



Committee/Group 'Triple A' Chair's Report

Name of Committee/Group	Charitable Funds Committee	Reporting to:	Trust Board
Date of the meeting:	07 February 2020	Parent Committee:	
Chair:	Alison Hastings	Quorate (Y/N)	Y

Agenda Item:	RAG	Key Points	Actions Required	Action Lead	Expected Date for Completion
Fundraising and Finance Report – Income and Expenditure	Yellow	<p>Discussion took place in relation to the improved position on income from the last report (Rag rated RED). It was noted that January had been a strong month with £448K secured resulting in income total of £2,133,968 (which equates to 79% of YTD target).</p> <p>The Charity continues to develop a healthy ongoing pipeline of £1.377m of which £165K is legacy income which is due before the end March 2020.</p>	Charity to continue to secure all the income.	KB	End March 2020
Business Case to Recruit	Green	The Board will recall approving the business case to support additional investment to recruit in order to deliver the required income. Recruitment has been successful for both posts and will be in post for the beginning of the financial year 2020/21.	No further actions required.	N/A	April 2020

Agenda Item:	RAG	Key Points	Actions Required	Action Lead	Expected Date for Completion
Serious Incident Report		<p>The Serious Incident relating to the textile re-cycling scheme remains on-going with a number of actions completed following the last report to Board.</p> <ul style="list-style-type: none"> • The matter was reported to the police • The contract with Recycling Solutions North West (RSNW) has been terminated. • The Charity Commission has been informed and requested to be notified of the final outcome. • The Council Licensing team are involved. • The Committee discussed 'next steps' and following review of the legal advice requested a letter be sent to RSNW advising the Charity will seek injunctive relief should RSNW refuse to stop current activity. 	Letter to be sent to RSNW advising Charity will seek injunctive relief in the event they do not stop distributing the bags.	KB	March 2020
Lottery Canvassing Update		<p>The Committee discussed that the face to face recruitment programme is currently with a third party canvassing company and that following a successful 6 month pilot an additional 12 month programme has been agreed.</p> <p>In addition, the Committee noted that income had increased to £31,500 compared to £16,000 during the same period last year.</p>	Continue to monitor performance and recruitment levels and provide a further update to the Committee in May 2020.	KB & KW	May 2020

Agenda Item:	RAG	Key Points	Actions Required	Action Lead	Expected Date for Completion
Acceptance or Refusal of Charitable Donations: Ethical Policy	Green	The Committee approved the Policy	Add to the Extranet.	KB	21 February 2020
Proposal to Fund Arts Co-ordinator Post	Yellow	<p>The Charity has been approached by the Trust to fund the salary of an Arts Co-ordinator (job description attached). The post will not be funded from NHS provisions and it meets the objectives of the Charity by improving patient care and experience.</p> <p>The Arts Co-ordinator will be responsible for the strategic development, implementation and review of the Arts for Health programme for both the current Trust sites and for CCC-L. The post holder will report to the Deputy Director of Nursing but will work closely with the Charity.</p> <p>The Committee recommended the Trustees of the Charity approve the Charity funding the post of Arts Co-ordinator.</p>	The Board, as Trustees of the Charity approve the Charity funding the new post of Arts Co-ordinator.	KB	26 February 2020.

Red	ALERT the Committee on areas of non-compliance or matters that need addressing urgently
Yellow	ADVISE the Committee on any on-going monitoring where an update has been provided to the sub-committee and any new developments that will need to be communicated or included in operational delivery
Green	ASSURE the Committee on any areas of assurance that the Committee/Group has received

JOB DESCRIPTION

SECTION 1 POST DETAILS	
JOB TITLE:	Arts Co-Ordinator
PAYBAND:	6
SECTION 2 POST DETAILS	
DIRECTORATE	Corporate
DEPARTMENT:	Nursing
ACCOUNTABLE TO:	Director of Nursing
REPORTS TO:	Head of Patient Experience
RESPONSIBLE TO:	Deputy Director of Nursing
JOB SUMMARY:	<p>The Arts Co-ordinator is responsible for the strategic development, implementation and review of the Arts for Health programme for both the current trust sites and the forthcoming CCC-L, across a range of patient experience portfolios. The post uses highly specialist knowledge, underpinned by theory and experience to deliver an innovative programme designed to improve consistent wayfinding across all sites and the wellbeing of patients, staff and the diverse communities we serve.</p> <ul style="list-style-type: none"> Consistent wayfinding/signage across all sites (linking through from CCC-L) Incorporate Programme of arts/drama/ music across all sites Securing pieces of artwork to be displayed across all sites Work closely with Arts co-ordinator for PropCare <p>He/She will report directly to the Deputy Director of Nursing and is required to produce as requested update reports to various internal and external committees. The post holder will be responsible for working in an independent manner, developing and leading the implementation of new systems for managing the art asset register including accession, de-accession, disposal, conservation, display, storage and rotation of works. As such they are independently responsible for the establishment and management of changes to the CCC art asset register, including overseeing legal ownership and insurance of the collection.</p> <p>The Arts Officer will support the Arts Forum Chair and Secretary to develop/curate a portfolio of projects using new and existing evidence-based collection management principles to improve the hospital environment and encourage patients, staff and visitors to participate in the arts whilst on-site.</p>

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019

SECTION 3 KEY RESPONSIBILITIES

Collection Management

- Independently provide timely, efficient and effective administrative support, ensuring that the Trust's arts assets are insured and managed appropriately against theft and damage.
- Liaise and work with Staff Members and Managers from all sites to ensure the safety of artwork in particular with regard to refurbishment.
- To independently liaise with individuals and organisations involved in donating artwork to the Trust.
- To write protocols for the Trust to describe roles and responsibilities of staff in relation to artwork collection management. Assist the Arts Forum to deliver an evidence-based, effective programme of hospital-based arts practice that is responsive, innovative and provided to the highest possible standard.

Finance

- Responsibility for the financial administration of Trust art collection, estimated to have an insurance value of £500,000.
- Lead on the administration of activities such as fundraising and donation management that aim to increase the value of the collection.

Communication

- Chief liaison between the Arts Forum and the Trust departments
- Lead on developing excellent relationships with individual donors and external organisations such charities.
- Responsibility for ensuring that the collection is consolidated and curated effectively.
- To raise awareness of the collection and lead on any communication in relation to the curation of artwork within the Trust.
- Liaise with art colleges to promote student placements and enhance patient care across the trust.
- Day to day supervision of volunteers

Research in Practice

- To manage the artwork collection in innovative ways that support the development of Trust/Arts Forum objectives
- To prepare reports and present information to the Arts Forum, Trust management, research groups, steering groups, etc. – particularly progress reports.
- As a piece of practice-based research o write up results of personal research with a view to publication at Masters/Doctoral level.

Freedom to Act

- Taking responsibility for, and prioritising own workload, making decisions as required to ensure that the overall objective of meeting arts for health programme
- The postholder will be required to represent the Trust at a range of stakeholder events, including occasions where they will be working without direct supervision from Line Manager.
- Use own judgement to negotiate, problem solve, and make decisions in absence of

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019

Manager

- To produce and deliver presentations to stakeholders to inform, develop and implement the arts for health programme

Analytical and Judgement Skills

- Deliver against Arts for health programme and activity targets
- Develop and implement systems that will support the overall arts for health programme in maximising stakeholder involvement.
- Analyse information from the contact database and art asset register and make decisions based on the analysis to ensure that the arts for health programme is implemented and embedded
- Analyse possible failures to meet targets or attract new art work and develop strategies to ensure future success

Planning and Organisational Skills

- Produce written reports to review activity and monitor progress against programme
- To implement and develop art schemes internally and externally, making presentations to small and large groups that will encourage and persuade them to show support for the arts for health programme
- Monitor success of and organise ongoing promotion of arts for health programme implementation and sustainability
- Support the planning and placement of art students to support arts for health programme and enhance patient care

Responsibility for Patient and Client Care

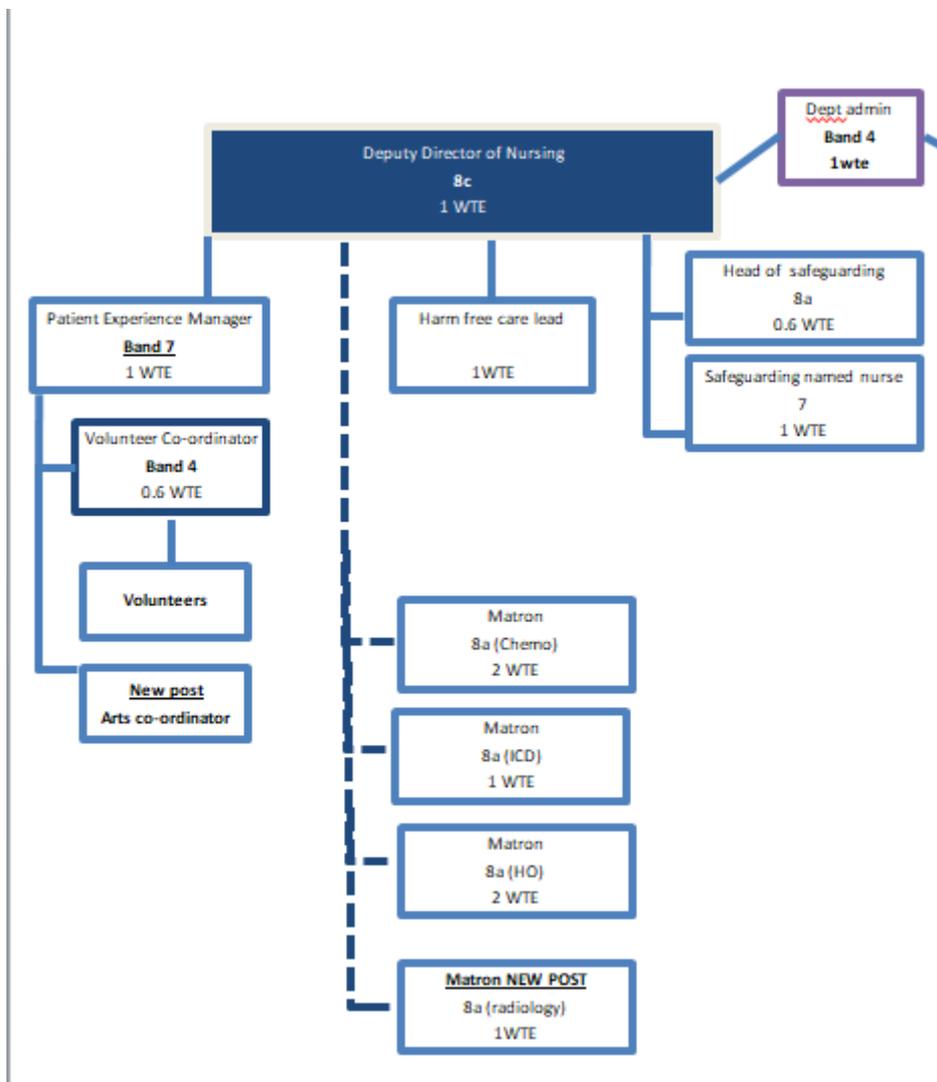
- Act as an Ambassador for the Trust when dealing with stakeholders
- Act with compassion when dealing with patients and their families

Responsibility for Policy and Service Development

- Must adhere to the Trust's policies and general conduct
- Participate in the development of policy documents
- Keep up to date about developments within the national arts for health programme updating policies and procedures as required

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019

Departmental Organisation Chart



Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019

SECTION 4

1. Organisational Values, Behaviours, Vision and Mission

The Clatterbridge Cancer Centre, NHS Foundation Trust has established Values and Behaviours which support the Trust Vision *'to provide the best cancer care to the people we serve'* and our Mission *'to improve health and wellbeing through compassionate, safe and effective cancer care'* which you are required to demonstrate throughout your employment.

In order to deliver the Vision and Mission, the Trust has set out the following Values and Behaviours which are at the heart of what the Trust do and you must be able to demonstrate these in your day to day approach to work, these are:

- Putting people first
- Achieving excellence
- Passionate about what we do
- Always improving our care
- Looking to the future

2. Health and Safety

The Trust will take reasonably practical steps to ensure your health, safety and wellbeing at work. You must familiarise yourself with Trust health and safety policies. It is your legal duty to take care for your own health and safety as well as that of others.

3. Infection Control

All employees are expected to follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique and to be aware of and follow all Trust infection control guidelines and procedures relevant to their work.

4. Equality and Diversity

All employees must demonstrate a positive attitude to the Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and will treat patients, colleagues and members of the public with dignity and respect.

5. Competency of Health Professionals

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in continuing professional development.

6. Partnership

To work in partnership to achieve Trust objectives and promote a culture of working together through good communications, openness and honesty.

7. Safeguarding

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection. You must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trust's child protection and safeguarding procedures.

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the DBS. All staff required to have a DBS disclosure for their post will undergo a check every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

8. Mandatory Training

Mandatory training relates to information and/or training regarding the management of general and specific risk. All staff are required to attend mandatory training which is relevant to their role as identified in the Trust's risk management mandatory training matrix.

9. Data Protection, Information Security and Confidentiality

There are several Trust policies relating to data protection, information security and a Code of Conduct for the handling of person identifiable information. All staff must protect the Trust's information, information assets, systems and infrastructure. During the course of your employment you may have access to, see or hear information of a confidential nature. You are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should only be disclosed to authorised

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019

people in accordance with NHS confidentiality guidelines (Caldicott) and the Data Protection Act 2018, unless explicit written consent is given by the person identified or where information sharing protocols exist. Any failure to comply with this term of your employment will be treated as an act of misconduct under the Trust Disciplinary Policy. Staff must maintain their knowledge of the principles of data protection and information security.

10. Code of Conduct

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's Disciplinary Policy) up to and including dismissal. In addition, managers are required to carry out their duties in a manner which complies with the code of conduct for NHS Managers Directions 2002.

11. Research Governance

Research and development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

12. Smoking

The Trust is a smoke free site and therefore smoking is not permitted anywhere on the Trust site (this includes electronic smoking devices). Employees are not permitted to leave the Trust site to smoke during their contractual hours except during localised agreed breaks. If staff smoke off site, uniforms and any Trust identification must be fully covered to ensure that they cannot be recognised as Trust staff.

13. Travel Requirements

In line with business needs and requirements of the post you must be able to demonstrate potential travel requirements.

14. On-call

The post may require you to participate in an on-call rota. In these circumstances your line manager will inform you of the pattern and regularity of this commitment and reimbursement will be in line with Trust terms and conditions.

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019



Person Specification

SECTION 5 PERSON SPECIFICATION		
	Essential	Desirable
Qualifications:	<ul style="list-style-type: none">• Degree and/or an appropriate professional qualification or equivalent.• Masters level qualification or equivalent specialist knowledge acquired by experience	
Knowledge and Expertise:	<ul style="list-style-type: none">• Ability to lead multi-disciplinary focus groups to plan and implement commissions• Knowledge of fundraising and attracting sponsors from local and national businesses for specific projects	
Experience:	<ul style="list-style-type: none">• Proven experience in arts project management• Working without close supervision	<ul style="list-style-type: none">• Knowledge of business and strategic planning• Experience of working in hospital administration
Key Skills and Attributes:	<ul style="list-style-type: none">• Commitment to self-development with ability to demonstrate in depth knowledge of applied arts within the hospital setting• Commitment to promoting equality and	

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019



The Clatterbridge
Cancer Centre
NHS Foundation Trust

	<p>diversity in the workplace</p> <ul style="list-style-type: none">• Ability to work effectively within a team• Effective interpersonal and networking skills to support the development of partnerships across the Trust and the community	
Work Related Circumstances	<ul style="list-style-type: none">• Able to demonstrate the Trust core values and behaviours in day to day approach to work• Excellent communication skills across the organisation and with a wide range of staff with differing levels of responsibility and different professional backgrounds• Ability to work pro-actively and co-operatively with senior management and clinical and admin staff.	

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019

Additional Information for Job Matching Process

Physical Skills:	Physical skills obtained through practice Driving skills, keyboard skills
Physical Effort:	Combination of sitting, standing, walking Light physical effort
Mental Effort:	Frequent concentration, work pattern unpredictable Concentration for report writing, review of data / feedback. Can be frequent extended interputions
Emotional Effort:	Occasional distressing and emotional circumstances Meeting patients service users, who may be poorly, End of Life.
Working Conditions:	Regular use of DSE Frequent use of road transportation Regular car user

Job Title:	Arts Coordinator	Version Number:	1
Job Evaluation Reference Number:	CCC61/2019	Date of Issue:	29.11.2019