

# Trustee Recruitment Pack

Could you help us to make Herefordshire & Worcestershire a great place to grow older?



# Hello and thank you for your interest in this role. We're so pleased that you're considering volunteering for Age UK Herefordshire & Worcestershire.

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



If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.



## About us

Age UK Herefordshire & Worcestershire was established in October 1990 and is an independent charity providing a wide range of services for older people from all communities and backgrounds in Herefordshire & Worcestershire. Our mission is to improve the quality of life for all older people across Herefordshire and Worcestershire by promoting choice, opportunities, and independence.

We offer care services, information, wellbeing and active ageing opportunities for people aged 50 plus. We also support other groups working with older people, and we offer training for professionals. We raise issues of concern for older people, work with local media, contribute to campaigns and sit on advisory groups and statutory agency advisory bodies.

## Our range of services

We have a wide range of services, which include: Day Centres, Dementia services, Veterans service, Befriending, Foot Care, Home from Hospital, Help at Home, Information & Advice provision, specialist Benefits Advice and Training. We also offer activities including gardening, sport and crafts.

### In the 2019/20 reporting year we helped:

- 25,000 people to remain independent and make the most of later life
- over 3,500 people through our Dementia Wellbeing Service and
- over 5,500 people with information, advice and guidance

## Our partnership with Age UK national

Age UK Herefordshire and Worcestershire is an independent local charity, but we share 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 UKs, each with a defined geographical area and separate charity number.

Our charity number is 1080545 and we are a company limited by guarantee – our company number is 3942023.

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:

- Caring
- Effective
- Enabling
- Influencing
- Innovative
- Inclusive



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 Herefordshire and Worcestershire. Our Trustees are responsible for strategy, policies and legal compliance.

There are also other local Age UKs, [Bromsgrove, Redditch & Wyre Forest](#), [Worcester & Malvern Hills](#) and [Hereford & Localities](#) working and providing shops and services in our area.

## Awards and Accolades



We are also a supporter of the Armed Forces Covenant:



## Our governance structure

Age UK H&W has one subsidiary company AC H & W Trading Limited.

Age UK Herefordshire & Worcestershire is an Open College Network accredited centre and a member of the approved trainer provider list for Worcestershire County Council. We also deliver training for NHS Health Education West Midlands, Clinical Commissioning Groups across Herefordshire, Worcestershire and Warwickshire, and the voluntary, independent and private sectors, including nursing or residential homes, and domiciliary care agencies.

As a not-for-profit organisation, all income generated through training helps to support our work with older people in local communities.

## Board & committee

Age UK H&W has a Board of Trustees with between 3 and 8 Trustees at any time. Our Trustees ensure Age UK H&W has a clear strategy, and that our work and goals are in line with our 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.

We have Board meeting six times a year. The Finance sub-committee also meets six times a year. Other sub-committees, including Marketing and Service Overview are currently on hold due to the Covid 19 situation. 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 Herefordshire & Worcestershire a better place to grow older and have a range of networks and partnerships to ensure we can:

- Raise awareness of the support and services we offer
- Stay up to date with local developments
- Represent the voices of older people
- Influence local services.

These community links can also generate income, contracts and services. We currently or have worked with:

Age UK, Worcestershire CCGs, Herefordshire Council, Worcestershire County Council, Worcester City GP Locality, Fortis Living, Upton and Pershore GP Practices, Social Finance, Droitwich Spa Meeting Centre, University of Worcester, Age Concern Regional Support Services (West Midlands)





## 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 Herefordshire and Worcestershire. 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.

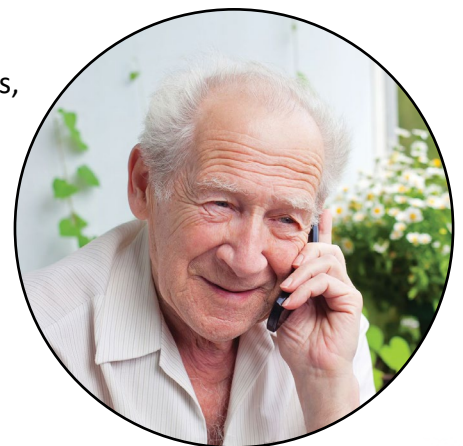
### Outline duties:

- 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 provide advice and guidance to the senior executive team where appropriate;
- To ensure the charity is and will remain solvent with safeguards in place to prevent fraud;
- To attend Board meetings (approximately 6 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.

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 organisation. These include financial management, legal matters, health and social care issues, fundraising, HR, public relations, marketing, information technology, mental health and wellbeing, education and learning.

New trustees are given an induction to the Charity and an opportunity to spend some 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. Trustees serve a three-year term of office and can be re-elected to serve additional three-year terms.

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 six full board meetings per year in Worcester, with each meeting lasting around 1.5 hours, although you would also need to allow time to read through meeting papers beforehand.
- There may be specific occasions when a Trustee is required to attend an event to represent the Charity.
- The Board also has a Finance Committee and has meetings separate from the full Board Meetings. There are six each year. The membership of this committee is determined by the Board
- Trustees serve a three-year term of office and can be re-elected to serve up to 2 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
- Are a designated person for the purposes of antiterrorism legislation
- Are on the sex offenders register
- Have been found in contempt of court for making (or causing to be made) a false statement
- Have 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 Herefordshire and Worcestershire.

## How to apply:

If you would like to apply to be considered for a Trustee position, please submit a completed application form via email to: [hr@ageukh&w.org.uk](mailto:hr@ageukh&w.org.uk)

or post to: Human Resources, Age UK H&W, Malvern Gate, Bromwich Road, Worcester, WR2 4BN

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.

For general information on Age UK Herefordshire & Worcestershire or if you have specific questions about the role of a trustee, please contact the office manager.

E: [referralhub@ageukhw.org.uk](mailto:referralhub@ageukhw.org.uk)

T: 0800 008 6077





## Trustees Recruitment Pack 2021

**T: 0800 008 6077**

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

***“Making Herefordshire & Worcestershire  
a great place to grow older”***

Age UK Herefordshire & Worcestershire is a trading name of Age Concern Herefordshire & Worcestershire; a registered charity, No.1080545, and company limited by guarantee, registered in England and Wales No.3942023.