

Trustee recruitment

Candidate information pack September 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.

We have now appointed a new Chair and Trustee for the Quality and Service Delivery Committee and are moving on to the recruitment of two Trustees to be members of our Finance and Audit Committee, with one as the Chair. 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/2024/09/Caring-Together-Charity-annual-report-and-accounts-2023-24-v1.0-05.07.24-FINAL-LQ.pdf

The Trustee: What we are looking for

We are looking for a trustee who will act as our honorary treasurer and chair of the finance and audit committee. A further trustee is also sought to be a member of this committee. Both individuals shall bring finance knowledge and experience.

Role description – trustee and member of the finance and audit committee

- Ensure that Caring Together 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 and for our work.
- Help shape the strategic direction of Caring Together ensuring we are meeting our charitable objectives.
- Make sure that Caring Together 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.
- Contribute to the setting of goals and targets and evaluating performance against them.
- Ensure the effective management of risks.
- Support the income generation and outward facing activities of Caring Together.
- Spend time with different elements of our organisation and understanding our work. This includes an expectation that trustees will visit our services where it is possible to do so and spend time with team members.
- Safeguard the good name of Caring Together.
- Make sure the needs of carers are always at the centre of decisions taken by Caring Together.
- Participate in the cycle of meetings and ensure decisions taken at meetings are implemented.
- Attend any training and development sessions to promote your knowledge and development in the role of trustee.

As a trustee you will need:

- To be committed to developing your knowledge and understanding of how Caring Together is run.
- To be committed to supporting and promoting Caring Together's vision and values.
- To understand and firmly believe in the work we do.
- To demonstrate strong leadership skills.
- To be a creative thinker and help Caring Together develop areas of work.

- To have excellent communication skills and be able to both build agreement and challenge constructively.
- To be an active member of the board, committing the time and thought needed.

Finance and Audit Committee (FAC)

FAC is one of three Committees that are part of the formal governance structure of Caring Together Charity alongside the Board. The purpose of the Committee is to support it in its responsibilities for ensuring the adequacy of financial management, control, and associated assurance within the charity. It takes decisions and provides recommendations and 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/FAC-Terms-of-Reference-April-2024-1.pdf

Its primary role is:

- Oversight of Caring Together Charity's financial position including reviewing the budget, forecast and management accounts.
- Supporting and advising the management team in the execution of their financial duties.
- Monitoring the integrity of the charity's financial statements ensuring appropriate accounting standards have been adhered to.
- Agree annual audit plan and reviewing findings/recommendations of the audit.

The Committee Chair oversees the activities of the Committee keeping it focussed on its purpose and aligning meetings and discussions to the auditing and budgeting cycle. Membership of the Committee includes three or four Trustees (including the Chair), the Chief Executive and Director of Finance and Resources. Other colleagues from the charity attend according to agenda items.

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.

Honorary Treasurer and Chair of FAC: Principal responsibilities in addition to the Trustee role

The finance and audit committee is a formal sub-committee of the board created to support it in its responsibilities for ensuring the adequacy of financial management control within the charity. It takes decisions and provides recommendations and assurances to the board within its terms of reference. Its primary role includes:

- Oversight of Caring Together's financial position including reviewing the budget, forecast and management accounts.
- Supporting and advising the management team in the execution of their financial duties.
- Monitoring the integrity of the charity's financial statements ensuring appropriate accounting standards have been adhered to.
- Agree annual audit plan and reviewing findings/recommendations of the audit.

1. Principal responsibilities

- Chair Caring Together's finance and audit committee, agreeing the meeting dates, agenda and forward plan in conjunction with the director of finance and resources.
- Monitor the financial standing of the charity and reports to the board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the people it serves.
- Development of a positive professional relationship with the director of finance, meeting regularly to review finance and audit committee meetings, discussions about annual audit and other board finance related matters.

2. Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

3. Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the director of finance and resources to review and improve the presentation of the management accounts.

4. Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

5. In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management, investment and financial control policies.
- Cascade knowledge of any change in legislation, focussing on changes which could impact the charity's finances.

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.