



Prospective Trustee Information Pack

A Message from our Chairman

Thank you for your interest in Age UK Blackburn with Darwen and for considering joining our Board of Trustees. We are a local organisation rooted in the local community in Blackburn with Darwen, with over 45 years' experience of working with older people. We are proud of the work we do and the difference we make to the lives of many each year. If you become a Trustee you will join a team which is passionate about its work and delivering the best we can every day. You will also join colleagues who are welcoming, supportive and work as one team.

We are working hard to encourage people from all backgrounds and communities to join our team as we know that having a diverse Board and workforce helps us to be a better organisation. Through our Equalities, Diversity and Inclusion Action Plan we are aiming to continually improve and increase our inclusivity.

I hope that the information in this pack introduces our charity, encourages you that we are a great organisation to be involved with and provides the information that you need to decide if joining our Board is right for you. We have provided a brief overview of the charity and its activities, a trustee role outline and information on the expected commitments or trustees, along with an outline of the recruitment process. If you have any questions following receipt of this information please do contact Vicky Shepherd, our Chief Executive on 01254 266620 or Vicky.shepherd@ageukbwd.org.uk who will be pleased to discuss further with you.

We look forward to receiving your application.

A handwritten signature in black ink, appearing to read "Tony Hedley". The signature is written in a cursive style with a long horizontal stroke at the end.

Tony Hedley
Chairman

About Us

Welcome to Age UK Blackburn with Darwen. We are a charity (registered charity number 1143809) working with and for older people and their families and carers, in Blackburn with Darwen in Lancashire. Through the services and support we provide we aim to promote independence, improve health and wellbeing and enable older people to access the information they need to make informed

decisions about their lives. We work with older people to use their own networks, skills and abilities and to encourage active ageing, along with supporting the most frail and vulnerable to continue having a fulfilling life. The charity has been in existence since 1976, originally as Age Concern & District. In 2011 we became a brand partner of the new Age UK network changing our name to Age UK Blackburn with Darwen. This network is comprised of 121 local brand partners and our national Age UK partner, which are each independent charities working together to deliver a shared strategy.

Our Vision

For all older people in Blackburn with Darwen to have the opportunity to live the life they choose

Our Mission

To listen to the diverse voices and views of local older people and use these to influence both our own and others priorities. To deliver quality, person centred services which meet local needs and maximise independence.

Our Organisational Values

We will

- Treat people with respect and dignity
- Listen and respond to people's views
- Recognise and respond to the diversity of individuals
- Recognise and maximise the contributions individuals can make
- Care about each individual and be passionate in what we do
- Encourage and support innovation

Our Operating Principles

We will

- Be customer led and responsive to changing needs
- Offer effective services delivered by a professional and trained workforce
- Work in partnership to achieve the best result for local older people
- Be efficient and offer the best value we can
- Have a workforce we are proud of who are proud to work for us and who feel valued, supported and respected
- Strive for continuous improvement, providing quality services and ensuring we meet all legislative and regulatory requirements
- Work as one team to meet our aims and objectives

To deliver our mission we have a 3 year business plan in place with key aims and objectives along with an annual action plan across all areas of activity.

Our current services include:

- Advice & Information
- Community day care
- Befriending and social inclusion programmes
- Active ageing physical activity programme
- Nail care
- Digital inclusion programme

- Dementia Wayfinder service
- Here to Help Integrated care service

More detail about our services can be found on our website www.ageukbwd.org.uk

We have a programme of engagement to understand the needs of older people and inform future delivery and priorities.

Funding

Our activities are funded from a variety of sources including two commissioned contracts with the local authority and a range of grant funding. Most of this funding is to pay for specific delivery so to meet our core running costs we also deliver a community fundraising programme, have a charity shop in Darwen and have income from some charged for services. Funding is an ongoing challenge and continuing to develop and diversify our income sources is a key priority.

More details on our finances can be found in our annual accounts and annual review at <https://www.ageuk.org.uk/blackburnwithdarwen/about-us/organisational-documents/>

Partnership and Influencing Activity

In addition to the delivery of services, to achieve our mission we play an active role within the Blackburn with Darwen area sitting on a number of key strategic boards and development networks; and work across the wider Pennine and Lancashire area on developments relevant to older people. We also co-ordinate the strategic Blackburn with Darwen Age Well Partnership of which the Chief Executive is Vice Chair. We work closely with other Age UK local brand partners, the national charity and the Age England Association (the representative body for all local Age UK brand partners) on joint developments and in particular work in partnership with Age UK Lancashire with which we also have a joint Community Interest Company. The Chief Executive is also Chair of the national Services for Older People Committee.

Governance

The charity is governed by the board of trustees who are all local people and who bring a broad range of skills and experience to the organisation. We strive to have 8 trustees including the Chairman and Vice Chairman. At present the role of Honorary Financial Adviser is vacant so the board pay for independent financial oversight to be provided.

The board usually meet 6 times a year on a planned schedule and at each meeting receive reports from the Chief Executive and Finance Manager, along with a rolling programme of update reports on each area of business. Occasionally additional board meetings may be called to discuss particular items/decisions. Each scheduled board meeting lasts for 2-3 hours, and papers are provided 5 days prior to the meetings. Board meetings are usually held face to face in Blackburn but may take place using Microsoft Teams.

The board has an Investment Sub Committee and also uses a model of convening task and finish groups with trustee membership to work on particular tasks and trustees are asked to be involved in these relevant to their skills and experience.

The attached trustee role outline provides more detail on the role and requirements.

The charity also has a trading company, Age UK Blackburn with Darwen Trading Limited, which can be used for any activities which are outside of its charitable purpose but this is currently dormant.

If this sounds like the kind of organisation you would like to be involved with, we would love to hear from you!

Recruitment Process

If you are interested in joining our organisation please complete the **application form** and return it to admin@ageukbwd.org.uk or 4 King Street, Blackburn, BB2 2DH.

We will then contact you to arrange a discussion with the Chairman and Vice Chairman of Trustees and Chief Executive at which point it will be mutually agreed whether to proceed with the appointment. If it is agreed to proceed, we will then send for references from the referees provided. Upon receipt of satisfactory references the Chairman will recommend the appointment at the next full board meeting or the AGM (whichever is the sooner) for approval. Following this we will provide you with an induction pack, introduce you to the organisation and complete the registration formalities with the Charity Commission and Companies House.

Thank you for your interest and we look forward to hearing from you.



Last reviewed October 2022
Review due October 2023

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