

# **Information Pack Trustee**

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## **Background Information**

### **Welcome**

Thank you for your interest in joining Barnes Cotton Districts Charity as a Trustee. We hope that the information in this pack will help you understand the work the Charity does and the work and responsibilities the Trustees have.

We are looking for someone of the highest calibre to join the existing Board of Trustees. The right candidate must share the Board's passion for ensuring we help the most vulnerable in our society. Being a Trustee is a challenging but extremely rewarding role and one where you can make a real difference to people's lives.

The exact nature of the role is described within this pack. For an informal discussion about the position, please contact Nicholas Stockton at [nicholas.stockton@azets.co.uk](mailto:nicholas.stockton@azets.co.uk)

If you would like join the Board of Trustees then we would be delighted to receive your application.

The closing date for receipt of applications is **30 November 2022**

## **INFORMATION ABOUT THE CHARITY**

### **HISTORY, BACKGROUND AND WORK WE DO**

#### **The Cotton Districts Convalescent Fund and The Barnes Samaritan Charity**

This charity provides a regular income for people in financial need who are suffering from severe or incurable illness / disability and for people convalescing from such illness, whilst continuing to live in their own home. The support may be of a financial nature or for help in providing convalescent holidays.

The charity is only able to support residents of the following districts:

- The County of Lancashire
- The County of Greater Manchester
- The Districts of Craven, North Yorkshire and High Peak, Derbyshire
- The Districts of Macclesfield and Warrington, Cheshire
- The District of Calderdale, West Yorkshire

Whilst the primary aim of the Barnes Cotton Districts Charity is to make payments to support local people making individual applications, payments may also be made to charities working in support of people who could benefit from Cotton Districts and Barnes assistance, typically subject to that charity (particularly those with significant reserves) making some contribution (preferable, at least, matched funding). Beneficiaries of this assistance must live within the geographic area covered by the Barnes and Cotton Districts Charity.

#### **Code of Trustee Role**

Code of Governance Summary

Adopted from Nolan Committee's Seven Principles of Public Life

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

All Trustees should commit to the Nolan Principles in their role as a Trustee of the Charity.

All Trustees have a duty to declare any conflict of interest in any case of undertaking the Charity considers supporting.

## **CURRENT STRUCTURE**

The Charity has no staff members. The Trustees undertake all the decisions for the Charity including all the applications for assistance that are received throughout the year.

The Board of Trustees employs a Firm of Accountants and a Secretary to manage the operating work of the Trusts. This is Azets and Nicholas Stockton is appointed Secretary to undertake that work on behalf of the Charity.

Chair of Trustees - Sharman Birtles JP DL  
Vice Chair - Jan O'Connor JP

## **CONTACT INFORMATION**

**Nicholas Stockton, Charity Secretary, Barnes Cotton Districts Charity, Azets,  
St Crispin House, St Crispin Way, Haslingden, BB4 5PW  
E-mail: [nicholas.stockton@azets.co.uk](mailto:nicholas.stockton@azets.co.uk)**

## **Application Process**

Our application process is based on the role description and person specification, which are contained in this information pack. It is very important that you read these documents to decide how you meet the requirements we feel are needed, to enable someone to meet the role profile. Please send your CV along with a personal statement highlighting why you should be considered for the role.

Please send your application either via email or post to the contact details above.

**Interviews will be held as part of the recruitment process. Currently these will be by Teams.**

## **References**

We reserve the right to take up references. Any offer of appointment is subject to the receipt of satisfactory references and a DBS check.

## **Trustee Role Profile:**

### **The Barnes Cotton Districts Charity Remuneration:**

The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed if accompanied by receipts.

**Location:** Currently by Teams but normal practice is in person at Azets Offices at Ship Canal House, 98 King Street, Manchester M2 4WU.

**Time Commitment:** Meetings take place quarterly on the first Thursday of the month and usually last no more than two hours.

### **Job Description**

Trustees are collectively responsible for the overall management, governance and strategic direction of the Barnes Cotton Districts Charity, and for developing their aims and objectives in accordance with the governing documents and legal and regulatory guidelines.

The role of Trustee is to ensure that the Barnes Cotton Districts Charity fulfils its duties to their beneficiaries. This is achieved through the provision of grants to both individuals and organisations.

The statutory duties of a Trustee are to:

- Ensure the Charity complies with its trust deeds, charities law and any other relevant legislation and regulations.
- Ensure the Charity pursues its objectives as defined in their governing documents.
- Ensure that the Charity applies its resources exclusively in pursuance of its objectives – the Charity must not spend money on activities which are not included in its own objectives, no matter how ‘charitable’ and ‘worthwhile’ those activities are.
- To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the Charity, setting overall policy, defining goals and setting objectives and evaluation performance against agreed objectives.
- To safeguard the good name and values of the Barnes Cotton Districts Charity
- To ensure the effective and efficient administration of the Barnes Cotton Districts Charity including having appropriate policies and procedures in place.
- To ensure the financial stability of the Barnes Cotton Districts Charity.
- To protect and manage the property of the Charity including its investments and to ensure the proper investment of its funds.

In addition, with other Trustees to hold the Charity 'in trust' for current and future beneficiaries by:

- Ensuring that the Charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the Charity and for its 'corporate' behaviour; ensuring that the Charity complies with all legal and regulatory requirements
- Acting as guardians of the Charity's assets, both tangible and intangible, taking all due care over their security deployment and proper application
- Ensuring that the Charity's governance is of the highest possible standard

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience they have to help the board make good decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has specific expertise.

### **Person Specification**

Individuals are sought who have a strong empathy with the charitable objectives. Experience, skills, and expertise in working with people in poverty or with life changing medical, physical or mental health conditions, combined with an in-depth understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the Charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the Charity.

	Essential	Desirable
<b>Experience:</b>		
A proven track record of sound judgement and effective decision making.	X	
A history of impartiality, fairness and the ability to respect confidences.	X	
A track record of commitment to promoting equality and diversity.	X	
Successful experience of operating within a board in a charitable, public sector or commercial organisation.		X
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.		X
<b>Knowledge, skills and understanding</b>		
Commitment to the organisation and a willingness to devote the necessary time and effort.	X	
Prepared to make unpopular recommendations to the board and a willingness to speak your mind.	X	
Willingness to be available to the Secretary for advice and enquiries on an ad hoc basis.	X	
Good, independent judgement and strategic vision.	X	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.	X	
An ability to work effectively as a member of a team being respectful of other people's viewpoints.	X	
An understanding of the respective roles of the Chair, Trustees and Secretary.		X
Be able to act reasonably and responsibly when undertaking Trustee duties and performing tasks.	X	
To be committed to learning and developing skills within the role, and in support of fellow Trustees; undertaking training as and when required.	X	
<b>Minimum Time Commitment</b>		
Trustees are expected to undertake an initial induction prior to be appointed to the board, including completing all required paperwork and necessary training	X	
Trustees are expected to attend all board meetings	X	
Trustee meetings are held quarterly on the first Thursday of the month, normally commencing at 11am.		
Trustee meetings last approximately up to 2 hours and take place currently on Teams but normally in person at Azets, Ship Canal House, 98 King Street, Manchester		
Trustees must read in advance and prepare from reports and papers shared before each meeting. All papers will be sent out electronically.	X	
In addition sub committees are developed where necessary to ensure that we complete all governance issues.		



We also undertake occasional visits to group organisations that benefit from grants we give.		
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## **TRUSTEE CODE OF CONDUCT**

As a Trustee of Barnes Cotton Districts Charity I promise to abide by the fundamental values that underpin all activities of this organisation. There are as follows:

### **Our values**

#### **Accountability**

Everything Barnes Cotton Districts Charity does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, stakeholders, funders, parliament and the courts.

#### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within Barnes Cotton Districts Charity and equally when dealing with individuals and institutions outside it.

#### **Transparency**

Barnes Cotton Districts Charity strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, the charity's administrators, charity regulators and parliament.

Additionally I agree to the following points:

### **Law, mission, policies**

I will act within the governing document of Barnes Cotton Districts Charity and abide by the policies and procedures of the organisation.

I will not break the law or go against charity regulations in any aspect of my role of Trustee.

I will support the objects of Barnes Cotton Districts Charity and act as its guardian and champion.

I will develop and maintain an up-to-date knowledge of Barnes Cotton Districts Charity and its environment

### **Conflicts of interest**

I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for Barnes Cotton Districts Charity and its present and future beneficiaries.

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

### **Person to person**

I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow Trustees, the charity's administrators, service recipients, contractors or anyone I come into contact within my role as trustee.

I will strive to establish respectful, collegial and courteous relationships.

### **Protecting the organisation's reputation**

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about Barnes Cotton Districts Charity will be considered and in line with organisational policy, whether I make them as an individual or as a Trustee.

When I am speaking as a Trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

I will respect organisational, board and individual confidentiality.

### **Personal gain**

I will not personally gain materially or financially from my role as Trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the Chair.

### **In the boardroom**

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Barnes Cotton Districts Charity.

I accept my responsibility to ensure that Barnes Cotton Districts Charity is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by board governance procedures and practices.

I will strive to attend all board meetings, giving apologies ahead of time to the Chair or Administrator if unable to attend.

I will study the agenda, reports and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will honour the authority of the Chair and respect his or her role as meeting leader.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

I will accept a majority board vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in all board meetings unless authorised by the Chair or Board to speak of it.

### **Enhancing governance**

I will participate in induction, training and development activities for Trustees.

I will continually seek ways to improve board governance practice.

I will strive to identify good candidates for trusteeship and appoint new Trustees on the basis of merit.

I will support the Chair in his or her efforts to improve his or her leadership skills.

I will support the charity's administrators in their operational role.

### **Leaving the Board**

I understand that substantial breach of any part of this code may result in my removal from the Trustee board.

Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

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Name:

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Date:

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