



Trustee Overview and Role Description

Overview

Age UK Enfield (AUKE) is a local charity working to support, advise, connect and inspire older people in Enfield.

We are looking for new trustees to strengthen governance, provide oversight, take responsibility for finances and the direction of the charity.

We would like to hear from people who have experience of governance work, the charity sector and working with older people, whether paid or voluntary. We also welcome specialist expertise such as legal, finance, fundraising, social care, marketing, and HR.

We are particularly interested in hearing from candidates whose backgrounds reflect the diverse population in Enfield.

Background, History, Governance

Age UK Enfield is a local independent charity, which is affiliated to the national Age UK charity, and part of the federation/network of local Age UKs. Notwithstanding these affiliations, Age UK Enfield is responsible for raising its own funds.

Age UK's roots in the UK started in the 1940s as the Old People's Welfare movement, becoming Age Concern and then, in 2009, Age UK. Local borough-based Age Concerns were gradually set up from the 1940s till the 1980s. Age UK Enfield is the operating name of Age Concern Enfield. Age UK Enfield's affairs are governed by the Board of Trustees, who are volunteers. The trustees are responsible for:

- Strategic direction of the charity;
- Stewardship of resources – e.g. finances and employment of staff;
- Upholding legal obligations e.g. under charity and company law, employment and Health & Safety;
- Upholding contractual and regulatory requirements.

The current Board includes people with knowledge and operational experience of working with older people; legal, medical and other professional qualifications; governance and management experience; knowledge of the local area. There is also a majority of older people and a diversity of backgrounds among Board members.

Age UK Enfield's reach and size is demonstrated by the following metrics:

- Turnover of £1.3million
- Around 30 Full Time Equivalent staff;
- 100 volunteers;
- Thousands of older people supported each year.

Age UK Enfield services

Age UK Enfield is the leading local voluntary and community sector provider of services to older people in the borough.

Among the services are:

- Information and Advice – on benefits and services
- The Parker Day Centre – supporting people with dementia and their carers
- Home care and support
- Fit for Life – an exercise programme of over 20 classes and walks each week for all abilities
- Navigation services – helping people get services, and navigate the NHS and social care, supporting those with frailty, dementia or at risk of falls
- Pop up social groups like memory clubs, tea and chatter, a dementia choir

Age UK Enfield's turnover is about £1.3million. Our main sources of income are:

- Enfield Council grants and contracts
- The NHS through the local Clinical Commissioning Group
- Grants from trusts and foundations
- Older people (or their families) buying services – home care, day care, exercise classes
- Donations and legacies.

More widely, many of Age UK Enfield's services are delivered in partnership with other organisations including Enfield Council, NHS commissioners and trusts, Enfield Voluntary Action, Enfield Over 50s Forum, Enfield Disability Action, Enfield Carers Centre, Community Barnet (Enfield Connections), Citizens Advice Enfield, Healthwatch Enfield, Attend.

Trustee Responsibilities

The Board of Trustees has responsibility for the overall governance and strategic direction of the organisation. Some of the Trustees' duties include:

- Working in partnership with the Chief Executive Officer and Senior Management Team, to support employees and volunteers to help them achieve the aims of the organisation
- Ensuring that AUKE pursues its objects as defined in its Memorandum and Articles of Association, by working towards a long-term strategy
- Ensuring that AUKE complies with charity law, company law, and any other relevant legislation or regulations
- Ensuring that AUKE applies its resources exclusively in pursuance of its charitable objectives (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of AUKE
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of AUKE
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive Officer
- In addition, Trustees should use any specific skills, knowledge or experience they have to help the board of trustees reach excellent, well rounded and carefully considered strategic decisions

The board demonstrates accountability through the publication of appropriate reports to the members and funders and, where appropriate, regulatory bodies as well as reporting to the Annual General Meeting. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person Specification

- A commitment to improving life for older people in Enfield
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- An 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.
- A willingness to devote the necessary time and effort outside of the Board Meetings and AGM

Trustees Commitment

Trustees commit to regular attendance at Board meetings which are held every two months, normally at 6pm.

Trustees are also required to:

- Participate in appointment panels, committees and/or occasional working groups dealing with specific aspects of the charity's management and development
- Attend and participate in opportunities for training.

Expenses

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties as outlined in the Volunteer Expenses Policy. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.

How to apply

Applicants should complete a Trustee Application form, which is available on our website

<https://www.ageuk.org.uk/enfield/get-involved/volunteer/trustee/>.

If you would like an informal talk with the Chair of the Board of Trustees before you make your application, please contact Elaine Adkin on elaine.adkin@ageukenfield.org.uk.

Additional information / Useful Links

Enfield – the borough

The borough is 12 miles from the centre of London and covers an area of 31.7 square miles. In 2018, it had an estimated population of 333,869 with a large population of both 0-14s and older people in comparison to the rest of London. It is a diverse place, which has welcomed communities from across the world. In particular, it has large Turkish, Greek and Cypriot populations.

Life expectancy is above the London and UK averages, but health outcomes vary significantly across the borough. Some of the wards are amongst the most deprived in England, while others are relatively affluent. The Council is currently a Labour controlled local authority with 63 councillors, representing 21 wards.

Useful Links

www.ageukenfield.org.uk

www.ageuk.org.uk

www.mylife.enfield.gov.uk/homepage

www.new.enfield.gov.uk/healthandwellbeing/enfields-joint-strategic-needs-assessment-jsna/

www.new.enfield.gov.uk/services/your-council/borough-and-wards-profiles/borough-profile-2019-your-council.pdf