

Candidate Pack



Overgate Hospice
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www.overgatehospice.org.uk
Registered Charity Number 511619

A message from the Chair of the Board

Dear Candidate,

Thank you for your interest in the role of Chief Executive at Overgate Hospice.

Overgate Hospice is committed to making our specialist care available to as many people as possible within our diverse communities and we continue to identify and implement innovative ways to increase our reach. We are very proud that in the last year we have cared for more local people, and their families, than ever before, with a widening breadth of illnesses and at varying times in their diagnosis.

But we know we can do more. We have ambitious plans to build a new Inpatient Unit, increasing the number of Inpatient beds we have, as well as redeveloping our Day Hospice to better suit the changing palliative needs of our community.

After ten successful and transformational years in charge, our current Chief Executive, Janet Cawtheray, is retiring next year as the Hospice celebrates its 40th anniversary. She leaves Overgate in a good place, with a strong workforce and a strategy for ensuring our care continues to adapt to the changing health and social care landscape and is still here for our community for the next 40 years.

The Covid-19 pandemic has brought so many challenges to everyone, both personally and professionally and as we continue to adapt to the changing world in which we live and work, we are looking for a strong and inspirational leader to navigate us through this rapidly changing environment.

We are seeking someone who will build and maintain excellent working relationships with key stakeholders and local decision makers, whilst representing and promoting Overgate in a professional and positive manner.

Due to the uncertainty surrounding Covid-19 the selection process for our new Chief Executive will be slightly different and some of the process will take place through Zoom. This candidate pack includes key dates for the interview process.

I would encourage you to visit Overgate and meet with Janet and her team. There will also be an opportunity to look at our plans for a new Inpatient Unit.

Changes that are taking place nationally and locally means we are working even more closely with colleagues in health and social care to ensure that we are in the best position possible to support our patients and their families.

Moving forward feels challenging and exciting and we are looking for a new Chief Executive who can provide strong strategic leadership and inspiration as we tackle those challenges together.

Our new Chief Executive will join a team of compassionate, aspiring and professional people at a very challenging time in our history. Every day is different here, and it is an exciting, supportive and caring place to be.

If you would like to know more, please contact myself or Janet through our PA, Leisa Hailwood on 01422 387168.

Sheila Dent

Chair of the Board of Trustees
Overgate Hospice



About Overgate



Overgate Hospice has been at the heart of the Calderdale community for nearly 40 years and we are here to help people with life-limiting illnesses. Our aim is to try and improve the quality of life for our patients and help them to live life to the full, to the very end. We do this by offering specialist palliative care, comfort and support, free of charge, to patients and their families. We are an independent charity, based in Elland, Halifax and rely heavily on funding from our local community to ensure our care is available for future generations.

Our Mission

We are an independent charity that aims to improve the quality of life for adults in Calderdale with a life-limiting illness.

Philosophy of Care

Our care is centred on the patient. We respect individuality and each person's dignity and right to privacy. We care for the whole person – their physical, emotional, spiritual, social needs and goals. The care includes support for their families and carers through an individual's illness and into bereavement.

We care for people during the advanced stages of all life-limiting conditions, including cancer, heart failure, lung, kidney and neurological diseases.

Our Values

Values that we live and breathe in our day to day work:

- Community support
- Diversity & Respect
- Innovation & improvement
- Reputation
- Compassion
- Going the extra mile
- Team work
- Every penny
- Passion & positivity

Our Strategy

Our current strategy outlines what Overgate Hospice hopes to achieve during the next five years. It will be supported each year by a more detailed annual plan which will set out what actions we are taking in order to achieve our strategy. We produce an annual report each year to update the community on our progress.

Our Services

Inpatient Unit

Our Inpatient Unit aims to manage the physical and emotional effects of a wide range of life-limiting illnesses alleviating pain and easing any distressing symptoms, ensuring we help our patients maintain their dignity and independence.

The care we provide at Overgate differs from a typical hospital in how we deliver our care. We offer a homely and welcoming environment, offering a safe place in which patients can be themselves. We are patient-focussed and appreciate that the little things matter, aiming to create an atmosphere of mutual respect, gentle good humour and warmth. We strive to accommodate the needs of patients and their families by being as flexible as possible regarding visiting times and pet visits. We offer home-cooked food and appreciate that a little bit of what you fancy does you good.

Our Inpatient Unit consists of:

- Four single rooms, one of which is a bookable respite room
- Two four-bed rooms, each of which is single sex
- A relatives' room

A significant number of patients are able to return home from the Inpatient Unit, with approximately 34% of people being discharged. All discharges are carefully planned in conjunction with patient, families and the team.

We embrace all of our community and we respect the individual beliefs of all of our patients and accommodate their needs as best we can.

Referrals to our Inpatient Unit can be made by a GP, District Nurse, Hospital Team or the Community Palliative Care Team. Each referral is assessed on an individual basis by our Specialist Palliative Care Team against our admission criteria.

Day Hospice

Day Hospice is an integral part of the care we offer at Overgate. It enhances quality of life for patients by helping maximise independence through engaging activities and therapies and provides personalised care in a relaxed environment. It also offers the opportunity for patients to meet other people who are going through a similar experience enabling them to share concerns in a supportive environment. The team offer a wide range of medical and nursing care alongside therapies and support from our Patient and Family Support team.

- Social work
- Physiotherapy
- Counselling and psychotherapy
- Bereavement and family support
- Complementary therapies
- Art and craft activities
- Spiritual care

Patient and Family Support

It's not just our patients who need our care and support – we help those around the patient too.

The Patient and Family Support team are part of the multi-disciplinary team within the Hospice working within the Inpatient Unit, Day Hospice and Drop In. The team strive to meet everyone's physical, social, emotional and spiritual needs and are supported by a small number of trained and experienced volunteers.

Each of our services offers a range of support including pre and post bereavement support, emotional support, future care planning, personal/family concerns as well as practical problems and signposting to appropriate external agencies.

They work closely with other Hospice teams and with outside agencies such as social services, local health care professionals, schools and advisory services.



Income Generation



We have an active fundraising programme to generate the funds needed each day to meet our costs. Fundraising is a vital part of hospice life, as is the friendship and support of the community of Calderdale. Overgate Hospice stands as a tribute to the commitment and generosity of the many people of Calderdale who provide continual and enthusiastic support to help us carry on caring

As a charity we are dependent on donations, legacies and fundraising to pay for the care we provide. Overgate Hospice costs over £4.6 million to run each year.

The Calderdale Clinical Commissioning Group (CCCG) contribute towards this amount, however £3.5 million is raised by the generous Calderdale community.

Retail

The Hospice runs 14 shops across Calderdale, including furniture, designer, vintage and children's outlets. All donations are very welcome. Recycling is also important to the Hospice; used stamps, foreign coins, books and even rags can be sold to raise funds.

Lottery

Members of the lottery have the opportunity to support the Hospice whilst also being part of a weekly prize draw with a main prize of £750. By taking part in our lottery our supporters help to raise an average of £145,000 each year.

Volunteers

The value placed upon our volunteers is immeasurable. On average volunteers give over 750 hours of service each week to Overgate. Some volunteers have a regular commitment and others help on an occasional basis.

We have over 700 volunteers who work alongside paid staff in the Hospice, our shops and at events. In addition we have four 'Friends of Overgate Hospice' groups who each have a team of willing volunteers helping at the events they organise.

Due to Covid-19 many of our volunteers have been unable to return to their usual volunteering role but we hope that they will be back supporting the Hospice soon.

Role of The Board of Trustees

Every Independent Hospice is a charity controlled by a Board of Trustees who are responsible for the management and administration of the charity. They are accountable for the governance of the charity, making decisions and working together through meetings of the Board of Trustees. The Board is legally accountable for the activities of the hospice. It is responsible for establishing its mission, vision and values with a clear purpose and an overall framework of policies and standards developing overall strategies to achieve the hospice's aims with clear systems to delegate the implementation of its strategies to the Chief Executive and staff team, monitoring performance of the hospice against standards and ensuring it provides the highest quality of care, balanced with effective, efficient and economic use of hospice resources and assets, ensuring compliance with the law and accountability to the hospice's stakeholders, working within the hospices governing documents – its Memorandum and Articles of Association and contains the essential rules for running the charity, setting out its purpose and also what it is allowed to do, ensuring that the Board itself performs effectively and contains people with the skills and experience it needs, and processes are in place for the recruitment, induction and development of trustees.

The Board of Trustees is primarily concerned with direction, policy and strategy. The management of the hospice is delegated to paid professional staff who report back to the Board.

Working at Overgate



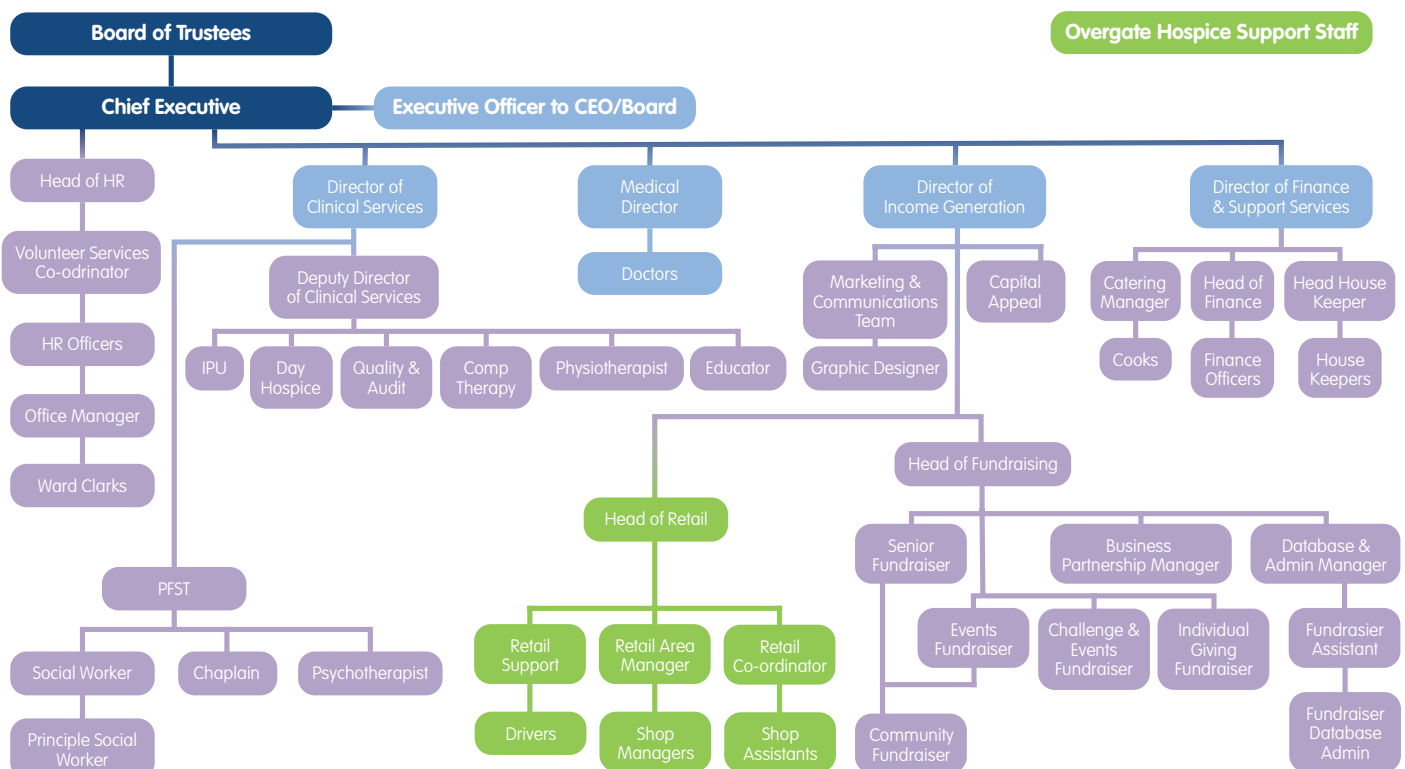
Overgate employs dedicated people who want to make a contribution to individuals and their families in need of Hospice care. All roles are valued and we work very much as a team. We have identified several behaviours (listed below) which we believe are essential to being a member of 'Team Overgate'. These are part of the recruitment process and the appraisal process for all employees.



Senior Leadership Team (SLT) Members

- Chief Executive Janet Cawtheray
- Medical Director Dr Rachel Sheils
- Director of Income Generation Laura Golding
- Director of Clinical Services Tracey Wilcocks
- Director of Finance and Support Services Karen Crowther

Overgate Hospice and Overgate Hospice Support Staff Structure



Our value in Calderdale

Over **700** volunteers

14 retail outlets across Calderdale

Shops

Our Community

Employ **125** staff

Calendar of activity and events

Calendar of activity and events

Partnership & engagement

Our Future

New **16 BED** unit

More shops

Develop & strengthen services

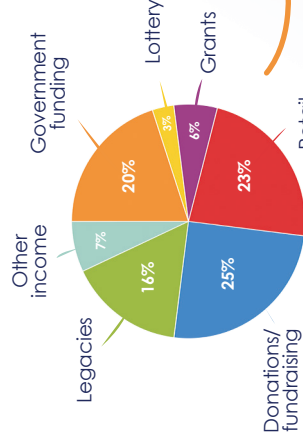
Your Kindness

Money we raise

£1.9 million Total money raised (by our community)

£1.4 mil Income raised from our shops and lottery

Calderdale's only hospice caring for adults suffering from life-limiting illnesses



Over **10,000** people and their families cared for since we opened

Caring since **1981**

24 hours

Our average admission wait time is less than 24 hours

34% of our patients are discharged



Inpatient Unit

12 beds including 2 Nurse-Led beds & 1 Respite bed

Holistic patient-centred care

We appreciate the little things that matter

Our Care

Patient & Family Support Team

Social workers
Counselling
Physiotherapy
Chaplain

Complementary therapies

Day Hospice

Health & wellbeing support

Activity info

3875 Attendances at Day Hospice last year

275 Patient admissions to the Inpatient Unit last year



Running cost

£12,600 Daily cost

£4.6mil Yearly cost

Because you care, we can

Recruitment Timetable

Sunday 15th November	Closing Date
Friday 27th November	Informal 'Meet and Greet' event -Zoom
Friday 4th December (Thursday 3rd December if required)	Face to face interviews including presentation
Monday 3rd May 2021	Anticipated start date
End of May 2021	Current Chief Executive leaves

Notes

The interview panel will comprise of members of the Board of Trustees and a Chief Executive from another West Yorkshire hospice. Details of the presentation will be sent to successful applicants with the invitation to interview.

Meet and greet will be held via zoom and will comprise of members of Hospice staff and volunteers, further details will be given to successful applicants.



Job Details, Benefits & Information



Employment

The Employer is Overgate Hospice.

The first 6 months of employment are on a probationary basis.

Terms & Conditions

The Hospice operates its own terms and conditions of employment which are not linked to any national or local agreements.

Annual Leave

32 days plus 8 days bank holiday pro rata.

The leave year runs from 1st April to 31st March each year.

Pay Review

Your salary will be reviewed for the purposes of any pay increase on an annual basis. There is no entitlement to an increase in salary as a result of an annual pay review and a pay increase awarded as a result of such review in any one year shall not oblige the Hospice to make a pay increase in subsequent years. Any increases to your pay are purely discretionary.

Sick Pay

The entitlement to Overgate Hospice Sick Pay (OHSP) depends on the length of continuous service and is calculated within a rolling 24 month period. During the probationary period, Statutory Sick pay only applies.

Entitlements to OHSP depend upon completed years' service:

Lengths of Service	Full Pay	Half Pay
During Probation	Nil	Nil
6 to 12 months	1 week	1 week
Over 1 & under 2 years	4 weeks	4 weeks
Over 2 & under 3 years	8 weeks	8 weeks
Over 3 & under 4 years	12 weeks	12 weeks
Over 4 years	16 weeks	16 weeks

Smoking Policy

A no smoking policy operates on all Hospice premises and in Hospice vehicles. There is a designated smoking area within the Hospice grounds for patients and visitors.

Pension

The Hospice operates a group personal pension scheme and in compliance with the employer pension duties under the Pensions Act 2008, you will be enrolled as an active member of this scheme (or such other registered pension scheme as may be established by the Hospice to replace the scheme) from the start of your employment provided you meet the conditions for eligibility as notified to you and subject to HM Revenue & Customs requirements.

Location

Overgate Hospice is located in a residential area in Elland with easy access to the M62.

Staff Benefits

Free car parking on the main site in Elland
Company Pension Scheme
Life Assurance
Cycle to Work scheme
Child care vouchers
High quality meals/snacks available to purchase
Staff dining room
Mentor, coaching and a wide range of other support
Good holiday entitlements
Clear Policies and Procedures
Training and development opportunities
Opportunities to help with fundraising events
Access to occupational health services

Retirement Age

The Hospice does not have a standard retirement age.

Offer of Employment

Any offer of employment following interview is made subject to:

- Receipt of two references to a standard deemed acceptable to the Hospice
- Completion of all required documentation
- Evidence of qualifications
- Disclosure & Barring Service Check at the agreed level for certain roles
- Evidence of the right to work and reside in the UK
- Medical clearance from Occupational Health Service
- Satisfactory bank details to enable a bank transfer for salary purposes

Any of the above details or conditions may change without notice. Please check any specific details with the HR Team if you are appointed to the post.