



Chair Recruitment 2025



Welcome from our Chair

I am delighted you're considering applying to be Duchy Health Charity's new Chair, and hope you find the information included in this pack helpful in supporting your decision.

It has been a huge privilege to serve as Chair of the Board for over 10 years, and while it can be hard work, it is fulfilling to know that the Board's efforts make a real difference to the lives of our beneficiaries.

The role of a trustee is an invaluable and important role. Our Chair and Trustees provide strategic leadership and direction of the charity and ensure that we have appropriate financial and governance checks and balances in place. Trustees are generous with their support and willingly offer their skills, knowledge, expertise, and diversity of thought so that we continue to meet our ambitions. They also represent the charity externally, assisting in raising our profile and helping to build relationships with key partners, stakeholders and beneficiaries.

I am due to step down from the role in November 2025 and as a result, we are now looking for a new Chair to take over my role and lead the board into the future.

We are looking for a passionate and dedicated individual with experience in a similar role and a keen interest in the health and wellbeing of the people of Cornwall and the Isles of Scilly. The ideal candidate is likely to be from a charity or public sector board, or be someone with significant experience as a charity trustee with committee chair experience.

If you are inspired by what you read about us and can offer the skills and experience required to strengthen our Board, we would be delighted to hear from you.

We are also always keen to hear from individuals who may be interested in joining us as a Trustee, so if, having read this document, you feel you may not be ready for the position of Chair but like the sound of our work and think you may want to join us as a Trustee, please do get in touch.



Dr Barbara Vann DL. Hon DSc (Exeter). FRSA
Chair

Our Mission

'To promote health and wellbeing and the prevention of sickness in Cornwall'

Duchy Health Charity exists to help improve the health and wellbeing of the people of Cornwall and the Isles of Scilly in many different ways, from awarding grants for the development of health and wellbeing related projects to showcasing national and local research and best practice at our conferences.

About us

In 1981, the public raised funds to build Cornwall's first private hospital, it changed the lives of many who now had a choice of where they could have their operation or treatment. After 10 years the hospital was sold to a private company, which specialised in the running of hospitals, to secure the ongoing funding required for refurbishment and new equipment. The £5m proceeds from the sale were placed into a charitable trust, and Duchy Health Charity was born.

The annual income from that investment now funds our vital work. The Charity is completely volunteer Trustee led with a Board of Trustees and one member of staff who provides administration and governance support to the Board.

Since our inception we have given out over £10m of grant funding to smaller health and wellbeing related charities for the benefit of those living in Cornwall and the Isles of Scilly.

The purpose of Duchy Health Charity is to:

- Prevent disease and illness by encouraging health and wellbeing;
- Facilitate change in health and wellbeing across Cornwall and the Isles of Scilly;
- Work in partnership with other organisations and institutions across Cornwall and the Isles of Scilly

Our focus

- **Prevention – identifying needs and actions to strengthen health provision**

Always looking for ways to make a difference Duchy Health Charity is a catalyst for change. Through our wide network we can identify and realise synergies and share ideas. Through seminars and conferences, we have showcased national and local research and best practice which has received wide recognition across the NHS and beyond. As a result, Cornwall now has a network of social prescribers within the reach of most communities – all within the last 7 years.

- **Support and facilitation – children and young people**

Recognising the need for young people at school to be able to talk privately about things that concern them – diet/nutrition, self-image, domestic abuse, housing, sex and relationships, addiction, mental health etc – we developed the first ever Integrated Health and Wellbeing Centres in schools.

Initially in 3 schools, the pilot has been extended to include a further 3 and another new Centre at Humphry Davy School in Penzance launched in October 2024, with the new Health Inequality Hub in Launceston, in collaboration with Young People Cornwall, now employing and hosting a Young Peoples Social Prescriber since the end of 2024.

Using the principles of social prescribing and working closely with CHAOS Group's Young People's Social Prescribing Link Worker these centres not only support the children and young people but also their families.

- **Support and facilitation – grant giving**

We give grants to charities, great and small, who contribute to healthy lives in Cornwall. We can support registered charities, CIO's, NHS organisations and occasionally CIC's or social enterprises looking for funding to develop projects related to improving health and wellbeing for the benefit of people of all ages living in Cornwall and the Isles of Scilly.

- **Support and facilitation – cost of living fund**

At the start of 2023 the Duchy Health Charity Board recognised that the high price of energy and the fastest rise in living costs experienced within a lifetime is impacting heavily on those on low incomes and with underlying health concerns.

The Trustees set aside £50,000 to meet the most urgent calls for help and asked Cornwall Community Foundation (CCF) to manage the distribution of funds on our behalf. This money has since provided smaller, much needed health and wellbeing related charities and community organisations with a vital lifeline across Cornwall and the Isles of Scilly

Our finances

The Duchy Health Charity became a grant making body in 1989. The charity's funds derive from the sale of the original Duchy Hospital in Truro. That capital sum was invested and produces an annual net income of approximately £220,000 which is used to further the charity's objectives, which includes grant distribution to support other charities, helping to support and promote the health and wellbeing of the people in Cornwall and the Isles of Scilly.

The charity's investments are held with M&G and are overseen by the Finance Committee, which includes a number of trustees with a finance background.

Our Investment Policy is monitored by the Finance Committee and annual accounts are audited by a local firm of accountants and comply with The Statement of

Recommended Accounting Practice for Charities. They are available to view on the Companies House and Charity Commission websites.

Read our 2024 Annual Report [HERE](#)

Read our Annual Accounts [HERE](#)

Our Board

Structure, governance and management

Our Board currently consists of 12 Trustees who bring a diverse range of experience, skills, and backgrounds.

Members:

- Dr Barbara Vann (Chair)
- Mark Williams (Treasurer and Company Secretary)
- Gaynor Coley (Chair of Grant Committee)
- Dr John Evers
- Katy Hutchinson
- Prof Tony Woolf
- Olivia Miller
- Jenny Taylor
- Dr Tamsyn Anderson
- Simon Burnett
- Tracey Roose
- Lucy Walsh

Associates:

- Aldyth Hambly-Staite – Associate - Grant Committee and Intergenerational and Social Prescribing sub-group
- Carol O'Brien – Associate - Intergenerational and Social Prescribing sub-group

Staff: Helen Newton – Administrator

The Board has 2 Sub-Committees

- The Finance Committee (Chair: Mark Williams) meets annually and oversees the charity's finances and the investment of funds on the stock market.
- The Grant Committee (Chair: Gaynor Coley) meets quarterly and receives all applications for grants. It can make decisions on donations up to £30,000, and in the case of applications for larger sums, the Grant Committee makes recommendations to the Board.

You can read more about our Board [HERE](#)

Join our board

Duchy Health Charity is led by a Board of experienced and dedicated professionals who are passionate about our mission to promote health and wellbeing and the prevention of sickness in Cornwall.

In our new Chair, we are seeking someone who brings experience as a charity Trustee ideally as Chair, or with Committee chair experience.

Role Responsibilities

To lead the Charity's Board of Trustees, ensuring that it fulfils its responsibilities for the governance of the Charity and to work in partnership with the Secretary, helping them to achieve the aims of the Charity; and to optimise the relationship between the Trustees and the Charity's Administrator.

Person specification

- A commitment to the organisation's values: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to the organisation with an understanding of its culture
- A willingness to devote time to proactively undertake the work of the Charity
- Strategic vision and ability to enhance the Charity's profile
- Good, independent judgement
- An ability to think creatively
- A willingness to challenge and actively encourage debate
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

An ability to work effectively as a member of a team

Key behaviours

The Chair plays a crucial role in governance, leadership, and ensuring the organisation fulfils its mission effectively. The key behaviours required to be an effective Chair are:

1. Leading by Example

- Prioritises the Charity's mission over personal agendas.
- Models transparency, integrity, and accountability.
- Encourages high standards and proactive problem-solving.

2. Championing Diversity and Inclusion

- Actively listens and encourages diverse viewpoints.
- Ensures decision-making processes are equitable and inclusive.
- Advocates for a board that reflects the diversity of the community it serves.

3. Strategic Leadership and Governance

- Guides the Board in setting clear priorities and structures.
- Balances short-term goals with long-term vision.
- Ensures Trustees have the necessary skills and knowledge to govern effectively.

4. Creating a Collaborative and Effective Board Culture

- Fosters an environment where Trustees feel safe to challenge ideas constructively.
- Builds strong working relationships among Board members.
- Ensures the Board unites behind decisions once they are made.

5. Commitment to Lifelong Learning

- Stays informed on governance best practices and sector developments.
- Reflects on past decisions to improve future outcomes.
- Encourages continuous development among Trustees.

Duties of the Chair

The Chair has the following duties in addition to the duties of a Trustee as detailed in the Trustee Role Description (see Appendix 1):

1. Lead the Board to ensure its effectiveness in:
 - Setting and implementing the charity's culture, direction, and strategy.
 - Approving the annual operations (business) plan, budget and risk management plan
 - Monitoring these to ensure delivery.
2. Focus the Board on strategic matters, prioritising long-term goals and planning and ensuring the Trustees act in furtherance of the objects of the Charity at all times.
3. Ensure that the Board employs its resources to comply with all the legal requirements and acts in furtherance of the objects of the Charity at all times
4. Ensure Trustee awareness and compliance with legal and regulatory requirements, including:
 - The requirements of the Memorandum and Articles of Association
 - The Charity Commission guidance on trustee roles and responsibilities (CC3)
5. Maintain high standards of governance, fostering transparency and ensuring the charity holds itself accountable to its stakeholders.
6. Ensure that the Board reviews its structure, effectiveness, delegations and key policies annually, and implements agreed changes as necessary.

7. Liaise with the Administrator to schedule meetings and set agendas, and chairing meetings to ensure these are well run and focussed on delivering the Charity's work.
8. Act as a representative and spokesperson for the Charity.
9. Manage trustee relationships to foster a positive Board culture.
10. Chair meetings of the Board
11. Liaise with the Secretary and Vice Chair to maintain an overview of the Charity's affairs and to provide support and guidance as appropriate
12. Line manage the Charity's Administrator, by supporting, positively challenging and holding them to account.
13. Sit on appointment panels for new Trustees or staff.
14. Sit on disciplinary panels.

General guidance for Trustees

- Trustees should ensure that there is a clearly accepted division of responsibilities at the head of the Charity which will maintain a balance of power and authority such that no one individual has unfettered powers of decision.
- Trustees should ensure that there are a sufficient number of other Trustees whose calibre and expertise carries significant weight in the Board's decision-making process.
- Trustees should have an agreed procedure for the Chair and Vice Chair to take independent professional advice, if necessary, at the Charity's expense.
- All Trustees will have access to the advice and services of the Secretary who is responsible to the Board for ensuring that Board procedures are followed, and that applicable rules and regulations are complied with.
- All Trustees will have access to the support and services of the Administrator as necessary.
- Any question of the removal of the Chair, Vice Chair, Secretary or Administrator should be a matter for the whole Board.
- Trustees should bring their independent judgement to bear on issues of strategy, performance, resources, including any appointments of specialist advisors or facilitators and ensure that the Charity's standards of conduct are maintained.
- Trustees should be free from any business or other relationship which could materially interfere with the exercise of their independent judgement.
- Trustees may call upon co-opted outside members (or previous Trustees who may have retired) to bring knowledge and experience as required.
- Trustees must accept and abide by corporate decisions.
- The Board should agree the process for the appointment of new Trustees and approve new appointments as a whole Board.
- Trustees should be re-elected when their three-year period is up, with the approval of the whole Board.
- There should be a full and clear disclosure of Trustees' interests each year.

- It is the Board's duty to present a balanced and understandable assessment of the Duchy Health Charity's position each year as published in the Annual Report and Accounts.
- The Board should ensure that an objective and professional relationship is maintained with the Auditors.

Appointment of Chair

A typical appointment should be expected to last for a 3-year term, with the option to continue in the role for longer if wished and voted for by the board.

Board meetings are held 4 times a year and our Grants Committee meets 4 times a year with our Finance Committee meeting once a year. Our Chair, Treasurer and Administrator meet regularly, and the Chair can be called on when decisions require discussion.

Our Chair and Trustees are called on to attend awards and conferences and meetings with external stakeholders, and our own annual conference is held in October each year.

The average time commitment for our Chair is **currently 1-2 days per month.**

This includes preparation for and attendance at Board meetings, which currently take place face to face, with an online attendance provision also available. Board meeting dates are set annually for the following calendar year.

Board Meetings 2025

The Duchy Health Charity's Board of Trustees meets four times a year on a Monday evening. Remaining dates in 2025 are:

- 4 August 2025
- 10 November 2025

Grant Committee Meetings 2025

The Duchy Health Charity's Grant Committee meets four times a year on a Monday evening. Remaining dates in 2025 are:

- 7 July 2025
- 13 October 2025

Finance Committee Meeting 2025

The Duchy Health Charity's Finance Committee meets once a year during the day. The date for 2026 has yet to be set.

How to apply

If you are interested in this opportunity, we encourage confidential conversations with our recruitment partner Anna Jay, MD of Public Leaders Appointments in advance of your application.

You can contact Anna at: anna@publicleadersappointments.com or 07904 236 348.

Your application should consist of a CV supported by a covering letter outlining your motivations for applying and highlighting how your skills, knowledge and experience meet the requirements of our new Chair. *We recommend that each document should be no more than 3 pages.*

Applications should be sent to Anna with reference 'DHC' by midday on Wednesday, 20th August 2025.

Following consideration of applications and shortlisting, we will invite selected candidates to meet with a panel of Trustees for a formal interview. Interviews will be held in person, w/c 15th September.

If successful, we will carry out the required checks on you being a 'fit and suitable' person as a trustee. Prospective candidates should be aware that the charity will need to carry out due diligence to check eligibility before appointment.

