



**Dignity 4 Patients**

First Floor  
Park Height  
Grange Rath  
Drogheda  
Co. Meath

**Helpline:** 041-9843730

**Helpline Text:** 086 1654111

**Office:** 041-9845761

**Office Open:** Monday – Wednesday

**Helpline Hours:** 10:00am – 04:30pm

## 2019 - Trustee & Staff Succession Plan

The Trustee and Staff Succession Plan has been developed to take account of the need to forward plan for when trustees and/or senior members of Dignity4Patients will leave the organisation and how we will manage the transition period. It is for the Executive Director to manage this process and in the absence of the Chairperson. If there is a planned timescale for an individual leaving, the actions due to notice periods may be different if the individual is suddenly absent, it is then for the Executive Directors along with the Chairperson to manage this process.

	Responsibilities / Major areas of loss	Succession for immediate term (less than four weeks)	Succession for medium term (up to 6 months)	Succession on a vacant post	Actions
<b>Chair of Trustees</b>	Overall responsibility for the governance of the organisation.  Knowledge of the organisation.  Loss of knowledge of the sector, expertise and specialism.	Responsibility passed to the Vice Chair of Trustees	Vice Chair recruited to Chair of Trustees role	External open recruitment	Training and development for the Vice Chair on the role of the Chair and the governance and management of the organisation.  Good working relationship between Chair, Vice Chair and Executive Director.
<b>Vice Chair of Trustees</b>	Area of board expertise and specialism lost to the organisation.  Knowledge of the organisation  Loss of knowledge of the sector, expertise and specialism.	Responsibility passed to another Trustee	Internal recruitment from the board of trustees to the role	External open recruitment for a new trustee and then decide from within the board who should be the Vice Chair.	Training and development for trustees on the role and responsibilities of the Chair & Vice Chair of trustees
<b>Trustee</b>	Area of board expertise and specialism lost to the organisation.  Loss of knowledge of the organisation.	Responsibility passed to another Trustee	Responsibility passed to another Trustee	External open recruitment for a new Trustee	Ensure across the skill set of the board, if possible that at least two Trustees have complimentary skills sets in any area of expertise, specialism or sector.



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<b>Executive Director</b>	<p>Overall responsibility for the organisation.</p> <p>Knowledge of organisation</p> <p>Knowledge of services offers and organisation's needs.</p> <p>Relationships with partners.</p>	<p>Responsibility to be passed to the chairperson.</p>	<p>Internal recruitment to temporary position if suitable.</p>	<p>External open recruitment</p>	<p>Training and development for senior staff on management and leadership.</p> <p>Include training and development for Chief Executive role within performance review process</p> <p>Board to understand the fundamentals of the governance and accounts of Dignity4Patients.</p>
<b>Operational Staff</b>	<p>Individual work service areas</p> <p>Loss of knowledge of work and areas.</p> <p>Inability to deliver on Dignity4Patients services or to adhere to funding timescales.</p> <p>Relationships with partners.</p> <p>Loss of knowledge of work areas.</p>	<p>Responsibility passed to others.</p> <p>Process managed by the Executive Director.</p>	<p>Internal recruitment to temporary position from qualified staff and reallocation of duties across the team.</p>	<p>External open recruitment.</p>	<p>Ensure each area and/or service has a clear process/handover document.</p> <p>Detail what each role fulfils so others can quickly grasp what is needing to be achieved, by when.</p>