



# National Centre for Creative Health (NCCH)

## Trustee Recruitment Pack

### THE ROLE OF A TRUSTEE AT NCCH

Being a Trustee of NCCH will be an opportunity help shape the future of *Creative Health* in the UK. This is a dynamic and expanding cross-sectoral space with a growing commitment from government as well as from statutory bodies and community organisations in health, social care and the arts and culture. As a Trustee of the NCCH, you will be part of a lively and engaged group of people with varied and rich experience and knowledge.

We are actively seeking to broaden the diversity of our Board to make sure decisions reflect a wide range of perspectives. We will be expanding the Board of Trustees over a period of time. Our current priorities mean that we would particularly welcome applications from people who are a:

- Healthcare professional
- Social Care professional
- Person with lived experience/Expert Patient

We encourage trustees to offer support to NCCH in particular areas of expertise, but also welcome the other numerous ways in which people's own individual skills and experiences can inform the work that we do.

NCCH Trustees have a legal obligation to act in the best interests of the NCCH and in accordance with NCCH's governing document.

### PRACTICAL COMMITMENTS

Every Trustee is appointed for a term of three years. Trustees meet 4 times a year. In 2020 meetings have been held remotely. Future board meetings may be held face-to-face at a location convenient for the majority of the Board.

1-2 weeks before each board meeting, the Trustees are required to read the board papers and prepare for the meeting.

Trustees need to agree to being listed as a 'Director' of NCCH on Companies House, and will need to answer some survey questions each year as part of NCCH's reporting requirements.

## **THE ROLE OF THE BOARD OF TRUSTEES OF NCCH**

### **Trustees should be:**

- Aware of and understand the role of trustees to uphold the legal duties, responsibilities and liabilities of trusteeship.
- Committed to advancing health and wellbeing and the role of arts, culture and creativity in supporting our health and wellbeing.
- Willing and able to commit time and energy to support the organization to be sustainable and well managed in this time of unprecedented change and challenge.

### **To be a trustee you must NOT:**

- Have an unspent conviction for an offence involving dishonesty or deception.
- Be declared bankrupt.
- Have been removed as a company director or charity trustee because of wrongdoing.

For more details on the roles and responsibilities of charity trustees please visit the Charity Commission website: [www.gov.uk/topic/running-charity/trustee-role-board](http://www.gov.uk/topic/running-charity/trustee-role-board)

## **PROCEDURE FOR RECRUITING TRUSTEES**

- 1) NCCH follows its Equality, Diversity and Inclusion Policy and Action Plan, Safer Recruitment Policy, and Trustee Recruitment Policy when recruiting trustees.
- 2) We ask all applicants to give us a brief CV and covering letter explaining the skills they can offer and why they would like to be a trustee. We may also ask for the name of two referees, which we may choose to follow up prior to any trustee appointment.
- 3) Trustee applications will be reviewed by a minimum of one trustee (usually the Chair) and the Acting Director, however additional trustees may be involved in the appointment process if required.
- 4) Applicants will be interviewed by the Chair of Trustees and one other trustee and the Acting Director.
- 5) New trustees are then formally agreed by the existing Board members and appointed by a resolution at a properly convened Board Meeting.

*The National Centre for Creative Health is committed to safeguarding and promoting the welfare of children and vulnerable adults. NCCH expects all staff, trustees, and associated personnel to share this commitment. NCCH has a clear safeguarding policy and, if appropriate, will make checks prior to any offer of appointment.*

## **WELCOMING A NEW TRUSTEE: INDUCTION**

Some things need to be done as soon as a trustee is appointed. Other things can be done when it is convenient for everyone (perhaps within 6 months).

### **Immediate:**

- 1) Fill in declaration form.
- 2) Receive and read our Trustee Induction Pack, outlining trustee roles and responsibilities, and a copy of our core policies and Constitution. (NB this is done electronically)

### **When convenient:**

- 3) Meet with the Director and Chair of Trustees
  - To learn more how the board works
  - Find out more about what is involved
  - Talk in detail about the skills that the new trustee can bring to us, and how we can use those skills.
  - Discuss any training/ support needs
  - Learn about our NCCH activities and programme strands
- 4) Meet with the rest of the Board of Trustees and/or Senior Management.
  - Find out about the staff, other trustees and their responsibilities
  - Ask any questions about our policies and procedures
  - Receive invitations to relevant events, etc

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## **HOW TO APPLY**

Please send a brief CV and covering letter to the NCCH Acting Director, Alex Coulter, at [info@ncch.org.uk](mailto:info@ncch.org.uk)

### **Key Dates:**

**Deadline for applications: 21<sup>st</sup> February 2021**

**Date for interviews: Early March 2021**

## More about the National Centre for Creative Health

**Vision:** Creativity for Healthy Lives

**Mission:** The National Centre for Creative Health aims to advance good practice and research, inform policy and promote collaboration, helping foster the conditions for creative health to be integral to health and social care and wider systems.

**Values:** We believe everyone has creative potential and that creativity can lead to healthier lives and communities.

### Governance

The National Centre for Creative Health is a registered Charitable Incorporated Organisation (CIO) based in the UK: Registered Charity Number 1190515. The Board of Trustees meets quarterly to guide the work of the NCCH.

The National Centre for Creative Health (NCCH) is currently being 'hosted' by [Arts and Health South West](#) (AHSW). The Director of AHSW, Alex Coulter, project managed the 2 year inquiry which resulted in the publication of the Creative Health report in 2017. Recommendation 1 in the report was to set-up a national strategic centre. Alex Coulter is the NCCH's Acting Director and is seconded three days a week to the NCCH until the end of March 2021.

AHSW is responsible for the financial management of the NCCH until it becomes financially independent in April 2021. Oversight of finances is provided by AHSW Finance Trustee, Bill Boa. Bill Boa is also a trustee for the NCCH. Our day-to day finances are managed by a freelance Finance Assistant, Sarah Holmes, and Alexis Butt is employed on a freelance contract to support administration and development. The NCCH is supported by an Advisory Group. Further information about the Advisory Group is available at [www.ncch.org.uk](http://www.ncch.org.uk)