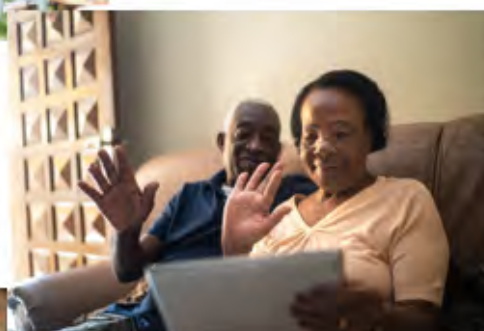


# Trustee Recruitment Pack

Making a real and positive difference to the wellbeing and quality of life of local older people of Milton Keynes - wouldn't you like to be part of that?



# Thank you for the interest you have shown in the this role - all volunteers are important to help our charity and we are so pleased that you're considering volunteering for Age UK Milton Keynes

As a Trustee Board Member, your contribution will be greatly valued and is vital to the charity's continued development and to the older people that it serves. Every effort will be made to ensure that you find your time on the Board both interesting and rewarding.

In this Trustee information pack you'll find the following information:

- About us, our history and our links with Age UK
- Our governance structure
- Role overview
- Role description
- How to apply



## About us

Age UK Milton Keynes was established in June 1978 as Age Concern and became Age UK Milton Keynes when Age Concern and Help the Aged was merged in 2011.

Age UK Milton Keynes is a local independent charity working to improve the quality of life for all the older people living in Milton Keynes.

It has evolved with the changing needs of society and enhances many lives by providing direct services and signposting to relevant services as well as acting as a focal point for older people and other organisations.

## Our Mission

Age UK Milton Keynes works with and for older people to make a real and positive difference that contributes to their wellbeing and quality of life.

## Our range of services

We have a wide range of services, which include Independent Living Services, Hospital Aftercare Service, Befriending, Foot Care, Handyman, Gardening, Dementia services, Meal Delivery service, Social Prescribing and Information & Advice helping people with Benefit claims, housing problems, etc

## In 2020/2021 reporting year, we helped:

- over 21,000 people to remain independent and make the most of later life
- over 5,000 with our Emergency Services set up due to Covid
- over 4,000 people with information, advice and guidance gaining over £660,000 in benefits for them

## Our links with Age UK

Age UK Milton Keynes is an independent local charity sharing a Brand Partnership with Age UK. This trusted and well-known brand helps to open doors for us locally. Of course, we always have to deliver, but it helps to have the strength of the Age UK brand with us. Nationally, there are around 130 Age UK brand partners, each with a defined geographical area and separate charity number.

Our charity number is 1079773 and we are a company limited by guarantee – our company number is 3897291.

We align ourselves with the work Age UK does nationally by supporting their campaigns, sharing reports and news stories, and using their research to underpin grant and tender applications.

Age UK also provides our local MPs with information about older people that can help drive forward local policies and influence at a national level.

Being an Age UK Brand Partner brings certain responsibilities – to deliver services to agreed quality standards and to subscribe to shared values of being:

- Respectful
- Show integrity
- Be accountable
- Strive to learn
- Embrace teamwork



While we are aligned with Age UK, we are still a local and independent charity. The services we deliver, the money we raise, the people we support are all in the Milton Keynes area and our Trustees are responsible for strategy, policies and legal compliance.

## Awards and accolades



## Our governance structure

### Trading Companies

Age UK Milton Keynes does not have any subsidiary companies but is in the process of establishing a trading arm which will be known as In the Prime. Initially this will enable the charity to sell non-donated new products in their very successful shops - the main source of income for the charity.

### Board and Committee

Age UK Milton Keynes has a Board of Trustees with between three and eight Trustees at any time. The Board of Trustees is the governing body of the charity and as such, Trustees ensure Age UK Milton Keynes has a clear strategy, and that the work and goals are in line with the vision. The Trustees have independent control over, and legal responsibility for, the charity's management and administration. They are also responsible for the corporate governance of the organisation and report annually to the Charity Commission and Companies House.

Board meeting are held on a quarterly basis with Advisory Executive Meetings also quarterly but in successive months. These Advisory Meetings are to enable a deeper analysis of one of the services offered to ensure that the Trustees have a full understanding. The Finance, Audit & Risk sub-committee also meets quarterly.

There may be other ad hoc groups or task groups formed from time to time as required.

### Community links

We believe in working with others to make Milton Keynes a better place to grow older and have a range of networks and partnerships to ensure we can:

- Reduce social isolation and loneliness
- Empower to maintain independence and improve standard of living of those living in poverty
- Enhance self-respect, improve confidence and self-worth, driving emotional and physical resilience
- Enhance wellbeing, have fun and encourage growth for the life ahead - the next stage

These community links can also generate income, contracts and services.

The list below highlights some of the organisations we have/are working with:

Milton Keynes University Hospital, University of Bedfordshire, Bedfordshire, Luton and Milton Keynes CCG, Milton Keynes Council, MK Community Foundation, National Lottery Community Fund, Rank Foundation, The Rausing Trust, The Open University.





## Role overview

Our trustees are essential to our success as a charity. The role is essentially strategic, with Trustees focussing on the overall direction of the organisation and monitoring performance of the organisation and senior management.

As a trustee, you will set our direction and hold staff to account, making sure we are always doing the best we possibly can for older people across Milton Keynes. Trustees focus on the overall direction of the organisation, whilst monitoring performance of the organisation and the Leadership Team.

The Board of Trustees are responsible for the corporate governance of the organisation and reports the actual achievements on an annual basis to Charity Commission and Companies House.

## Outline duties and responsibilities:

- To agree the objectives and strategic plans of the organisation;
- To ensure compliance with all legal and regulatory requirements, including employment, health and safety and personal data;
- To ensure compliance with the governing document;
- To establish and maintain policies and employment procedures and provide regular review;
- To provide advice and guidance to the senior executive team where appropriate;
- To maintain proper fiscal oversight to ensure the charity is, and will, remain solvent with safeguards in place to prevent fraud;
- To attend Board meetings (four per year)
- To join occasional meetings as required by the Board (eg. Strategic Review).
- To research and understand relevant background information concerning the work of the organisation.;
- To respect and support the staff and volunteers;
- To promote Age UK Milton Keynes and ensure the Board's governance enhances and protects the reputation of the charity.

Each trustee should use any specific knowledge or experience he/she may have to help the Board reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance. This would be requested by the Board on new initiatives or other issues relevant to an area of the Charity's work in which the Trustee has special expertise.

## Skills and experience:

- Integrity
- Commitment to the charity
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Understanding of Strategic issues and strategic vision
- Be able to analyse information and when necessary, challenge constructively
- Willingness to devote the necessary time and effort to their duties as a trustee and attend meetings regularly
- Ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## General:

The Board accepts a range of skills and experience given the range, variety and diversity of the community it serves. These include, but are not limited to, financial management, legal matters, health and social care issues, fundraising, HR, public relations, marketing, information technology, mental health and wellbeing.

New trustees are given an induction to the Charity and an opportunity to spend time with the Senior Leadership Team and other key members of staff. There will be opportunities for specific training for the Board as a group and individual trustees as identified.

Trusteeship can be rewarding for many reasons, from a sense of making a difference, to gaining new skills and experiences and new understanding, and although it is an honorary position, trustees will be reimbursed for out of pocket expenses.

## Time commitment required:

- The Charity holds four full board meetings per year in Milton Keynes, with each meeting lasting around two hours, although you would also need to allow time to read through meeting papers beforehand.
- An Advisory Executive Meeting is also held quarterly but in successive month to the above.
- There may be specific occasions when a Trustee is required to attend an event to represent the Charity.
- The Board also has a Finance, Audit and Risk (FAR) Committee, with quarterly meetings.
- A monthly Finance Meeting is also held, coinciding with the FAR or Executive Meeting where possible.
- Trustees serve a three-year term of office and can be re-elected to serve up to two additional three-year terms.

## Please note the following key information before you submit an application:

- You must be at least 18 years old
- You must be properly appointed following the procedures and any restrictions in the charity's governing document
- The role of a Trustee is voluntary and is not accompanied by any financial remuneration, although expenses for travel may be claimed
- You are not on the sex offenders register
- You have not been found in contempt of court for making (or causing to be made) a false statement
- You have not been found guilty of disobedience to an order or direction of the Charity Commission
- You must not act as a Trustee if you are disqualified under the Charities Act, including:
  - If you have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
  - Are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
  - Or you have been removed as a company director or charity trustee because of wrong doing

We are looking for people from a wide range of backgrounds to join our board and contribute towards leading the charity and delivery of services to the older people of Milton Keynes.

## How to apply:

If you would like to apply to be considered for a Trustee position, please email [employment@ageukmiltonkeynes.org.uk](mailto:employment@ageukmiltonkeynes.org.uk) to request an application form.

Please ensure you have also completed the Equality and Diversity Monitoring section of the application form. The information on the form will be treated as confidential and used for reporting purposes only. The form will be kept separate and will not form part of the application process.

If you would like an informal, no-obligation discussion about the role, please contact Age UK on the number below to arrange to talk to our Chair.

Telephone : 01908 550700



## Trustees Recruitment Pack 2022

**Telephone: 01908 550700**

**[www.ageukmiltonkeynes.org.uk](http://www.ageukmiltonkeynes.org.uk)**

**Age UK Milton Keynes**  
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Age UK Milton Keynes is a registered charity, No.1079773, and company limited by guarantee, registered in England and Wales No.3897291