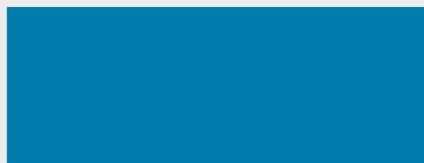


Trustee Recruitment Pack



*Could you help us to make Wiltshire
and Swindon 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 Wiltshire.

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

- About us, our history and our links with Age UK
- Our board and committees
- Role overview – trustee
- Role overview – chair of trustees
- How to apply

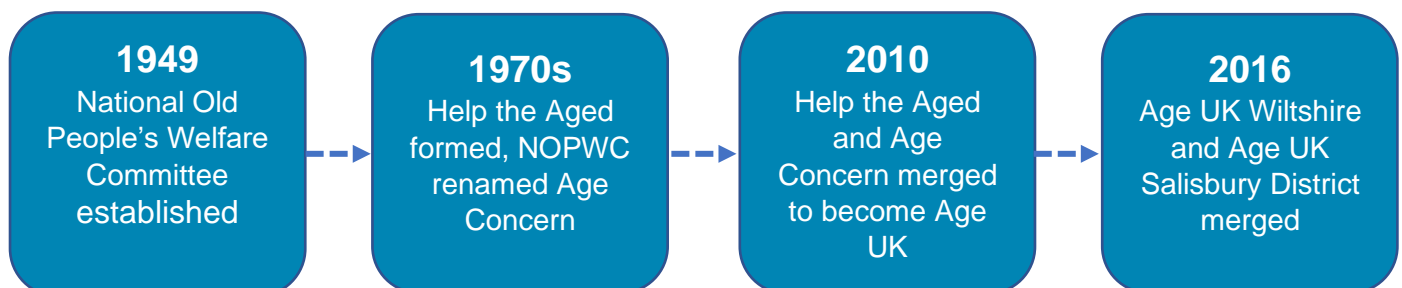
If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

About Us

Age UK Wiltshire is an independent, local charity providing support and services to older people living in Wiltshire and Swindon, something we've been doing for over 70 years. We want everyone to be able to love later life.

We promote the wellbeing of all older people and work to make later life a fulfilling and enjoyable experience. We recognise that every person is an individual with different needs, preferences and abilities. We aim to reflect this diversity in everything we do including making our services inclusive and accessible to older people from all sections of the community and by attracting and retaining a diverse workforce of both staff and volunteers.

Our charity number is 800912 and we are a company limited by guarantee – our company number is 2121174.



Our Vision

Making Wiltshire and Swindon a great place to grow older.

Our Mission

Our mission is to improve the quality of life for all older people across Wiltshire and Swindon by promoting choice, opportunities, and independence.

Where we are

We have offices in Devizes and Salisbury. We manage Toothill Community Centre in Swindon which is also the base of our Meals+ service. The Living Well team is either community or GP surgery based. We also have staff and volunteers working remotely in the community delivering our other services.

Our Range of Services

We have a wide range of services which include: Information and Advice provision; a Wellbeing programme including Telephone Befriending; Fitness and Friendship Clubs; a Living Well service and our Meals+ service.

In the 2020/21 reporting year we:

- helped over 6,000 people with information, advice and guidance
- identified an additional £1,657,000 benefits entitlement for older people
- provided 509 people, including 192 veterans, with weekly telephone befriending

Our Standards



Partnership with Age UK national

Age UK Wiltshire 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.

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 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 Wiltshire and Swindon. Our Trustees are responsible for strategy, policies and legal compliance.



Board & Committees

Age UK Wiltshire has a Board of Trustees comprising a Chair and between 3 and 7 other Trustees at any one time. Our Trustees ensure Age UK Wiltshire 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.

We believe in working with others to make Wiltshire 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 work with or have worked with:

Age UK, Age UK B&NES, Wiltshire Council, Swindon Borough Council, Bradford on Avon Town Council, Bradford on Avon Health Partnership, Chippenham, Corsham & Box PCN, Hathaway Medical Centre, Sarum West PCN, Wiltshire Community Foundation, Wiltshire & Swindon Sports, Wessex Water.



Role Overview - Trustee

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 Wiltshire and Swindon. 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 leadership 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 Information

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, and mental health and wellbeing.

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 Wiltshire, with each meeting lasting 2 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.
- Trustees serve a three-year term of office and can be re-elected to serve an additional term.

Key information before submitting 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 cannot be a Trustee if you...

- Are a designated person for the purposes of antiterrorism legislation
- Are on the sex offender's 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 particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME, women and young people who are currently under-represented on our board.

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: recruitment@ageukwiltshire.org.uk or post to: Business Support, Age UK Wiltshire, The Wool Shed, New Park St, Devizes, SN10 1DY.

Please ensure you have also completed the separate Equality and Diversity Monitoring 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 Wiltshire or if you have specific questions about the role of a trustee, please contact either:

Chair of Trustees, Richard Purchase at richard.purchase@ageukwiltshire.org.uk

or

CEO, Sarah Cardy at sarah.cardy@ageukwiltshire.org.uk



Trustee Recruitment Pack July 2022

T: 0808 196 24 24

www.ageukwiltshire.org.uk

“Making Wiltshire and Swindon a great place to grow older”

Age UK Wiltshire is a registered charity no. 800912 and company limited by guarantee no 2121174

Registered office, The Wool Shed, New Park St, Devizes, SN10 1DY