



**Trustee**

**Information Pack**

**Healthcare People Management Association**

***Improving Health through People***



## BACKGROUND INFORMATION - Overview of HPMA

Healthcare People Management Association (HPMA) has a history of over 40 years since its inception when the first personnel manager roles were created in the UK health sector. Previously to that, personnel was part of the general administration function.

The first meeting in Lichfield of what was then called National Association of Health Service Personnel Officers (NAHSPO) was in 1974 when colleagues gathered together to compare share experience, develop their skills and discuss the how they could improve the health of the nation through good HR practices.

The organisation has been through several chapters during its history, including three name changes. The organisation was renamed Association of Healthcare HR Management (AHRM) in 1994 and renamed as Healthcare People Management Association (HPMA) in 2005. And during this time some things have remained a constant:

- HPMA Awards - This year will be the 26<sup>th</sup> year of the HPMA Awards, which is currently the largest event in the HPMA calendar and awards are increasingly hotly contested.
- HPMA Annual Conference – The first annual conference was in 1976 and last year was reintroduced into the annual calendar after an 8-year absence.
- HPMA Network Magazine – This a fortnightly publication for members, has been produced through most of HPMA's history and is in need of a fresh approach along with a fresh look as to how HPMA can best use social media.

Most importantly, HPMA has always been about HR professionals, coming together to listen, learn, share ideas and challenges and doing so to improve the quality of our health and care services, thereby improving the lives of people across the UK.

Under the leadership of our current President, Deborah Tarrant, a governance review was undertaken and in June 2016 HPMA successfully registered as a charitable incorporated organisation (CIO), registered with the Charities Commission, with a new constitution. HPMA now has a clearly defined set of charitable objects (see below), a new constitution, new rules and byelaws and other governance documentations.

Since then, HPMA has been through a period of embedding these new governance arrangements, defining HPMA's vision and strategy and undertaking a transformation of the operational activities. This transformation has been led by HPMA's core delivery partner, Productive People LLP and supported by Chamberlain Dunn Associates. Work is ongoing, however, HPMA now has:

- Strong governance arrangements befitting an organisation with such a vital role to play in the UK's health and social care sectors;
- a new accounting system and controls;
- greatly simplified administration;

- a clearer membership proposition;
- a new national programme of major events (having gone from 1 major event in 2015 to 11 in 2017);
- a clear roadmap for the branches to develop along; and
- an ambitious and committed National Council who want to rapidly expand the HPMA Academy model, which is well-advanced in London with the Midlands and Wales both keen to follow suit.

## **Our Charitable Object, Our Vision & Our Strategy**

**Our Charitable Objects** *The objects of HPMA are to promote and protect good health and relieve sickness for the public benefit through:*

- (1) *Developing and maintaining good practice in the science of people management by such means as the trustees think fit, including:*
  - (a) *bringing together all those working within people management and related services within health and care services in a UK-wide network;*
  - (b) *promoting excellence in people management, organisational development and leadership within healthcare services;*
  - (c) *working in partnership with other organisations, health and care commissioners and providers to benefit patients through people management, organisational development and leadership;*
- (2) *Undertaking studies and research work into people management and related services within health and care and publishing useful results.*

**Our Vision** is simply to improve health through people and our strategy is summarised in the document overleaf. This is currently under review by the Executive Director to ensure that it remains fit for purpose and is focused on the current challenges.



## Our Vision:

# Improving health through people

HPMA believes that every health and care organisation should excel in the way that they manage their people. Great people management leads to improved health outcomes and quality of care, resulting in a healthier and more cared for nation.

People caring for people. People managing people. Health and care organisations caring for their people.

HPMA aims to set the culture for great people management for great care, supporting professionals involved in people management to deliver great people management and great care, every day. Supporting out people to deliver the best possible healthcare

## Our Strategy:

### Professional Networks

*Sharing experience, challenges & successes*

- National Council
- Branch Committees
- Directors/Deputies Networks
- Business Partner Networks
- Cross Sector Networking
- Conferences

### Continuous Development

*Building competence, confidence and credibility*

- Competency frameworks
- Learning needs analysis
- Development events
- Development programmes
- Personal development
- Career development

### People and HR Excellence

*Great people management leading to improved outcomes*

- People strategies
- Learning from world's best
- Excellence Awards
- Educating and advising leaders and managers
- APPRECIATE Campaign

### Building HPMA

#### **National co-ordination and support:**

Working with system partners to influence thinking, policy and decision making.

#### **Building membership:**

Increase membership and value of offering to all members.

#### **Member-led movement:**

Activities shaped by members, through well-organised and well-funded branches.



Visit our website [www.hpma.org.uk](http://www.hpma.org.uk)



@HPMA\_National

Further details about HPMA can be found on HPMA's website [www.hpma.org.uk](http://www.hpma.org.uk)

## TRUSTEE

<b>Post Title:</b>	Trustee
<b>Accountable to:</b>	Members of HPMA
<b>Responsible to:</b>	Chair of Trustees
<b>Time Commitment:</b>	Board of Trustees meets once per quarter and you are expected to attend. Additionally, you may be invited to HPMA events that you may wish to attend but this is not essential.

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### JOB PURPOSE:

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees are asked to promote HPMA mission and values, providing high quality governance in accordance with the requirements of charity law and good practice, guide its strategic development, monitor the performance of senior staff and support its work by drawing on personal contacts and experience

### MAIN DUTIES

- To ensure members are adequately consulted, mainly through the National Council, on key decisions, ultimately the Trustees are responsible for making decisions that are in the best interests of HPMA and achieving its charitable objectives.
- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- Ensure the charity complies with legislative and regulatory requirements and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.

- Ensure the effective and efficient administration of the charity and its resources.
- To maintain absolute confidentiality about all sensitive/confidential information received during term of office and in executing responsibilities to the charity.

### **CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY**

A charity trustee must:

- declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with HPMA or in any transaction or arrangement entered by HPMA which has not previously been declared; and
- absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of HPMA and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

### **PERSON SPECIFICATION**

Essential qualities are:

- Commitment to the HPMA mission and values;
- Understanding of the role of a charity trustee;
- Ability to commit time reliably to trustee duties;
- Good strategic judgement and thoughtful interest in the development of HPMA as a charity.