



Trustee Application Pack

2018

Welcome Message



Thank you for expressing an interest in becoming a Trustee for EACH Counselling and Support.

We are an ambitious, small charity that makes a measurable impact on people's lives in our local communities.

Our focus is on helping people from disadvantaged communities to recover from substance misuse, mental health and domestic violence and abuse. How we enable them to be part of their local communities is important to us, so we also focus on helping people to make use of their social and leisure networks, and to develop personal skills, including through employability support.

We have a specialism developed through our uniqueness of providing cultural relevance to recovery; 70% of our service users are from the Black and Minority Ethnic Community, our staff and volunteers come from all backgrounds and between them speak up to 14 community languages.

Joining EACH Counselling & Support as a Trustee will enable you to make a significant contribution to the health of our local communities. If you have the enthusiasm, commitment, skills and experience we are looking for, then we very much look forward to hearing from you.

A handwritten signature in black ink that reads "Munira Thobani".

Munira Thobani

Chair

Background

EACH Counselling and Support (EACH) has been helping people affected by drugs and alcohol, mental health issues and violence and abuse since 1991. It was the first Asian alcohol counselling service in the UK, and has been providing cultural relevance to recovery since then.

We are a leading voluntary organisation based in West London, providing holistic and culturally sensitive services, empowering and supporting people to improve their health and wellbeing. Structured interventions are core to our work – namely, one to one counselling and motivational support, groups, and therapeutic programmes.

Our service model is shaped by the socio-cultural needs of the communities we work with – this is reflected in our commitment to developing and providing services that enable abstinence from all substances.

We reach out to people who need our services through community engagement and satellite services - recognising that there are many barriers to accessing vital support services, particularly for people from diverse linguistic, cultural, and religious communities.

Our vision

EACH believes that everyone has the potential to change and the right to rebuild their lives.

Our mission

We provide counselling and support to help people affected by drugs and alcohol, mental health issues and violence and abuse, **to remain safe, sustain positive change and lead meaningful lives.**

Our values

- Compassionate
- Transparent
- Empowering
- Embracing diversity

Our funding

Primarily, our funding is through a diverse portfolio comprising of local authorities, trusts, the NHS, and self-generated through community support and our social enterprise (Create Wellness).

For more information on the services that we provide, visit our website:

<http://www.eachcounselling.org.uk>

Overview of the Board

EACH Counselling & Support (EACH) is a registered charity and company limited by guarantee which is governed by a Board currently comprised of 8 Trustees. The Board has overall responsibility for the work of the organisation, and has the following role:

- to oversee the charity's governance
- to establish strategy
- to performance manage the achievement of the strategy
- to contribute to the leadership of the charity.

The Board can have a membership of up to 12 trustees; we are seeking new trustees due to vacancies on the Board.

The term of office for trustees is 3 years, which means that each year, typically, four Trustee positions fall vacant. These can be filled through election at our AGM and by appointment by the Board over the year.

The Board has a Chair and Vice- Chair and is supported in its work by the following principal Board Sub-Committees:

- Business Development Group
- Quality and Clinical Governance Committee
- Policy and HR Committee
- Service User Sub-Committee

These committees provide an opportunity to engage in more detailed scrutiny and discussion of the charity's work than would otherwise be possible in an ordinary Board meeting. Each of these committees is chaired by a Trustee, who also provides feedback to the Board. Currently, the Policy and Service User Sub-committees are not being held, with areas of related work being addressed in either of the other sub-committees or at the Board level.

The Board has the following minimum expectations of Trustees:

- Attendance at Board Meetings (the Management Committee), AGM and annual EACH Strategy Day. Management Committee meetings take place during a weekday evening (approximately 2 hours) and the strategy day taking place over a full day at a weekend.
- Availability via phone or email to the Chair or Executive for advice from time to time.
- In addition, Trustees will normally be expected to undertake the following:
 - Membership of a Board Sub-Committee, requiring attendance at about six-eight meetings each year, usually held during the working day.
 - Attendance at up to two fundraising events each year, which can take place during the day, evening or weekend
 - Attendance at a minimum of one staff/service user event, usually taking place during the day

Statutory duties of a Trustee

Main duty

Under charity law EACH Trustees have and must accept the ultimate responsibility for directing the affairs of EACH, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. In law trustees of EACH have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

Duty of care — Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that EACH is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to EACH, or where the trustees may be in breach of their duties.

Duty of compliance — Trustees must:

- Ensure that EACH complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that EACH does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of EACH.
- Act with integrity, and avoid any personal conflicts of interest or misuse of EACH funds or assets.

Duty of prudence - Trustees must:

- Ensure that EACH is and will remain solvent.
- Use EACH's funds and assets reasonably, and only in furtherance of EACH's objects.
- Avoid undertaking activities that might place EACH's endowment, funds, assets or reputation at undue risk.
- Take special care when investing EACH's funds, or borrowing funds for EACH to use.

Useful links

The Essential Trustee, What You Need to Know - The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

The Hallmarks of an Effective Charity – The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387134/CC10_LowInk.indd.pdf

Conflicts of Interest: a Guide for Trustees

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343408/CC29- PDF.pdf

Specific Duties of Trustees of EACH

Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to EACH, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that EACH seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of EACH
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, EACH's vision and values
- To be aware of current issues relating to recovery from mental ill-health

Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor his/her performance
- To safeguard the good name and values of EACH

Compliance

- To ensure that EACH complies with all legal and regulatory requirements
- To ensure that key risks to EACH are identified and effectively managed and that professional advice is sought and considered where appropriate

Prudent management of assets

- To ensure the financial stability of EACH through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

Good governance

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the

Other duties

- In addition to the above, 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
 - Trustee Person Specification

Criteria

We are looking for people with the following skill sets, one or more which may be identified as priorities, depending on the needs of the Board:

Applicants must be able to demonstrate knowledge, skills and experience of at least one of the following at a senior level:

- Enterprise and business development
- PR and communications / social marketing
- Tendering or Fundraising
- People management skills
- Experience of service provision to people from BME communities / those in recovery
- Property / estates
- Service user or beneficiary of the organization
- Service user / public engagement / involvement
- Skills and experience in setting targets, monitoring and evaluating performance and projects

In addition candidates should be able to demonstrate:

- A commitment to the aims and objectives of EACH, including its commitment to equal opportunities
- Willingness to devote the necessary time and effort
- Able to build strong relationships and champion the organisation
- Willingness to contribute openly to debates and discussions in an inclusive way

Equality of Opportunity

We are committed to equal opportunities and we particularly welcome applications from people who have had lived experience or been directly affected by the issues EACH works with.

Additional Information

Appointment Term	Initial term of three years.
Time Commitment	Minimum of 6 evenings per annum, to attend Board meetings - typically Monday evenings from 6pm to 8pm
Location of Board Meetings	Hanwell (London Borough of Ealing)
Fees	This post is unpaid although the Charity will reimburse you for all reasonable and properly documented expenses you incur in performing the duties of your office.
Insurance	The Charity has Public and Employers' Insurance

How to Apply

In each section please give demonstrable examples wherever possible to support your application.

Upon receipt of your application, we will invite you to come and visit the charity and meet with Chief Executive and the Chair (or another trustee representative). You may be invited to also attend a Management Committee meeting as an observer prior to a decision being made re your application.

Please send with your CV (post or email) to:

Private & Confidential
Lakhvir Randhawa
CEO
EACH Counselling & Support
Vine House
1&2 Factory yard
Hanwell
W7 3UG
lrindhawa@eachcounselling.org.uk

YOUR DETAILS

Full Name	
Address	
Telephone	
Email	

Summarise why you want to be a Trustee and how you could contribute to the work of EACH (please limit your response to 350 words)

--

What relevant knowledge, skills and abilities would you bring to the role of Trustee? Please refer to role description attached (please limit your response to 350 words)

--

Please add any other relevant information (please limit your response to 250 words)

--

REFERENCES

Please give details of two people who may be approached for a reference and who can comment on your suitability for this application:

Name of referee 1	
Address	
Phone	
Email	
In what capacity does this person know you?	

Name of referee 2	
Address	
Phone	
Email	
In what capacity does this person know you?	

DECLARATION

I declare that (please tick each item):

- I am willing to act as a charity trustee of EACH
- I understand and support the organisation's purpose
- I am aware of my duties and responsibilities as a charity trustee in terms of the Charities Act 2011 (amended 2016 – Charities Protection and Social Investment)
- I am not disqualified from being a charity trustee – that is:
 - I am not an undischarged bankrupt
 - I do not have an unspent conviction for an offence involving dishonesty
 - I do not have an unspent conviction for an offence under the 2005 Act
 - I have not been removed by the Court of Session under the 2005 Act (or earlier legislation) from being a charity trustee or being concerned in the management or control of any charity or body
 - I have not been removed from being a charity trustee by the Charity Commission or the High Court in England due to misconduct or mismanagement
 - I have not entered into an individual voluntary arrangement (IVA) to pay off debts with creditors (This only applies to trustees living in England or Wales)
 - I am not disqualified from being a company director
- I understand this it is an offence under section 26 of the 2005 Act to knowingly or recklessly provide false or misleading information

Signature

Date:

Equal Opportunities Monitoring

The data collected in this section will not be available to those involved in the short-listing or interview process. Such information will be held in accordance with the Foundation's privacy policy.

EACH is committed to employing a diverse workforce and welcomes applications regardless of age, sex, race, nationality, ethnic origin, religion, disability or sexual orientation.

This information will be used to monitor the effectiveness of our Equality and Diversity Policy and will be treated in confidence and play no part in the selection process. If you choose not to complete this page, it will in no way affect your application.

Gender: Male Female Transgender

Age: 18 – 24 25 - 34 35 - 44 45 - 54 55 - 64
 Over 65 Prefer not to say

Ethnicity:

White

British White Background

- English
- Northern Irish
- Welsh
- Scottish
- Other White British

Any Other White Background

- Albanian
- Bosnian/ Herzegovinian
- Croatian
- Gypsy/Roma
- Traveller of Irish Heritage
- Serbian
- Kosovan
- Turkish/Turkish Cypriot
- Any Other White Background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed Background

Asian or Asian British

- Indian
- Bangladeshi
- Sri Lankan Tamil
- Sinhalese
- Pakistani
- Any Other Asian Background

Black or Black British

- Black Caribbean
- Black Ghanaian
- Black Nigerian
- Black Somali
- Other Black African Background
- Other Black Background

Chinese or Any Other Ethnic Group

- Chinese
- Filipino
- Kurdish
- Afghani
- Iranian
- Lebanese
- Arab Other
- Iraqi
- Any Other Not Already Specified
- Not Stated
- Prefer not to say

Language(s):

Other languages spoken at home, other than English:

Religion:

- | | |
|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Any Other (<i>Please Specify</i>): _____ |
| <input type="checkbox"/> Prefer not to say | |

Disability:

If you consider yourself to have a disability, please give details:

Sexual Orientation:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Prefer to define my sexual orientation..... |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Gay | |
| <input type="checkbox"/> Lesbian | |