

TRUSTEE INFORMATION PACK



CarersBucks CarersMK

What our carers say:

"The best thing I ever did to care for my Dad was become part of Carers Bucks. Thank you from the bottom of my heart for your support, care and humour."
- Julie

Benefits of being a Trustee:

"There's no doubt that being a trustee is one of the most powerful ways to contribute to your local community and to a cause you really care about."

- **Strategic experience**
- **Professional networks**
- **Developing skills and experience**
- **Team working**

BACKGROUND

Carers Bucks and Carers Milton Keynes, are well established local charities. Both organisations have been providing advice, guidance and support to unpaid carers of all ages due to disability, illness, frailty, poor mental health and/or addiction for over 20 years. In total, just under 20,000 unpaid carers of all caring roles and backgrounds receive support each year across Buckinghamshire and Milton Keynes.

Carers Bucks, which is the operating name of Carers Trust Bucks and Milton Keynes, and Carers Milton Keynes are registered charities and are companies Limited by Guarantee. They are governed by a Board of Trustees operating in compliance with the Charity Commission guidance on good governance and as Network Partners of Carers Trust. There is a joint management structure in place, whereby the CEO and Senior Management Team lead operationally across both organisations.

As forward thinking and dynamic organisations, Carers Bucks and Carers Milton Keynes have a turnover in excess of 1.5 million pounds and employ over 40 staff and nearly 40 volunteers.

TRUSTEE SUPPORTING PRINCIPLES



The role of the Board: Trustees have and must accept ultimate responsibility for directing Carers Bucks and Carers Milton Keynes affairs, ensuring they are solvent, well-run, and delivering the outcomes for which they have been set up.

Strategic direction: Trustees retain focus on Carers Bucks and Carers Milton Keynes strategic direction and avoid becoming involved in day to day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

The Nolan Principles:

All Charities have a public benefit responsibility and in carrying out their role, Carers Bucks and Carers Milton Keynes trustees are expected to adhere to the Principles for holders of public office:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

THE TRUSTEE RESPONSIBILITIES AND STATUTORY DUTIES ARE TO:



- Ensure that Carers Bucks and Carers Milton Keynes comply with their governing documents, charity law, company law and any other relevant legislation or regulations.
- Ensure that Carers Bucks and Carers Milton Keynes pursue their objects as defined in their governing documents.
- Ensure that Carers Bucks and Carers Milton Keynes use their resources exclusively in pursuance of its objects: the charities must not spend money on activities which are not included in its own objects
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to Carers Bucks and Carers Milton Keynes, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of Carers Bucks and Carers Milton Keynes
- Ensure the effective and efficient administration of Carers Bucks and Carers Milton Keynes
- Ensure the financial stability of Carers Bucks and Carers Milton Keynes
- Protect and manage the property of the charities and ensure the proper investment of the charities' funds
- Appoint the Chief Executive Officer and monitor their performance

OTHER TRUSTEE RESPONSIBILITIES:

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Acting as a sounding board to the Chair of the Trustees
- Giving insight into the needs and experience of beneficiaries of our work
- Making/utilising contacts in the community and in health and social care

PERSON SPECIFICATION AND REQUIREMENTS FOR THIS ROLE:

- Commitment to Carers Bucks and Carers Milton Keynes
- Willingness to devote the necessary time and effort to engage meaningfully and support and influence the strategic direction of the organisations
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Effective interpersonal qualities
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team



QUALITIES OF A CARERS BUCKS AND CARERS MILTON KEYNES TRUSTEE:

- Enthusiasm
- Good communication skills
- Ability to hear all sides of a discussion before forming an opinion
- Ability to work collaboratively
- Ability to see the big picture



COMMITTED TO SAFEGUARDING

CARERS BUCKS & CARERS MILTON KEYNES are committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff and volunteers to share this commitment.

This post is exempt from THE REHABILITATION OF OFFENDERS ACT 1974 and a screening process will be undertaken on the successful applicants including a DISCLOSURE & BARRING SERVICE CHECK (DBS) and references will be taken up.



TIME COMMITMENT AND LOCATION

The expected time commitment is eight Board meetings per year (a mixture of in-person at our offices in Aylesbury and Milton Keynes or online via Zoom), one all day strategy event, AGM and additional ad-hoc committee work when required.

No previous Board experience is required. However, an interest in and appreciation of the needs of unpaid carers and a commitment to raise awareness of their needs across the local community and wider is essential.

We are committed to being an inclusive, anti-discriminatory organisation for the carers we currently support, those who we have yet to reach, and for our staff and volunteers. We are specifically seeking to increase the diversity of the Board of Trustees to reflect this commitment.

To apply, please send us your CV and a covering letter to trusteerecruitment@carersbucks.org

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