**TRUSTEE RECRUITMENT 2024**

Dear Applicant

Thank you for your interest in joining Harrow Carers’ 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 27 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 family members, friends or neighbours 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.

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

* Fundraising and business development
* Medical connections and experience within Harrow or North West London
* HR
* Young Adult Carer

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. Further information about the charity can be found on our website www.harrowcarers.org

If you have any questions about the enclosed information, please email [charmian.boyd@harrowcarers.org](mailto:charmian.boyd@harrowcarers.org)

### **Trustee Duties**

### 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.

**Trustee Person Specification**

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 Commitment 10-12 days per annum
* 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:

* Fund raising and Business development
* Medical background
* HR
* Young Adult Carer

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## **Diversity and inclusion**

Harrow carers recognises and fully supports diversity, inclusion and equitable services for all. Diversity refers to the variety of differences between individuals. Encompassing race, ethnicity, gender, age, sexual orientation, physical abilities and disabilities, religion, political beliefs, education, socioeconomic background, language, cognition, and culture. Diversity is a crucial driver for sparking innovation, bringing differing perspectives, ideas, and solutions together that enhance service delivery and positive carer experience.

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.

**Trustee specification – legal requirements**

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 bankrupt
  + 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

**Overview of the board, its functions and terms of reference**

Harrow Carers is a registered charity and company limited by guarantee which is governed by a Board comprising 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.

The current Trustees are:

* Geoff Broomhead – Chair
* Dr Janice Howkins OBE – Vice Chair
* Dr Peter Beynon – Hon. Treasurer
* Manoj Varsani MBE
* Peter Keeble
* Paul Ghuman
* Peter Jones
* Shalini Bhargava

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 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 of the board**

* 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 12 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.

**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 as attached.

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: 29/02/2024

Interviews will take place during the week commencing: To be arranged

Please complete the below form, and send it with your CV, statement, equal opportunities form and declaration of eligibility to [Charmian.boyd@harrowcarers.org](mailto:Charmian.boyd@harrowcarers.org) marked **Confidential Trustee.**

**Trustee Application form**

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| --- | --- | --- | --- |
| **Personal Details:** | | | |
| Title: |  | Forename(s): |  |
| Surname: |  | Previous Family Names: |  |
| Address: |  | | |
| Postcode: |  | Work Telephone No.: |  |
| Home Telephone No.: |  | Mobile Telephone No: | Date of birth: |
| Email Address: |  | | |
| Where was the trustee post advertised? |  | | |

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| **Equal Opportunities Monitoring Information** | | | | | | | | | | |
| Harrow Carers has an Equal Opportunities Policy and is committed to recruiting the best applicant for the Trustee position, regardless of any factor other than the ability to carry out the role. To help us monitor this policy, please complete the below monitoring section. All information will be treated in the strictest confidence. | | | | | | | | | | |
| ***Disability***  The Disability Discrimination Act defines a “disabled person” as a person with:  “*A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.*”  The following question on disability is designed to enable us to assess what action we might take to offer positive opportunities for people with disabilities. | | | | | | | | | | |
| Do you have a disability? | | | | | | |  | Yes |  | No |
| Are you registered Disabled? | | | |  | If yes, please indicate your registration number: |  | | | | |
|  | Yes |  | No |
| If yes, please describe how the disability affects you. Please state if there are any particular arrangements you would like us to make to assist you in the selection process. | | | | | | | | | | |
|  | | | | | | | | | | |
| Are you caring for someone presently? | | | | | | |  | Yes |  | No |
| I consider my ethnic origin as? | | | | |  | | | | | |

## 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: .………….……………………………….