



Information pack: Trustee Recruitment 2016

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About Age UK Barnet

Age UK Barnet is an independent local charity (and company limited by guarantee) and a full brand partner of Age UK.

Our vision

Barnet is a place where everyone has the opportunity for a good quality of life in later life

Our mission

To provide services and activities to promote and improve wellbeing and quality of later life in Barnet

Our values

- Integrity
- Professionalism
- Team work
- Recognition
- Commitment

Our services

Later Life Planning – supports older people to manage and plan for the challenges that ageing brings, whilst retaining independence, choice and control in their lives.

Our Later Life Planners provide information and advice on many subjects including advice on welfare and benefits, housing or support services as well as how to keep healthy and active. The team is based at Age UK Barnet's offices but advisers also work out in the community to reach as many people as possible across the borough.

Neighbourhood Services – Age UK Barnet is the lead contractor in the Barnet Provider Group, made up of local and voluntary sector partners. Together they deliver and promote fitness, digital inclusion and social and other opportunities across the borough. These activities include:

- **Activity centres** – our centres provide opportunities for older people to socialise and have a hot meal as well as games and entertainments. Currently we have two main venues, N2 and NW4 that operate two days each a week.
- **Befriending** – a vital link to the world for the isolated, vulnerable and lonely. Clients are matched with vetted and trained volunteers for regular home visits.
- **Digital Inclusion** – One to one classes with student volunteers in sixth form colleges and schools as well as sessions with IT mentors in community centres and libraries.
- **Fitness and wellbeing** – Age UK Barnet offers a wide variety of exercise opportunities ranging from movement to music, Tai Chi, yoga and aqua aerobics.
- **Health Promotion** – encourages healthier lifestyles through programmes including falls prevention, healthy eating and nutritious cooking. The Eat Well project offers dietary support and highly successful cookery courses for men.
- **Handyperson Service** – carries out small jobs so older people can live safely and independently in their own homes.

Nail Cutting – A charged for service for clients who cannot manage this task themselves.

Age UK Barnet – who are we?

Age UK Barnet is an independent organisation which forms part of the Age UK national network, a vibrant group of charities providing services for older people all over the country. Age UK is the country's largest charity dedicated to helping everyone make the most of later life.

The over-60s is the fastest-growing group in society and there are more of us than ever before.

Ageing is not an illness, but it can be challenging. Age UK provides services and support at a national and local level to inspire, enable and support older people.

Together we stand up and speak for all those who have reached later life, and also protect the long-term interests of future generations.

Age UK Barnet can trace our origins right back to 1940. Through various organisations and as a result of various mergers and amalgamations (the most significant of which was the combination of Age Concern and Help the Aged in April 2009), we are now the most influential federation of UK charities supporting the elderly.

You can be a vital part of this network because in Age UK Barnet we are looking for two dynamic new Trustees to join our Trustee team.

Message from the Chair of the Board of Trustees

I am delighted that you are interested in joining Age UK Barnet as a trustee. This is an exciting time for us offering great opportunities.

As such we need to deliver a range of services for local older people that are both innovative, commercially sound and meet the changing needs of a growing and ageing population

Age UK Barnet really values the diversity of ideas and skills that Trustees can bring. We need people who can challenge constructively, who are willing to learn and who want to drive our vision and mission forward.

Jonathan Fenton
Chair of Trustees

For further information about our work visit www.ageukbarnet.org.uk

Who are we looking for?

The Board of Age UK Barnet currently comprises seven members with a skill set covering law, medicine, accountancy, fund raising, business, care of the elderly and academic geriatric psychology. The Board is supported by a skilled and dedicated professional management team. The charity is entering the third year of the successful implementation of its neighbourhood services strategy in partnership with the Local Authority and is now looking to strengthen its skills in readiness for the next stage in the charity's development.

If you have the following skills the Board would be delighted to hear from you.

- **Provision of medical services in primary care with particular reference to local or national contracts with the CCG or the Local Authority.**
- **Human Resources experience, expertise in matters related to employment law and practice.**

The ideal candidate would be:

- ***socially and politically aware/linked in to local and national agenda for older people***
- ***A key influencer who is well connected to the local and national agenda for older people with ability to network and influence at a strategic level. Understands the political agenda and is up-to-date and informed.***

Time Commitment

The position of Board Member is voluntary and unpaid but any out of pocket expenses will be paid. Board members are expected to attend around 6 board meetings a year which are currently held in the early evening. In addition, there will be an annual planning and development day, other sessions linked to strategy development and potential membership of sub-committees. All trustees are encouraged to take an active interest in and to make their time contribution to the work of our charity in terms which are appropriate to their skills and interests. All attempts are made to keep trustee papers to a reasonable minimum consistent with the proper discharge of trustee business.

ROLE DESCRIPTION

Key responsibilities:

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 culture
- Ensuring that the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity's assets, both tangible and intangible, including oversight of budgets and financial performance and of the Charity's investments;
- taking all due care over their security, deployment and proper application
- Ensuring that the charity's governance is of the highest possible standard

Duties and tasks to fulfil the five key responsibilities of trustees:

1. To work in partnership with other trustees, the chief officer and other senior staff to ensure that:
 - The charity has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by trustees and staff
 - The business, operational and other plans support the vision, mission and strategic priorities
 - Decision-making at board, senior management, middle and junior management reinforce the vision, mission and strategic priorities
 - The chief executive's annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities
 - Board policies support the vision, mission and strategic priorities
 - There are effective mechanisms to:
 - a) Continue to design our services with the best interests in mind of the beneficiaries served by us within the London Borough of Barnet.
 - b) Review (in consultation with appropriately representative groups) the effectiveness of our services and methods by which they might be improved or made more efficient within available funding.
 - c) Review the external environment for changes that might affect the charity.
 - d) To assess the need for the charity and for the services it provides, or could provide To review regularly our strategic plans and priorities.
2. Being responsible, with the other trustees, for the performance of the charity and for its culture:
 - To agree the method for measuring objectively the progress of the charity in relation to our vision, mission, strategic objectives/priorities, business plan and annual targets, and to receive regular reports on the performance of the charity.
 - To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.

- To appoint the chief executive, to set his/her terms and conditions and to ensure that the chief executive and the charity invest in the chief executive's ongoing professional development.
 - To receive regular reports from the chief executive on progress towards agreed strategic priorities.
 - To hold the chief executive to account for the management and administration of the charity.
 - To ensure that the chief executive receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer-term targets and objectives.
 - To ensure that the chief executive develops a learning organisation and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
 - To articulate the values of the charity.
 - To agree and review board policies.
 - To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the trustees any activities that threaten the probity of the charity
3. Ensuring that the charity complies with all legal and regulatory requirements:
- To be aware of, and to ensure that the charity complies with, all legal, regulatory and statutory requirements.
 - To maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instructions and to review the governing instruments regularly.
 - To agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for board committees and sub-committees, role descriptions for honorary officers, trustees and key staff, etc., and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.
 - To ensure that the responsibilities delegated to the chief executive and to other senior members of staff are clearly expressed and understood, and directions given to him/her come from the board as a whole.
4. Being guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application:
- To ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
 - To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
 - To ensure that the income and property of the charity are applied for the purposes set out in the governing document and for no other purpose, and otherwise lawfully.
 - To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the best interests of the charity.
 - To be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments (where there are endowment funds);

- To exercise effective overall control of the charity's financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
 - To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation, are properly valued, utilised and safeguarded.
 - To ensure that the terms of all leases and licenses held by the Charity are duly observed.
 - To ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed.
5. Ensuring that the charity's governance is of the highest possible standard:
- To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and that enables the trustees to fulfil their responsibilities.
 - To reflect annually on the board's performance and your own performance as a trustee.
 - To ensure that the trustee board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise.
 - To ensure that there are appropriate procedures in line with recommended practice having regard to the size and circumstances of the Charity for the recruitment or co-option of trustees.
 - To ensure that there are succession plans for the chair, chief executive and for trustees who have served a number of terms and who indicate that they may wish at a particular future point to retire.
 - To participate in individual and collective development and training of trustees.
 - To ensure that major decisions and board policies are made by the trustees acting collectively

HOW TO APPLY

Please complete the Age UK Barnet trustee application form and send your completed application form along with your completed equal opportunities monitoring form to :

Mark Robinson
Chief Executive Officer
Age UK Barnet
Ann Owens Centre
Oak Lane
East Finchley
London
N2 8LT

or email: mark.robinson@ageukbarnet.org.uk

Age UK Barnet welcomes applications regardless of gender, age, ethnic background, disability, sexuality or religion.