

Trustee recruitment

Candidate information pack 2024



Welcome from Stuart Evans Chair of the Board of Trustees

Thank you for your interest in finding out more about Trustee opportunities at Caring Together Charity caringtogether.org

If you would like to find out a bit more about the Board, who they are and what they do, all our Trustee profiles can be found at caringtogether.org/about-us/our-team/trustees

Trustees play an important and valued role at Caring Together Charity, setting the charity's strategy and financial plan and working closely and collaboratively with the senior team to deliver our ambition. In 2023 we launched our new strategy with our vision being 'No carer in crisis, unsupported or struggling alone.' This reflects growing issues that unpaid carers tell us about every day and that we are determined to do something about. See caringtogether.org/wp-content/uploads/2024/05/We-are-Caring-Together-v1.0-06.12.23-FINAL.pdf Trustees have duties and responsibilities under company and charity law and are entrusted with the role of ensuring that resources are managed and deployed effectively.

Our Board of Trustees meets five to six times a year and is supported by a Finance and Audit Committee (FAC), a Quality and Service Delivery (QSD) Committee and Fundraising Committee who meet quarterly. We also establish steering groups or task and finish groups to support our senior leadership team in key areas of the business or for specific activities. In addition, we usually hold one or two strategy sessions each year. See caringtogether.org/wp-content/uploads/2024/05/How-governance-works-at-Caring-Together-15.05.24.pdf

Between June 2024 and the end of 2025, we are looking to appoint new Trustees to the Board to replace Trustees whose tenure is coming to an end during this period, and who have additional responsibilities over and above the regular Trustee role. These include the Chair of the Board, Chairs of two Committees, and two Trustees who will be asked to take on specific responsibilities related to attending these Committees.

As part of this longer process and because of the timescale of current role departures, we are initially prioritising the recruitment of two Trustees to the Board who will also be members of our Quality and Service Delivery Committee, one as the Chair. One of these Trustees will also be our Lead Trustee for Safeguarding. More information on these roles can be found within this pack.

We recognise the benefits of a diverse range of perspectives and experience to strengthen our performance and leadership of the charity and would welcome applications from individuals who are passionate about improving the health and wellbeing of carers. Whether you are an experienced charity Trustee or looking for your first Board position, we'd love to hear from you.



Best wishes,
Stuart Evans
Chair of Trustees

About Caring Together Charity

We are a regional charity serving Cambridgeshire, Peterborough and Norfolk from our head office in St Ives, Cambridgeshire. Our annual income is around £4m and we employ 120 full-time and part-time employees and are supported by a growing number of volunteers. We have a strong well established senior leadership team, including 10 Trustees.

The charity supports unpaid carers through a range of services including information, advice and practical support, homecare, counselling and awareness raising.

Most of our income comes from local authorities, NHS and private homecare sales, with a growing fundraising activity generating income from grants and donations.

Parts of our operation are regulated by the Care Quality Commission, and we are rated Good.

“Being an unpaid carer is really hard.” That’s what we’re told by those we support. Being an unpaid carer often results in poor physical and mental health, needing to give up work and causes young carers to do less well at school. Currently there are estimated to be 150,000 carers living in our region, 5,000 of those under the age of 18. This number is set to rise to 264,000 by 2030, meaning that three out of five of us will be a carer at some point in our lives.

A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot live independently without their support. Anyone can be a carer - a 15-year-old girl looking after a parent with alcohol dependency; a 40-year-old man caring for his partner who has terminal cancer, or an 80-year-old woman looking after her husband who has dementia.

To find out more please see caringtogether.org/wp-content/uploads/2023/09/Caring-Together-annual-report-and-accounts-2022-23-v1.0-22.08.23-LQ.pdf

About the role of Trustee

The role of the Board of Trustees is to safeguard the assets of Caring Together Charity and apply them to the charitable purposes of the charity. The Trustee Board must always act in the best interests of Caring Together Charity, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility.

The Trustee Board must act as a group and not as individuals living our values of:

- **Inclusive** – putting people first.
- **Informed** – we are knowledgeable and consistent.
- **Effective** – aiming for the greatest possible impact for carers of all ages drives all we do.

In summary the role of a Trustee is to:

- Ensure that Caring Together Charity complies with its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations.
- Be an ambassador for Caring Together Charity and for our work.
- Help shape the strategic direction of Caring Together Charity ensuring we are meeting our charitable objectives.
- Make sure that Caring Together Charity has policies in place which comply with current legislation and promote good practice.
- Make sure that resources are used appropriately in the meeting of our charitable objectives and monitored.
- Ensure the effective management of risks.
- Safeguard the good name of Caring Together Charity.
- To be committed to supporting and promoting Caring Together Charity's vision and values.
- Participate in the cycle of meetings and ensure decisions taken at meetings are implemented.
- To be an active member of the Board, committing the time and thought needed and to participate in the cycle of meetings.

A full role profile can be found in the microsite.

Quality and Service Delivery Committee (QSD)

QSD is one of three Committees that are part of the formal governance structure of Caring Together Charity alongside the Board. Its purpose is to provide advice and guidance to ensure the charity's operational activity is aligned to delivering strategic goals, delivers high standards of service and is compliant with service-related regulated activity. It takes decisions, makes

recommendations, and provides assurances to the Board on matters covered by its role and responsibilities as defined in its Terms of Reference. See caringtogether.org/wp-content/uploads/2024/06/QSD-Terms-of-Reference-Nov-2022.pdf

The Committee Chair oversees the activities of the Committee keeping it focussed on its goals. Membership of the Committee includes three or four Trustees (including the Chair), the Chief Executive, Director of Operations, and the Head of Care. Other colleagues from the charity attend according to agenda items. In addition, the Chair is expected to encourage and facilitate carers serving on the Carer Council to join meetings or add items to the agenda as they wish. Where appropriate, the Committee is empowered to invite independent experts to attend the Committee.

Chairing a committee provides an excellent opportunity to learn about the workings of the charity, to build relationships with employees, volunteers and carers, utilise leadership skills and gain experience.

QSD Chair - principle responsibilities in addition to the Trustee role

- Plan meeting dates, location, format, and agree the agenda for each meeting in consultation with the Director of Operations or Chief Executive in accordance with the Terms of Reference of the Committee.
- Establish a welcoming and engaging environment that invites a variety of perspectives and facilitates all members into the discussion and helps the group stay focussed on the task in hand.
- Develop a positive professional relationship with the Director of Operations, meeting regularly to review meetings, developments, improvements and other operational matters.
- Ensure actions arising from the Committee meetings are followed up and decisions implemented.
- Ensure matters of issues of high risk or concern are escalated to the Board.
- Ensure there is a Lead Trustee for Safeguarding.
- Fulfil lead responsibility for the duty of candour or delegate to a QSD Committee member.
- Represent the Board as a member of the Carer Council. See Terms of Reference at caringtogether.org/wp-content/uploads/2022/02/Carer-Council-Terms-of-Reference-TOR-Nov21-1.pdf

A full role profile for QSD Chair can be found on the microsite.

Lead Trustee for Safeguarding – principle responsibilities in addition to the Trustee role

- To ensure that Caring Together Charity's plans and practice reflect safeguarding legislation and regulations and meet the Charity Commission's safeguarding expectations.
- Working with the Chief Executive and Director of Operations to ensure what we have in place are creating a safer culture and are keeping people safe.
- Ensuring the charity's risk register reflects safeguarding risks and that mitigations are appropriate and effective.
- Ensuring effective policies are in place and regularly reviewed.
- Champion safeguarding across the organisation.

A full role profile for the Lead Trustee for Safeguarding can be found in the microsite.

Time commitment

Trustees are asked to prepare for, attend and contribute to all Board meetings and join sub-Committees, steering groups and ad hoc task and finish groups as required. Meetings are held at our St Ives office.

We estimate that an annual commitment for our Trustees is around 12 days per year and for a Committee Chair around 15-20 days per year in total. The timing of meetings may mean this comes in peaks and troughs rather than a day and a half each month. Papers for meetings are circulated a week in advance.

Remuneration

The position is unpaid. However, all reasonable out of pocket expenses incurred on charity business will be reimbursed in line with our expenses policy.

Term of office

Trustees are appointed for an initial term of three years, with the possibility of extension for two further periods of three years.

Location

Although the charity works across Cambridgeshire, Peterborough and Norfolk, Board and Committee meetings generally take place in person at our office in St Ives. Joining on-line via Teams is available in exceptional circumstances if you are unable to attend.

Induction and support

Once appointed, Trustees will be given an induction programme which will involve getting to know the organisation and becoming familiar with the role of Trustee if appropriate. You will also be offered regular meetings with the Chair and have the opportunity to buddy with an existing member of the Board. Trustees have an informal annual appraisal through which additional development and support can be agreed.

We are committed to making the role of Trustee a positive and mutually beneficial experience and welcome feedback on how we can continue to improve our governance processes.

Legal requirements in the role of Trustee

All Trustees are individually and legally responsible for the charity they govern. If you would like to find out more about these responsibilities, the Charity Commission have released some helpful guidance: The essential Trustee: what you need to know, what you need to do

[gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

How to apply

If you are interested in becoming a new Trustee, or would like to find out more please contact David Culley from Pure Executive at david.culley@prs.uk.com

Reasonable adjustments

Applicants with disabilities are entitled to reasonable adjustments to enable them to take part in the application or interview process. If you require reasonable adjustments to be made, please contact lizzie.hindler@caringtogether.org or call 01480 275289 to discuss your needs.