

Chair Candidate Pack



**University Hospitals
Birmingham**
Charity



**Reach
TrusteeWorks**

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Welcome from the Chair

Thank you for your interest in supporting University Hospitals Birmingham (UHB) Charity and becoming our new Chair of Trustees.

After thirteen years as a Trustee of this well established Charity, and Chair since 2018, sadly it is time for me to retire.

My term of office will come to an end in February 2026, giving the Charity an opportunity to appoint a new Chair who I can assist and support during a transitional period.

In my time with the Charity, we have raised and spent over £65 million to support our four main Birmingham hospitals – Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital and Solihull Hospital.

The Board of Trustees is now seeking to appoint a new Chair who will help to deliver our growth strategy and plans, oversee the completion of a range of key projects and continue our efforts to benefit patients and staff across our hospitals.

The role of Chair has been interesting, challenging, rewarding and enjoyable.

It has been a privilege for me to work with our Trustees, staff and the hospitals.

However, time moves on, and in line with our succession plan, we are now starting the process to make this important appointment.

This pack will tell you more about the Charity, the role we play in supporting University Hospitals Birmingham NHS Foundation Trust and what we are looking for in our new Chair.

I hope you will find the enclosed information useful, but if you would like an informal chat about the role, or would like to come and visit any of our hospitals, please do get in touch.

Both our Charity Chief Executive, Mike Hammond, and I will be delighted to discuss any aspect of the role in more detail with you.

Thank you once again for your interest in the role of Chair at UHB Charity.

Dave Mackay
Chair of Trustees



Our History

University Hospitals Birmingham Charity has a long history. The teaching hospitals of Birmingham, originally amalgamated as the United Birmingham Hospitals, had charitable funds managed by the Special Trustees for the Former United Birmingham Hospitals Trust Funds. When the hospitals were split into separate trusts, the decision was made to split the charitable funds in the same way. An apportionment of their funds, together with corporate funds, were transferred to University Hospital Birmingham Charities.

In February 2016, the Charity became a charitable company limited by guarantee, fully independent from the Department of Health which is no longer responsible for the appointment of Trustees. The Charity was operating under the working name of Queen Elizabeth Hospital Birmingham Charity, the only hospital it supported at the time, following the merger of Selly Oak Hospital and Queen Elizabeth Hospital Birmingham (QEHB).

On 1 April 2017, the Heart of England NHS Foundation Trust Charitable Fund merged with University Hospitals Birmingham Charity and the Charity took on responsibility for charitable activities across Heartlands, Good Hope and Solihull Hospitals in addition to QEHB. This happened alongside the merger of Heart of England NHS Foundation Trust with University Hospitals Birmingham NHS Foundation Trust.

The Charity operates under four working names - Queen Elizabeth Hospital Birmingham Charity, Heartlands Hospital Charity, Good Hope Hospital Charity and Solihull Hospital Charity - as we are known to the public by the names of our hospitals, all under the umbrella name of University Hospitals Birmingham Charity.



About Us



Our hospitals

University Hospitals Birmingham Foundation Trust (UHBFT or the Trust) operates four of the largest hospitals in the Birmingham area - QEHB, Heartlands Hospital, Good Hope Hospital and Solihull Hospital as well as Birmingham Chest Clinic, Solihull Community Services and Umbrella Sexual Health Services.

Together, the hospitals see over two million patients a year. To make this happen, the Trust employs 23,000 staff collectively who work around the clock to deliver excellent patient care.

The Trust provides care for both the local population and from across the UK, in addition to housing the Royal Centre for Defence Medicine. All of our hospitals played a very significant role in treating patients with COVID from across the West Midlands and beyond.

Our work

The patients and staff of the Trust are at the heart of everything we do. We make a difference by giving grants for equipment, facilities, research and training that are over and above what can be provided by the NHS.

The Charity engages with patients, families, donors and supporters across Birmingham and the wider West Midlands, raising £5.16 million in 2023/24.

Since 2010 the Charity has spent over £75 million funding equipment, facilities, research and patient welfare. Every day our work makes a real difference to those visiting and working in our hospitals.

On the following pages you can find out about some of the specific projects the Charity has funded with all of the grants for these projects having been approved by the Trustees. Signing off larger grants and following up on their success is just one exciting part of a Trustee's work.

What We Do

Empowering Cancer Patients

With the stark reality that one in two of us born since 1960 will develop some form of cancer in our lifetime, we want to do all we can to help those children and adults who are treated at our hospitals and in the community as they face one of the toughest challenges in their lives.



Helping Children Smile Again

Being in hospital can be scary, especially for children, which is why we want to make the experience as relaxing as possible to create a brighter space for young patients and their families.

We transform wards into welcoming spaces, provide essential equipment for newborns, support children with cancer, and even fund a mobile dental unit. With your help, we can continue to make a lasting difference in the lives of thousands of children every year.



Fisher House

Queen Elizabeth Hospital Birmingham is the receiving hospital for injured military personnel from home and abroad.

Fisher House UK was built to support those military patients and their families when they need us most.

The 18-bedroom home, offers injured military personnel and their family a free home away from home so they can be close to their loved ones while they're being treated at Queen Elizabeth Hospital Birmingham.



The Giles' Trust Brain Tumour Fund

16,000 people are diagnosed with a brain tumour every year in the UK. Only around one in 10 of those patients survive beyond five years.

The Giles' Trust Brain Tumour Fund was set up after the wife of England Cricketer, Ashley Giles suffered a brain tumour. Stine Giles was treated on a new TomoTherapy machine funded by Queen Elizabeth Hospital Birmingham Charity just weeks before she was diagnosed.



Home Away From Home

The Hospital Charity's appeal offers free accommodation near our hospitals, keeping families close during difficult times.

From our military haven, Fisher House, to homes near QE and Heartlands Hospitals, we reduce stress and ease the burden for families.

Donations help fund this vital support, offering comfort and peace when needed most. We help provide these added extras and support patients and their families when they need it the most.



Liver Research

We are committed to improving the lives of patients affected by liver disease.

We proudly partner with organisations like the Ann Fox Foundation, whose generous donations have helped acquire life-saving equipment. Our ongoing fundraising efforts support the development of the Edmonds Transplant Centre, a state-of-the-art facility dedicated to providing comprehensive care for patients undergoing organ transplants.



How We Work



The Board of Trustees

The Charity is a charitable incorporated company. Our governing document is our Articles of Association.

The Articles state that the Charity can have no more than 15 Trustees: we currently have eight. UHBFT has the right to nominate up to a third of the Trustees, with the rest of the Board being made up of those independently appointed by the Charity.

The Board holds quarterly Trustee meetings which usually take place on a Wednesday afternoon. The Performance and Finance Committee meets the week prior to the Trustee meeting to interrogate the financial reports in greater detail. The Charity also has a Nominations Committee which is responsible for recruiting new Trustees. The Board holds a separate Trustee strategy day once a year, normally in September, half way through the Charity's accounting year.

The Charity has a close relationship with UHBFT. The Trustee meetings are attended by a member of the UHBFT leadership team and a member from the Trust's Finance Team.

The Charity provides grants to the Trust and the Trustees are responsible for approving grants over £30,000. They also set the strategy for the Charity and decide policy and make sure it is implemented.

Day to day management is delegated to the Charity Chief Executive who is responsible for the Charity's employees and for carrying out the decisions of the Trustees and working with professional external advisors and the representatives of UHBFT who provide services to the Charity.

The Chair of Trustees works closely with the Charity Chief Executive, taking decisions on grants over the Charity Chief Executive's mandate of £10,000 and below the £30,000 level that requires full Board approval.

The Charity fundraises through various sources to provide funds for its grants. You can find out more about our income by referring to the Charity Commission website.

Trustee roles are not remunerated but reasonable expenses are reimbursed.



Role Description



Overall Responsibility

'The Chair provides leadership to the Board with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes and a productive culture and has Trustees and senior staff who are able to govern well and add value to the Charity.'
Charity Governance Code [2.4.2]

Trustees are responsible for providing appropriate oversight, governance and leadership to University Hospitals Birmingham Charity in pursuit of its strategies to fulfil its charitable purposes.

The Chair's main role is to provide clear leadership of the Board, demonstrate an ability to set the Board agenda and lead the other Trustees in playing a full role in the development and determination of the Charity's strategy.

Main Duties and Responsibilities

In addition to those duties and responsibilities performed by all Trustees, the Chair is generally considered to lead on:

- instigating and facilitating discussions on strategic development of the Charity
- providing clarity of vision to the Board in fulfilling its charitable objects by capitalising on the freedoms it enjoys as a result of its status
- ensuring that the Board has agreed strategic priorities
- holding the Charity Chief Executive to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate
- providing leadership and support to the Charity Chief Executive, where appropriate
- receiving recommendations from the Charity Chief Executive on grants over the Charity Chief Executive's mandate of £10,000 and below the £30,000 level that requires full Board approval and making decisions to approve or not
- supporting and appraising the performance of the Charity Chief Executive and other appropriate members of the senior management team
- building and maintaining close relations between the Charity's various constituencies, and stakeholder groups to promote effective operation of the Charity's activities
- upholding the values of the Charity by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders

- facilitating effective Board meetings, liaising with the Charity Chief Executive with the drafting of agendas and supporting papers for Trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings
- encouraging all Trustees to contribute their skills, experience and opinions in order to ensure adequate scrutiny
- creating a Board environment with strong working relationships and where challenge and scrutiny are welcomed
- ensuring, in liaison with the Charity Chief Executive, that appropriate procedures, processes and controls are in place and followed
- participating in any Board induction, training and evaluation identified as an individual Trustee and as part of the Board or Committee
- maintaining the Trustees' commitment to Board diversity, renewal and succession planning, in line with the Charity's governing document and/or current good practice
- undergoing an individual and Board performance appraisal, and attending any additional training highlighted as a result of the evaluation process; undertaking evaluations of the performance of Trustees and directing the governance professional to facilitate remedial action where required
- acting between full meetings of the Board in authorising action to be taken intra vires such as banking transactions and legal documents in accordance with relevant mandate
- representing the Charity at functions, meetings and in the wider media, in line with the Charity's agreed media strategy.



Person Description

The following characteristics, knowledge and experience (or commitment to gaining them) would be advantageous to the role of Chair:

Essential

- a high level of interest in the issues the Charity seeks to address/represent
- a commitment to the values and principles of the Charity
- strong business and financial acumen
- experience of Committee work
- highly developed interpersonal and communication skills
- proven leadership skills
- strong organisational skills
- ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems
- sound, independent judgement, common sense and diplomacy
- high standards of personal integrity and probity
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of Trustees
- sufficient time and commitment to fulfil the role
- a genuine interest in philanthropy, active citizenship and making a positive difference to the lives of people in communities across Birmingham and the West Midlands.

Desirable

- sound knowledge of Charity governance
- current/previous experience as Chair of a Trustee Board OR experience in running a company or other organisation
- solid understanding of the issues that the Charity seeks to address/represent.



How to Apply

The TrusteeWorks Team at Reach Volunteering is supporting UHB Charity with their Chair recruitment.

Applications should be made via TrusteeWorks in the first instance. To apply please send your CV along with a Covering Letter stating why you are interested in becoming our next Chair of the Trustee Board.

The closing date for applications is the 22nd of November, 2024. We will be interviewing invited applicants both before and after the application deadline and we reserve the right to close the role to further applications before the 22nd of November or, if necessary, extend the deadline.

The successful applicant will be supported with a full induction.

If you would like to have an informal conversation in the first instance with the TrusteeWorks team or alternatively with either the Chief Executive at UHB Charity or the existing Chair, please contact the team at TrusteeWorks who will arrange this.

All enquiries and applications should be sent to
trusteeworks@reachvolunteering.org.uk

