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**TRUSTEE RECRUITMENT 2021**



Harrow Carers

Limited by Guarantee Company Number: 03325055

Registered Charity Number: 1062149

Thank you for your interest in joining Harrow Carers’s Board of Trustees, steering us towards our vision of a world where carers are respected, valued and supported.

As the leading service in Harrow for unpaid carers, we’re both a supportive charity and a catalyst for change. Over the past 25 years we’ve established strong networks of individuals, professionals and employers who share our vision. Together we’ve pushed caring up the political agenda and transformed the provision of information, advice and support for carers.

We’ve built a strong platform, but we have much further still to go to ensure that carers can look after their loved ones and live their own lives too. Harrow Carers Trustees play a vital leadership role here, ensuring the charity is equipped and governed effectively, establishing and monitoring strategy and ensuring we are true to our values and keep carers at the heart of everything we do.

It’s an exciting time to be part of Harrow Carers, as we work towards a fresh vision of the world we want to create by 2025. Our networks are accelerating rapidly, with new members joining every month, along with forward-thinking employers and a host of other partners who recognise the importance of supporting carers. At the same time, like other charities, we’re grappling with increased scrutiny and complex legislation. Our Board is instrumental in ensuring we make a real impact for carers while fulfilling all our obligations as a charity.

We are now recruiting up to three Trustees and we are particularly looking for people with skills and experience in the following areas:

* Law - commercial/property with understanding of charitable law
* Fundraising, marketing and business development

I am pleased to enclose an application pack, which sets out the particular skills and experience we require on the Board at this time. It should contain all the information you need about the appointment process and what being a Trustee of Harrow Carers involves.

However, if you have any questions about the enclosed information, please email charmian.boyd@harrowcarers.org

Every year, about 6,000 people become carers in Harrow, looking after family or friends who are older, disabled or seriously ill. And when that happens and however caring affects you and your family, Harrow Carers is here. We are the only charity in Harrow exclusively for unpaid carers.

We are highly respected as experts on the issues facing carers and in the provision of tailored advice, information and support.

Our **vision** is for carers and the people they care for to have the choice, independence and wellbeing that they are entitled to whilst staying healthy.

Harrow Carers **mission** is quite simple - Harrow Carers was set up in response to the demand from local carers in Harrow for advice and support to enable them to carry on their caring role without detriment to their own health or well-being. Our mission is to deliver more high quality resources, services and facilities to support carers and the people they care for in their role and to enable carers to have a life outside caring.

Harrow Carers **values** the role that carers have in the community. We commit to do our best to attain higher recognition of the contribution they make. We will support all carers to recognise their own needs, obtain the support that they deserve and sustain their overall health to be able to continue in their caring role.

The values which our team embody in their day to day work are clear to be seen throughout our services:

* **RESPECT.** To show consideration for one another while understanding the needs and expectations of our carers.
* **QUALITY.** Creating a culture where we exceed the expectations of our carers and partners.
* **EMPATHY.** To be thoughtful towards our carers and each other’s feelings to understand the individual problems we may all encounter day to day.
* **PASSION.** Working together as a team to relentlessly achieve the desired outcomes our carers so deserve.
* **TEAM WORK**. Cooperating to reach our common goals as one team, while focusing on the important issues and choosing solutions that are in the best interest of carers.

[**Our five-year strategic plan**](http://www.carersuk.org/component/cck/?task=download&amp;amp%3Bcollection=file_list&amp;amp%3Bxi=0&amp;amp%3Bfile=document&amp;amp%3Bid=5886)

This plan is currently under review and a new plan will be issued later in 2021.

What we expect of each other as Trustees and what our stakeholders can expect of us:

* Stewards and custodians: ultimately responsible for the conduct and performance of Harrow Carers
* Ambassadors for Harrow Carers: explaining to others what the organisation is doing and why, and feeding back insights and information to Harrow Carers
* We will be proactive in bringing new ideas and opportunities to Harrow Carers
* We will: do our best to attend board meetings in person or virtually, study board papers carefully, reflect on decisions we need to take, and act at all times in the best interests of the organisation; if we cannot attend a meeting, we will do our best to comment on the papers to the Company Secretary and or Chairman
* We will protect confidential and sensitive information.
* We understand our individual and collective accountability for Board decisions and; will respect board decisions when taken, including those we may not have agreed with
* We will be respectful of the views and experiences of our colleagues
* We will actively seek opportunities to enhance our own knowledge and skills as a Trustee and support our colleagues to do so; and we will keep up-to-date with the legal and regulatory responsibilities of Trustees
* We will welcome new Trustees and support arrangements to ‘buddy’ new Trustees
* We will actively seek to support positive behaviour and compliment and if we feel we have to criticise, we will do so in a constructive and thoughtful manner
* If we have concerns about any matters relating to the Board or Harrow Carers’s work, we will raise them with the Chairman or Chief Executive

Trustees can expect the following support from Harrow Carers:

* A thorough induction programme
* Regular phone calls with Chair to discuss any issues
* A ‘buddy’ Trustee for informal help/guidance
* Meeting papers provided in a timely manner to allow for full preparation (normally one week in advance)
* A year’s advance notice of all meetings
* Reimbursement of reasonable expenses associated with attending meetings (e.g. travel / accommodation / food / respite care, in line with Harrow Carers’s personal expenses policy)

### The duties of a Trustee are to:

* Contribute actively to the Board of Trustees’ role in giving firm strategic direction to the organisation, setting overall policy and defining goals
* To set targets, and evaluate performance against agreed targets
* Ensure that Harrow Carers complies with and pursues its objects as defined in its governing document, the Articles of Association
* Safeguarding the good name and values of Harrow Carers
* Ensure that Harrow Carers complies with charity law, company law and any other relevant legislation or regulations
* Ensure the financial stability of the organisation
* Ensure that Harrow Carers applies its resources exclusively in pursuance of its objects,

i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are

* Protect and manage the property of the charity and ensure the proper investment of the charity’s funds
* Ensure the effective and efficient administration of Harrow Carers
* Ensure the organisation acts within employment and health and safety laws
* Appoint the Chief Executive and monitor his/her performance

In addition to the above statutory duties each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions including the annual election of the Officers (Chair, Vice-Chairs and Treasurer).

Additional duties may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise, and positively representing the organisation.

Trustees, jointly and severally, have ultimate responsibilities for the charity. To be effective each Trustee must have:

* A commitment to the organisation
* A willingness to devote the necessary time and effort including attending meetings
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
* An ability to work as part of a team
* Appreciation of Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* An understanding and acceptance of appropriate levels of risk, and the commitment to ensuring risks are identified and managed

At this time the Board is particularly looking for people with skills and experience in the following areas:

* Law - commercial/property with understanding of charitable law
* Business development/Marketing

Commitment 10-12 days per annum.

## Diversity and inclusion

Harrow Carers recognises that diversity is a cultural ethos – a way of thinking or acting that fosters inclusion and enhances our membership and our work. Embracing this culture of diversity, our Trustee recruitment shall reflect our membership and the society that we serve regardless of race, gender, sexual orientation, physical abilities, or religious practices.

As a membership charity for carers, we particularly seek Trustees with current or recent carer experience. Reasonable adjustments can be made to the process and role dependent on needs of the applicant.

Applicants must also satisfy statutory requirements in order to become a Trustee as detailed below:

* Any person aged 16 or over can act as a Trustee of a charitable company provided that they are not disqualified by law, although Harrow Carers governing documents require Trustees to be 18 or over.
* The Charities Act 2011 disqualifies people who:
	+ Have unspent convictions for offences involving deception or dishonesty
	+ Are undischarged bankrupts
	+ Have been at any time removed from Trusteeship of a charity by the Charity Commission or the court in England Wales or Scotland because of misconduct
	+ Are disqualified from being company directors under the Company Directors Disqualification Act 1986
	+ Have failed to make compositions (i.e., come to an arrangement) with their creditors and have not been discharged

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a Trustee. It is a criminal offence to act as a Charity Trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a Trustee you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity’s articles or association, may become a Trustee (director) of a charitable company.

Under the Company Directors Disqualification Act 1986 the court may disqualify people:

* Who have been convicted of criminal offences relating to the promotion, formation, management or liquidation of a company
* Who have been persistently in default of company legislation for filing accounts and other documents
* Who have been found guilty of fraudulent trading or fraud
* Whose conduct as a Director has made them unfit to be involved in the management of a company

Harrow Carers is a registered charity and company limited by guarantee which is governed by a Board comprising up to 8 Trustees. The Board has overall responsibility for the work of the organisation, and for overseeing the charity’s governance and values. It establishes and monitors the implementation of the organisational strategy: currently under review.

The current Trustees are:

* Manoj Varsani MBE – Chair
* Peter Beynon – Hon. Treasurer
* Peter Keeble
* Paul Ghuman
* Dr. Eleanor Worthington
* Janice Howkins OBE
* Peter Jones – Vice Chair

The Harrow Carers Board delegates implementation of the agreed strategy to the Chief Executive, Charmian Boyd, who is supported by the trustees. This enables the charity to draw on both Trustee and director skills to maximise the quality of governance and leadership provided to the organisation.

The term of office for a Trustee is three years. At the end of this term Trustees decide, in consultation with the Chair, if they wish to serve a further three years. The Board has a Chair, Hon. Treasurer and Vice-chair.

Harrow Carers also owns outright a subsidiary company, Elite Specialist Care, a company registered in England. The subsidiary is provides specialist home care and has its own board of directors. Available profits would be Gift Aided to the charitable company.

The role of the Board is to provide effective governance for Harrow Carers and to ensure it makes progress in achieving its vision and mission.

## Responsibilities:

* To ensure that Harrow Carers operates within its Memorandum and Articles of Association and all relevant charity and company legislation.
* To manage, review and develop, the organisation’s governance and constitutional arrangements (including working to maximise the effectiveness of the Board).
* To set the organisation’s strategic aims.
* To provide leadership to ensure the strategic aims are met.
* To supervise the management of the organisation.
* To monitor the performance of the Chief Executive and Senior Management team.
* To exercise overall control over Harrow Carers’ financial affairs and to protect its assets.
* To make decisions and carry out their duties at all times in the best interests of the charity as a whole, as required by current legislation and in accordance with Harrow Carers’ aims and values.

## Membership and meetings of the Board:

There are up to 8 Trustees of whom the majority are or have been carers. Trustees have the primary responsibility under charity legislation for the governance of the organisation. The quorum for a Board meeting is one third or a minimum of 2 voting Trustees.

The Board meets every two months either virtually or in person. Trustees are also expected to attend the Annual General Meeting.

The recruitment process is overseen by the board. The Board identifies the skills and experience it needs and then advertises for people with these skills to apply to become a Trustee of the charity.

Candidates are required to complete an application form setting out details about themselves and their suitability for Trusteeship.

These applications are treated on a confidential basis and are reviewed against the skills criteria established by the Board in the Board Skills Matrix.

Suitable candidates will be invited to attend an informal interview. This would usually be a face-to-face meeting in London, but Zoom/video/phone conferences can be arranged.

Following the interviews, the trustees will establish a shortlist of candidates who have demonstrated that they meet the criteria established by the Board. These candidates will then be put forward for approval by the Board.

Successful candidates will be invited to join the Board and appropriate induction arrangements made. Harrow Carers members are asked to approve recommended Trustees at the following Annual General Meeting.

Candidates who have not been successful for trusteeship will be contacted and informed of this. There are many other ways in which people who share our vision can get involved with our work and, where relevant, the trustees will highlight these to candidates who might wish to contribute in other ways.

# How to apply

Please submit a two page CV outlining your experience, employment and volunteering history and any Trustee, non-executive or public service roles you currently have or have had in the past.

Please also submit a statement (maximum 500 words) based on the Person Specification. You should clearly explain your ability and/or experience in relation to the criteria in the Person Specification.

Please also submit the Candidate Summary Form, Equal Opportunities Monitoring Form and the Declaration of Eligibility with your application. These start overleaf.

If you are shortlisted for interview, you will be asked to provide us with the names and addresses of two people who can provide references.

Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.

Closing date for applications: 13:00 hrs Monday 22nd November 2021

Interviews will take place during the week commencing: 29th November 2021

Applications should be emailed to Charmian.boyd@harrowcarers.org

Please complete this form, and send it with your CV, statement, equal opportunities form and declaration of eligibility to

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| --- |
| POSITION APPLIED FOR: |
| SURNAME | FIRST NAME | INITIAL(S) | TITLE |
| ADDRESS FOR CORRESPONDENCE |
| CONTACT TELEPHONE NUMBER(S) EMAIL ADDRESS |  |

Please tick as appropriate:

* I am currently a carer
* I have been a carer within the last three years

*Please tick the appropriate boxes. In order to check the boxes electronically, please right click on the relevant checkbox, click ‘properties’ and change default value to ‘checked’*.

All personal information will be treated in accordance with the Data Protection Act (1998), and the data used for statistical monitoring will be anonymised and published in a way that does not allow individuals to be identified.

Your equal opportunities information will not form part of any selection or promotion process and will not be disclosed to the Nominations Committee.

***Gender:*** Male [ ]  Female [ ]  Prefer not to say [ ]  Prefer to self-describe [ ]  ---------------------

***Are you married or in a civil partnership?***

Yes [ ]  No [ ]  Prefer not to say [ ]

***Age****:*

 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]  50-54 [ ]  55-59 [ ]

 60-64 [ ]  65+ [ ]  Prefer not to say [ ]

#### *What is your ethnicity?*

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

##### White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller Prefer not to say

**Any other white background, please write in:**

##### Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

##### Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say Any other Asian background, please write in:

##### Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

##### Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in: ---------------------------

#### *Do you consider yourself to have a disability or health condition as defined by the Equality Act 2010?*

The Equality Act 2010 defines a person with a disability as, “someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” If YES, please tell us separately about any adaptations which you may require either to carry out the role or to participate in the selection process.

Yes No Prefer not to say

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#### What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say

Prefer to self-describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say

If other religion or belief, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Declaration of Eligibility for Prospective Trustees

I declare that I am not disqualified from acting as a charity trustee and that:

* I do not have an unspent conviction relating to any offence involving deception or dishonesty;
* I am capable of managing and administering my own affairs;
* I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors from which I have not been discharged;
* I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(b) of the Insolvency Act 1986;
* I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under Section7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body;
* I will at all times ensure the charity’s funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.

I will notify the Chief Executive of Harrow Carers if my circumstances change.

Name in block capitals: ……………………………………………………………….………………………….……….……….

Signed: ……………………………………………………………………………. Date: .………….……………………………….