, these are Finance and Audit, Estates and Grants and Donations

What we are looking for

We are looking for someone willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board and strengthen our governance.

Personal skills and qualities

- Ensure that HHCT is carrying out its purposes for the benefit of our local communities.
- Comply with HHCT's governing document and the law
- Act in HHCT's best interests with a willingness and ability to understand and accept their responsibilities and liabilities as trustees
- Manage the Trust's resources responsibly
- Act with reasonable care and skill
- Ensure the Trust is accountable and transparent.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our purpose

Knowledge or experience in one or more of the following areas:

- NHS services
- Accountancy
- Legal/contract law
- Marketing/PR
- Charity
- Construction and maintenance of commercial property
- The Primary health needs of communities in West Essex and Hertfordshire

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewable for 2 further terms.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 6 half day Board meetings annually in person. Currently meetings are held at the Latton Bush Centre, Harlow, Essex
- Attending 1/2 Strategy Days per annum.
- Attending up to 5 sub-committee meetings in person or by remote access ahead of Board meetings

- Ad hoc and occasional support through working groups and / or support to the executive team.