



Member Trustees: Candidate Information Pack

April 2024

Welcome from our Chair

As the Chair of the Council of Deans of Health, I am writing to invite you to consider becoming a Trustee of the Council of Deans of Health, a dynamic and influential charity and membership organisation representing the interests of university faculties engaged in education and research for nursing, midwifery, and the allied health professions across the UK.

With a presence spanning England, Northern Ireland, Scotland, Wales, the Channel Islands, the Isle of Man, and Gibraltar, we operate as a charity registered across the UK, advocating for the vital role our members play in health and social care. With over 100 member institutions from across the tertiary education system educating approximately 200,000 current and future health professionals and conducting research that directly impacts the health and wellbeing of our population we truly represent those responsible for healthcare education throughout the UK.

We are currently seeking enthusiastic individuals who are willing to learn, collaborate effectively, demonstrate emotional intelligence, and engage fully with the aims and objectives of our organisation, which fairly recently became established as an independent charity but has a long-held position as a trusted voice in the healthcare education field. As we embark on shaping a new strategy for the Council to run from 2025 onwards, we are particularly keen to welcome Trustees who will bring diverse perspectives and ensure our Board is inclusive and representative.

Our vision is for governments across the UK to prioritise high-quality education and research, and to create a sustainable healthcare academic workforce that enhances the health and wellbeing of the public. To achieve this, we are dedicated to leading policy discussions at both national and UK levels, advocating for the interests of our sector, and connecting our members to support them as they advance healthcare education and undertake research for the public benefit.

As a trustee, you will have the opportunity to play a pivotal role in influencing policy, strengthening membership engagement, and shaping the future direction of our organisation. Our values of inclusivity, innovation, and impact underpin everything we do, and our strategic aims reflect our commitment to advancing healthcare education and research. This is an exciting time for the Council as we will shortly embark on shaping a new strategy for 2025 and beyond that will guide us towards delivering our mission and further supporting our members and beneficiaries.

If you share our commitment for making a positive difference in healthcare education and research, and could contribute your skills and expertise to our work, we would be delighted to hear from you.

Thank you for considering this important opportunity to join us as we continue to mature as an independent charity serving the healthcare education community.

Professor Alison Machin,

Chair, Council of Deans of Health

About us

1. The Council of Deans of Health represents the UK's university faculties engaged in education and/or research for nursing, midwifery and the allied health professions. At any one time, our 109 members will be educating around 200,000 current and future health professionals and will carry out research that improves the population's health and wellbeing. Our members are based in England, Northern Ireland, Scotland and Wales, the Channel Islands, the Isle of Man, and Gibraltar. We operate as a charity, registered across the UK.
2. Operating as a multi-professional organisation at the heart of policy and political debate, we aim to lead policy at national and UK levels, promoting the essential contribution of our members to health and social care.
3. We are committed to working in partnership, strengthening membership engagement and intelligence gathering to influence policy UK-wide for high quality education and research.

Our vision

4. Our vision is that governments in the UK are committed to quality education and research and a sustainable healthcare academic workforce, in order to safeguard and improve the health and wellbeing of the public.

Our mission

5. We, on behalf of the UK university healthcare education sector, advance and promote healthcare education and research for the public benefit, through influencing Government policy and connecting our members.

Our values

6. **We are inclusive:**

- We champion diversity, equity, and inclusion across our sector and to its leaders.
- We give voice to underrepresented individuals and communities.

7. **We are innovative:**

- We build meaningful networks that strive for innovation.
- We generate ideas based on evidence.

8. We are impactful:

- We deliver our charity objectives with commitment and accountability.
- We focus on impactful outcomes.

Our strategic aims and plans for the future

9. We will continue to deliver on the aims outlined in our current [Council 2025 Strategy](#), the core strategic aims of which are to:
 - Influence policy across the UK promoting the essential contribution of our sector to health and social care.
 - Offer excellent services to our members creating sustainable sector networks.
 - Advance healthcare education and research by strengthening our sector and organisation.
10. We plan to evolve our work to advocate on behalf of our members for the importance of close collaboration across the health and education sectors, and the need for education partners to be involved at all stages in policy development relating to the future health workforce. We will work with government, education placement providers, university sector bodies, regulators and other stakeholders to provide opportunities for our members, their students and wider staff in relation to health education, research and knowledge exchange.
11. We will also work with our members to ensure that we continue to deliver benefits both in terms of policy engagement and sharing of good practice across the sector.

Our Board of Trustees

12. Every not-for-profit organisation has a Board of Trustees that works to ensure that the organisation is effective in carrying out the purpose for which it was set up. Trustees are responsible for the organisation's governance and strategic direction and overseeing our work, ensuring that The Council is financially stable, well-run, operates in accordance with its mission, and aims to fulfil its vision.
13. Boards govern effectively by:
 - Focusing on their governance responsibilities
 - Being clear about the role of the Board vs the role of the Executives – and fostering good relationships between both
14. Ensuring the Board itself operates effectively, acts in the best interests of the Council, and takes decisions that will best advance the Council's charitable purposes
15. The Council's Board comprises of a Chair, up to six lay trustees and up to six trustees who are drawn from the Council's membership. Trustees are appointed for a three-year term, after which they may seek reappointment for up to two further three-year terms.

16. The only sub-committee is the Nominations and Remuneration Committee which comprises the Committee Chair (who is a trustee), the Chair of the Board, one trustee, up to two lay members and up to two members drawn from the Council's membership.

Trustee opportunities

17. We have an active board, and due to a number of current trustees coming to the end of their terms, we are recruiting for two new member trustees (in addition to three new lay trustees). We are looking for people who can bring a variety of skills and experience, including the ability to work strategically, expertise in charity governance and compliance, and commercial acumen.
18. Any employee of a Council of Deans of Health [member organisation](#) who has the written support of the authorised representative of the member organisation is eligible to apply.
19. A key priority for us is to improve the diversity of our Board. Being inclusive is one of our values and we are deeply committed to anti-racism. We have an EDI Strategic Policy Group that advises the Council on integrating this agenda across its policy and leadership work. Please see [our website](#) for further information.
20. As a Board member at the Council of Deans of Health, you will be joining an organisation playing a leading role in health education policy development ensuring our members make a valuable contribution to the development and delivery of health and social care. Previous Board experience is not essential as we will provide a full package of onboarding and support.
21. If you like the sound of our work and relate to our vision and values, we would love to hear from you.

What we can offer you

22. Becoming a Board member is a fantastic and fascinating way to engage in the charitable sector. It is a role from which you will gain much satisfaction and in return receive many benefits. Though often challenging, the Board role will reward those who commit to serving in this way with a wealth of personal and professional skills which are valuable for both work and personal life whilst empowering you with a new sense of contribution in pursuit of a wider purpose.

Contributing to a great cause

23. There is no doubt that being a Board member is one of the most powerful ways in which you can contribute to a cause you really care about. As a Board member at the Council, you will play an integral part in good governance, not only ensuring the organisation remains viable and sustainable but that it adheres closely to its mission and works in the interests of its beneficiaries, as the voice of the UK university faculties engaged in education and research for nursing, midwifery and the allied health professions.

Strategic experience

24. Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A Board role is a great way of getting a head start by giving you the opportunity to develop and hone your critical thinking, problem-solving and analytical skills, as well as developing vital strategic thinking and teamworking skills. The strategic experience gained through a Board role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects.
25. Equally for those who have already had some strategic responsibilities, a Board role provides an opportunity to use those skills in a different context.

Continued personal development

26. Joining a Board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learned to date in an entirely new context. Through a Board role you can gain a clearer idea of your own professional strengths and weaknesses whilst simultaneously learning altogether new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your own versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise. This role provides an excellent opportunity for people who are prepared to learn more about the higher education and healthcare sectors and how an organisation like the Council of Deans of Health can support and advance the work of its members in delivering high quality education, training and research across a range of healthcare professions.

Teamworking

27. As a member of our Board, you are part of a team and will have the opportunity to apply your unique skills and experience while learning from others. Working closely with a passionate team of people with different perspectives is often one of the most enjoyable aspects of the role. You will use your ability to collaborate effectively with others. You will also use your ability to constructively challenge the ideas of fellow Board members as well as those of the staff team. This is essential to scrutinise and test the Board's strategic decisions before being implemented. Negotiating, empathising, listening and clearly communicating ideas and concerns are huge factors in this process and often help to set the tone and culture of Board meetings.

Role description: Trustee

Key Information

28. **Location:** Attendance at 3 of the 4 board meetings (mainly online but with one in London) each year, and attendance at the Board strategy day either in person or via video conferencing. You may also be required to attend the Council's annual general meeting and any other general meetings. The Council's Nominations and Remuneration Committee also meets predominantly online but with one meeting in London. As noted above, some members of the Board sit on the Committee.

29. There may also be additional requirements upon appointment and periodically thereafter for training days in the Council's office in central London.
30. Trustees are generally either elected by the Council's membership from amongst eligible employees of member organisations or are independent members appointed by the trustee board. In both cases the Nominations and Remuneration Committee assesses the suitability of candidates and makes recommendations to the Board.
31. **Remuneration:** This is as voluntary unpaid role. Reasonable travel expenses will be reimbursed.
32. Main Purpose of the Role
- The Board of Trustees is responsible for oversight of the administration and management of the Council, which is led by the CEO who is accountable to the Board. This includes setting and monitoring the implementation of the Council's strategy, and ensuring its financial sustainability and its compliance with legal requirements.
 - Trustees must always act in the best interests of the Council and take decisions collectively that they believe will best advance the Council's charitable purposes.
 - The Board of Trustees will play an important role in agreeing the next phase of the Council's strategy, overseeing the continued growth of the Council and ensuring its financial sustainability.
33. Role and support in organisation
- Accountable to: The Chair of the Board of Trustees, other trustees and the membership as a whole.
 - Liaises with: Other trustees, the Chair of trustees, the Council's senior staff team,
 - committees and standing groups, members and wider stakeholders as required.
 - Works within a team of: The Board of Trustees of the Council.

Key Responsibilities

34. As part of their shared responsibility trustees are required to:
- Contribute to the overall strategic direction of the Council, including development of the Council's strategy and overseeing the development and implementation of annual business plans to deliver that strategy.
 - Ensure the Council complies with its governing document (its Articles of Association), company law, charity law and any other relevant legislation or regulations.
 - Be satisfied that the Council is acting in furtherance of its objects when making decisions and that those decisions are taken in the best interests of the Council.
 - Oversee the Council's financial management with the overall aim of achieving financial sustainability.

- Safeguard the organisation and advise on diversification of income to support the Council's development.
- Engage as required with the Council's members, standing groups and other stakeholders, including groups from the four nations of the United Kingdom.
- Support and uphold principles of good governance including regular attendance at meetings during which valid contributions and constructive challenge are provided.
- Engage and contribute to any of the Council's committees of the Board and other groups and bodies as required.
- Work effectively and collaboratively with the Chair and other Board members in providing support and effective scrutiny to the Council's senior staff team.

Skills and experience required of Trustees

35. The trustees of the Council are expected to:

- Demonstrate a commitment to understanding the Council's business, the sector context and wider policy issues across the four nations of the UK;
- Act as an ambassador for the Council;
- Demonstrate excellent communication skills and an enabling, inclusive approach;
- Recognise the importance of good governance in a significant not for profit charitable entity;
- Think strategically and offer advice, guidance, support and constructive challenge to oversee the effective delivery of the Council's strategic objectives;
- Have a track record of collaborative working in an organisation with a wide range of internal and external stakeholders;
- Ideally, have experience at senior management or board level in other organisations and preferably some experience of charity governance in the education/higher education sector

36. Evidence of these qualities and experience will be sought through either the application, formal interview or both. The Council is recruiting to fill a number of vacancies. As well as demonstrating that candidates possess these qualities, the Board will take into consideration the overall skills mix on the Board and seeks to create a Board with a range of experience and perspectives, as well as a strong collaborative ethos.

Appointments and Timescales

37. Nominations for the role will be assessed by the Council's Nominations and Remuneration Committee against the role description and the skills and experience required of trustees as outlined in the previous section.

38. The recommended candidates for the trustee roles will be presented to the Board and the successful candidates will be appointed by the Board to take up office from 1 August 2024. If there are the same number of candidates as vacancies, these individuals will automatically be deemed to have been elected – provided those persons are assessed as suitable by the Nominations and Remuneration Committee. If there are more candidates than there are vacancies, these will be presented to the Council's members for election at its AGM in June, to take up office from 1 August 2024.
39. Trustees will be appointed for an initial three-year term and may be re-appointed or re-elected (as applicable) at the end of that term, subject to a maximum term in office of not more than nine consecutive years.
40. A trustee may be removed from office prior to the end of his or her term under the conditions set out in the Council's Articles of Association.

Statement on diversity

41. We are looking for people who can act as advocates for the Council of Deans of Health and who will be committed to our vision, mission and approach. Our approach to diversity supports everything else we are committed to do and we expect all our Board members to demonstrate a personal commitment to diversity. You can find out more about the Council's approach to Equality, Diversity and Inclusion [here](#). We are an equal opportunities employer.
42. We are looking to increase the diversity of our Board as we aspire to be more representative of our colleagues and the people we serve. We also know that people from different backgrounds bring perspectives and skills that create fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.
43. Candidates do not require previous experience as a Board member to apply and all new Board members will be offered a full induction as part of the onboarding process.

How to apply

44. To apply please send your CV and a cover letter, which should indicate why you are interested in applying for a trustee role and how you meet the role requirements to admin@cod-health.ac.uk.
45. If you would like a call with Ed Hughes to discuss the role in more detail, please email amna.uppal@cod-health.ac.uk to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.
46. We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.
47. The closing date for applications is **5pm on Monday 13 May** with interviews taking place by the end of the month.