A picture containing clock

Description automatically generated

**RECRUITMENT OF DEPUTY CHAIR & TRUSTEES**

**PACK**



**2021**

**Letter from Liv Corbishley, Chair**

Dear applicant,

Thank you for your interest and taking the time to look more closely at the opportunity to join Grace Eyre Board of Trustees on a voluntary basis.

The charity has a rich history dating back to 1898, founded by female social care pioneer Grace Eyre Woodhead. Today we support over 500+ individuals and their families across Sussex and parts of London with a turnover of more than £9 million. It is an important organisation providing essential services to people with learning disabilities and autism at a time of cuts to social care. We are a trusted, high quality service. From providing housing to supported living, supporting work, travel, enabling strong relationships, campaigning, and protecting human rights.

Like many organisations we are facing the impact of the ongoing pandemic. Operationally the amazing team are responding quickly and appropriately to continue to provide services and keep the people we serve and staff as safe as possible, and as a Board we support them at this challenging time.

The level of enthusiasm, professionalism and commitment from staff is clear and despite the pandemic it is visible at every level of the organisation, along with the energy and passion the people who use the services feel towards Grace Eyre. We want to be user-led, ensuring our services and organisation is shaped by those we serve; Our Charter is a vital thread in all we do. It is truly an inspiring environment and one as a Board we are honoured to be a part of.

We have much to achieve in the coming years to ensure we continue delivering

Our Plan 2020-2025 including income diversification, refurbishing our headquarters, and providing our services to many more people. We are seeking applicants who are dedicated to drive forward our plans and have an understanding or insight into the people who use our services or similar services provided by other organisations.

As a charity committed to increasing our diversity, equality, and inclusion we welcome applicants who are underrepresented on the Board. We value diverse perspectives from the widest possible range of backgrounds.

We are particularly interested in those with professional expertise in one or more of the following areas; Digital and Technology, Charitable Fundraising, Income Diversification, Transforming Care and Human Resources.

I hope that you will seriously consider joining the Board of Trustees and becoming part of our journey.

Liv Corbishley

Chair

Roles

We are seeking a Deputy Chair and up to four Trustees to share an understanding of and commitment to the charity’s purposes along with the ability to support the charity in achieving its goals as outlined in the terms of reference.

We would ask applicants to consider prior to completing the application form their understanding or insight into the people who use our services or similar services provided by other organisations and/or professional expertise in areas of Digital and Technology, Charitable Fundraising, Income Diversification, Transforming Care and Human Resources.

**Advert**

Deputy Chair and Trustees Sought (unpaid positions)

Grace Eyre supports 500+ people with learning disabilities and autism to achieve their dreams and wishes. We are a charity that currently works across Sussex and in some parts of London. We believe that as a charity we need to campaign with, work with and include people who use our services and their families and friends, especially in these challenging times.

Grace Eyre is working to an exciting new strategic plan – Our Plan 2020-2025 which includes user leadership and co-production, growth, increasing our influence to develop high quality, local and innovative services, diversifying our income from fundraising and trading, making our buildings fit for purpose and ensure we value and have a workforce that are skilled and committed.

To help support this ambitious plan, a Deputy Chair and up to four Trustees are sought. We are particularly looking for individuals with insight into the people who use our services or similar services provided by other organisations and/or professional expertise in areas of Digital and Technology, Charitable Fundraising, Income Diversification, Transforming Care and Human Resources.

We welcome applicants who are underrepresented on the Board. We value diverse perspectives from the widest possible range of backgrounds.

Board meetings are held six times per year. Expenses are paid.

For more information about how you could be part of an ambitious and innovative charity and lead a significant change in the lives of some of the most excluded people, email our current Chair, Liv Corbishley to arrange an informal chat; [lcorbishley@grace-eyre.org](mailto:lcorbishley@grace-eyre.org) or contact our Chief Executive, Eva Eriksson on 07584 706011 or [eeriksson@grace-eyre.org](mailto:eeriksson@grace-eyre.org)

Closing date: 5pm 5th March 2021

Interviews: 18th and 19th March 2021 via zoom

Application Form, CV, One Page Profile and Equality Opportunities Monitoring Form to be returned via email to: Kelly Palermo, Executive Assistant [kpalermo@grace-eyre.org](mailto:kpalermo@grace-eyre.org), Tel: 07584 341952

**A bit about Grace Eyre and being a Trustee and Chair**

**TERMS OF REFERENCE: BOARD OF TRUSTEES**

|  |  |
| --- | --- |
|  | This is about the Trustees; they are in charge of decisions made in Grace Eyre. |
| [Learning-Disability-Team_compact](http://www.photosymbols.com/products/learning-disability-team) | Trustees have to make sure all staff and managers meet the needs of everyone involved with Grace Eyre. |
| http://cdn.shopify.com/s/files/1/0606/1553/products/You_Choose_compact.png?v=1417847505 | This includes making sure:   * That people with learning disabilities are involved in all decisions about Grace Eyre. |
| http://cdn.shopify.com/s/files/1/0606/1553/products/My_Path_compact.png?v=1417847430 | * Grace Eyre has made plans for the future |
| http://cdn.shopify.com/s/files/1/0606/1553/products/Cash_hand_compact.png?v=1418132853 | * Grace Eyre has enough money to provide services to people with learning disabilities. |
|  | * Grace Eyre continues to get bigger and provide more services to people. |
| [Research-Meeting-Big_compact](http://www.photosymbols.com/products/research-meeting-big) | * These terms are about the trustees making sure that Grace Eyre make the right decisions at the board and SMT (the Senior Management Team). |

**GRACE EYRE**

**TERMS OF REFERENCE: BOARD OF TRUSTEES**

**1. RESPONSIBILITIES**

1.1 The Board of Trustees (the trustees) is the ultimate governing body of Grace Eyre (the organisation). The powers of the trustees derive from the rules (Articles of Association) and the law (Charities Act 2006). The prime duties of the Board are to act in the best interest of organisation and its beneficiaries and avoid bringing it into disrepute. It has the ultimate responsibility for directing the affairs of the charity but will delegate all day-to-day management of the organisation to the Chief Executive. The Trustees are responsible for:

* Promoting Grace Eyre’s charitable object, ideals, vision and mission within and outside of the organisation.
* The aim of the Trustees is to have people with learning disabilities and/or autism involved in all decision-making levels of the organisation.
* Ensuring that the organisation complies with the law and lawful instruction.
* Reviewing the organisation’s membership, objectives, and policies as appropriate.
* The stewardship of the organisation to the community at large, including service users, parents, relatives, purchasers and partners and ensuring its own membership represents the interests which the organisation seeks to serve. In carrying out this duty, trustees must act with integrity and avoid personal conflicts of interest or misuse of funds or assets
* Using its best endeavours to ensure its membership comprises of a sufficient range of expertise to effectively control the affairs of the organisation.
* Agreeing the budget for the organisation, approving all significant changes and ensure that the organisation is solvent, well-run and delivers the charitable outcomes for the benefit or the public.
* The appointment of the Chief Executive, delegating this duty to an interview panel comprised of board members. It has delegated its responsibility for the appointment of other staff to the Chief Executive.
* Agreeing the salaries and remuneration policy for the executive team through its Remuneration Committee.
* Representing Grace Eyre externally.

1.2 The Trustees has the power to delegate such of its duties as shall be agreed to committees, working parties and/or staff.

**2. MEMBERSHIP**

2.1 The board of trustees will be elected from Grace Eyre’s membership and will ensure that the board’s membership does not fall below 5 trustees and does not exceed 15 trustees. It will endeavour to reflect the stakeholders of the organisation such as service users, family carers, partners and representatives of the community at large.

2.2 It will elect its Chair, Deputy Chair and Treasurer from within its own body. The chair to serve no more than 2 periods of 3 years. It will also appoint the members of the Audit & Risk Committee and to the Housing Committee. The Remuneration Committee is made up of the Chair, Deputy Chair and Treasurer.

**3. NUMBER AND FREQUENCY OF MEETINGS**

3.1 The board of trustees meets on average every 2 months but more frequently at its discretion and if requested by trustees.

**4. SECRETARY**

4.1 The secretary of the board shall be the company secretary.

**5. STAFF ATTENDANCE**

5.1 The Executive Team (ET) shall attend trustee meetings. The ET is made up of the following officers:

Chief Executive

Deputy Chief Executive

Corporate Director

Housing & Supported Living Director

5.2 The following staff will attend as appropriate:

Housing Manager

HR Manager

Finance Manager

Operational Managers

Other staff as appropriate

**6. REGULAR REPORTS**

6.1 Regular reports will be received by the board of trustees on the following:

**Every Meeting**

* Reports from committees
* Chief Executive's report
* New Business Proposals
* Management Accounts
* Key Performance Reports

**Annually**

* Annual Strategic Plan (Our Plan) review & updates
* Accounts and Auditor’s report
* Budget
* Risk Management Plan

**As and When**

* Care Quality Commission Inspection’s Reports - Announced and Unannounced visits.

**BOARD OF TRUSTEES**

**ROLE, RESPONSIBILITIES AND AUTHORITY**

**1.0 INTRODUCTION AND BACKGROUND**

1.1 This paper has been prepared in order to provide a clear understanding of the role of the Board of Trustees within Grace Eyre and the responsibilities of its members. It does not go into minute detail, but aims to provide a broad overview for current and potential new trustees in the future.

1.2 Grace Eyre is a charity and company limited by guarantee. It has adopted many of the systems and conventions recommended by the Charity Commission as ‘best practice’ in terms of ‘governance’ of charities. Grace Eyre has a comprehensive Articles of Association which sets out the type of activities the organisation can carry out, the powers of the board of trustees and many of the procedural matters required to ensure a consistent and efficient approach to managing the affairs of the organisation.

1.3 To become a trustee an individual has to apply from an external advert, interviewed and appointed. Grace Eyre can have up to 200 Members and all trustees must be a member. Trustees are elected at the annual general meeting held in November each year. Only members are allowed to vote for trustees. Vacancies for trustees will be filled throughout the year and the new trustee has to seek formal election at the next Annual General Meeting.

1.4 Staff are not allowed to be members of the board of trustees. The Chief Executive is the company secretary of the charity and has a statutory role in the administration of board of trustee business such as maintaining minutes, sending out notification of the meetings, the Annual General Meeting, keeping minutes and records and advising trustees as to the rules and regulations.

**2.0 THE ROLE OF THE BOARD OF TRUSTEES**

2.1 The board of trustees is Grace Eyre’s ultimate governing body and as such is responsible for all aspect of the organisation's business. In practice and on a day-to-day basis, managing Grace Eyre is the responsibility of the Chief Executive. Trustees are unpaid volunteers who give up significant amounts of time to undertake their roles. Without a board of trustees, Grace Eyre could not exist. The specific role of board of trustees is outlined below.

2.2 To ensure compliance with Grace Eyre’s values and objectives.

Grace Eyre amended its Articles of Association in 2002, 2011 and 2015 and the Objects of the organisation are set out in this document:

“The objects of the Charity are to support and assist people with learning disabilities, mental health needs, physical or sensory disabilities, old age or any other similar support need by arranging, providing or assisting in providing accommodation, employment, education, training, recreation, occupational activities and similar services (‘The Objects’).”

A key responsibility of the trustees is to ensure that Grace Eyre stays true to that object and that the organisation does not seek or accept development opportunities that are unrelated to our core business. If we do wish to change, or vary our object, by perhaps seeking to provide services for client groups other than people with learning disabilities or mental health needs, we can only do so with the agreement of the board of trustees and the Charity Commission.

2.3 Setting strategies, plans and objectives

With advice from the Chief Executive and the executive team, the board of trustees is responsible for determining the overall direction of the organisation. For example, should we grow? If so, where and how? Should we develop only shared lives or other supported housing models? In undertaking that role, the trustees will set a day or two aside annually to discuss the options available, the funding climate, competition etc. and develop strategy. The executive team will then develop and prepare Our Plan for Trustee’s approval. Our Plan will set out our 5-year strategic objectives.

2.4 Exercising financial control

The board of trustees has ultimate responsibility for Grace Eyre’s financial viability and financial well-being. The board of trustees approves the annual budget and receives regular management accounts to monitor our financial performance throughout the year. The trustees need to ensure that proper financial controls are in place. Every year, the board of trustees will receive and approve the annual budget and accounts.

2.5 Taking key decisions

Through the delegated authority framework (policies, procedures, annual budget and job descriptions), the day-to-day running of Grace Eyre is the responsibility of the Chief Executive and the executive team. However, there are some key decisions that can only be taken by the board of trustees. These may include approving a major policy or an important strategy such as restructuring proposals. It is important that the board of trustees is in effective control of the organisation and is not a ‘rubber stamping’ forum.

2.6 Monitoring performance

Having agreed the strategy, budget etc., the board of trustees must then constantly monitor the work of the organisation and satisfy itself that the objectives it has set are being achieved. It does this through receiving regular reports from the executive team and other managers and staff, and asking managers searching questions at trustee meetings. Trustees will not get involved in the minute detail of every aspect of Grace Eyre’s affairs but, in the limited time available, ensure that our performance meets the standards expected.

2.7 Ensuring proper conduct of affairs

As a voluntary sector and community-based organisation, responsible for a considerable amount of public money, the board of trustees is responsible to the communities in which we work, service users, families, carers, funders and others to ensure that Grace Eyre operates to the highest standards in all areas of its activities.

2.8 Appointing, supporting ... and dismissing the Chief Executive!

The board of trustees is solely responsible for appointing the Chief Executive. They may seek external advice and support from consultants, but ultimately the decision is theirs, normally via a panel of trustees. Partnership working between the Chief Executive and the Chair is very important. Should dismissal of the Chief Executive be necessary, again that is the responsibility of the board of trustees.

**3.0 FREQUENCY OF MEETINGS**

3.1 The board of trustees will meet on average every two months. One meeting in February or March will approve the budget for the forthcoming year and another in September will receive the annual accounts for the previous financial year (1 April to 31 March).

3.2 The Audit & Risk Committee will meet twice/year and the Remuneration Committee will meet once per year. The Housing Committee will meet two times per year. All committees/boards can meet more frequently if necessary.

**4.0 KEY OFFICERS**

4.1 Grace Eyre’s Articles of Association require that the board of trustees must have a minimum of 5 and a maximum of 15 members.

*4.2 The Officers of the Board are the Chair, Deputy Chair and Treasurer. These Board Members have specific responsibilities above those of other members. The Chair will be elected at the Annual General Meeting and will serve for the next three years and a further period of three years can be added. The Deputy Chair and Treasurer will be elected by the board at the Annual General Meeting and will serve for the next year. The main responsibilities of the Chair include:*

* *Ensure that the principles of good governance are adhered to*
* *Ensuring board of trustee and other meetings are run efficiently and that all trustees are involved in and feel part of the decision-making process. Annual appraisals of trustees will be carried out*
* *Ensuring a constructive working relationship with the Chief Executive with regular meetings and an annual appraisal*
* *Ensuring that the delegation framework allows the business of the organisation to be conducted efficiently on a day-to-day basis*
* *Taking decisions between meetings under Chair’s Action and reporting these back to board of trustees at the next meeting*
* *To lead and represent the organisation as appropriate*

4.3 The primary role of the Deputy Chair is to support and deputise for the Chair. The Deputy Chair will also lead on specific projects or areas of activity.

4.4 The Treasurer is usually a board member who has a financial background and, in addition to their general responsibilities, will specifically have an overview of the organisation’s budget and finances. The Treasurer will act as Chair of the audit & risk committee.

**TRUSTEES – CODE OF CONDUCT**

It is the responsibility of trustees to:

* **Act within the governing document and the law** – being aware of the contents of the organisation’s governing document and the law as it applies to Grace Eyre.
* **Act in the best interest of Grace Eyre as a whole** – considering what is best for the organisation and its beneficiaries and avoiding bringing Grace Eyre into disrepute.
* **Manage conflicts of interest effectively** – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
* **Respect confidentiality** – understanding what confidentiality means in practice for Grace Eyre, its board and individuals involved with it.
* **Have a sound and up**-**to-date knowledge of Grace Eyre and its environment** – understanding how Grace Eyre works and the environment within which it operates.
* **Attend meetings and other appointments or give apologies** – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
* **Prepare fully for meetings and all work for Grace Eyre** – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings.
* **Actively engage in discussion, debate and voting in meetings** – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
* **Acting jointly and accept a majority decision** – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
* **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

Signed…………………………………………………………………………….

Name………………………………………………………………………………

Date……………………………………………………………………………….

**Grace Eyre Trustee Conflicts of Interest**

Grace Eyre staff, volunteers, committee members, Trustees and Directors will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional, and business interests on the other.

This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

**Conflict of Interest Declaration Form**

**To be completed by the Trustee**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of disclosure** |  |

|  |
| --- |
| **Details of the conflict/potential conflict of interest**  Please give all relevant information relating to the conflict/possible conflict of interest. |
|  |

|  |  |
| --- | --- |
| **Signature of Trustee** |  |
| **Date** |  |













