

# Trustee Recruitment Pack



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## A message from our current Chair

Dear Applicant

Thank you for your interest in Brunelcare.

I have been delighted to hold the role of Chair of Trustees for the last year and with the development of a new Strategy for 2024-2030 it is a really exciting time to join the charity.

Established in 1941, Brunelcare is a Bristol-based charity providing high quality housing, care and support for later living in the South West. Brunelcare offers a complete care and support pathway in our communities, starting in residents' own homes and right through to our care homes. This means we can offer the best choices for later living, which fit with what residents want or need.

Over the last few years the charity has been thrown a number of challenges internally and externally with the pandemic, Brexit and latterly the energy crisis. Throughout, the Board has guided and steered the charity and we have made decisions (some difficult) to ensure that we continue to deliver care, housing and support that is person-centred. Providing a positive experience for our clients and their families is always our main focus and priority.

We believe that diversity of skills, experience and personal characteristics leads to the most effective Boards and will recruit with this in mind.

If you have a passion for providing the best possible care and support for older people, please get in touch.

Graham Russell  
Chair

## About Brunelcare

Our vision is to provide homes, care and independent living in communities where people want to live. We offer a complete care and support pathway in our communities. Starting in residents' own homes, right through to our care homes. This means we can offer the best choices for later living, which fit with what residents want or need.

We provide four types of service:

- Personal social care in the community
- Independent living in our community based homes
- Extra Care and support in our extra care housing facilities and retirement village
- Nursing, reablement and dementia care in our care homes and reablement centres

We have over 1,000 homes spanning 31 sites, with three extra care housing schemes, a retirement village, five care homes and two reablement centres, all in Bristol, South Gloucestershire and Somerset.

To deliver all of its vital services Brunelcare employs a dedicated team of 1,200 people.



To find out more, visit: [brunelcare.org.uk](https://www.brunelcare.org.uk)

## Our mission

To provide person-centred care, housing and support for later life. To do this we will embrace new partnerships, and engage with our communities, to achieve better outcomes for all.

## Our vision

Later living that makes the most of every moment.

## Our values

### **We are positive and passionate**

We approach our work with positivity: as individuals, as teams, and as one organisation. We are passionate about what we do and who we do it for.

### **We are caring and kind**

We care about every interaction: with our customers and their loved ones, our colleagues and our partners, our communities and our planet.

### **We are diverse and one team**

We are one team and we see our diversity as our strength. We aim to celebrate it, promote it and encourage it.

### **We go the extra mile**

We're prepared to go the extra mile to deliver for our customers. We challenge ourselves to think differently: we listen to others, we learn, and we're open to change and new ideas.

### **We act with honesty and integrity**

We do the right thing, we speak up, we are honest and we are respectful.

## Our strategic aims

For all of our customers, we aim to provide:

### **A place to call home**

Whether we're helping our customers to retain or regain their independence at home, to return home, or to live well in one of our homes, we believe everyone should feel comfortable and safe wherever they call home.

**The right care and support**

Achieving the best possible outcomes means putting our customers at the heart of everything we do. By understanding each person's needs now, and anticipating how they might change, we'll work with our colleagues, our customers, and our partners, to provide the care and support that's right for everyone.

**A good quality of life in the community**

We aim to help our customers achieve the best possible quality of life, so that they can make the most of every moment. Whether it's through the services we provide directly, or by making connections in their community, we want our customers to thrive and live life well.

## How Brunelcare is run

The Board of Trustees exists to promote the values of the Charity, to create a vision for the future and to ensure its achievement by its strategic leadership. Their contribution to the charity is vital.

It is essential to appoint Trustees with the right kinds of skills and experience needed to govern the organisation. The Board needs people with business experience as well as those with knowledge of care, the needs of older people, and local knowledge. Trustees provide us with vital skills, expertise, experience and commitment, essential if we are to develop our services to provide care for older people.

## Who can become a Brunelcare Trustee?

Over a million adults of all ages, social backgrounds and walks of life become Trustees. To be eligible to become a Brunelcare Trustee, you must:

- be at least 16 years old;
- be properly appointed following the procedures and any restrictions in the charity's governing document;
- not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
  - being bankrupt or having an individual voluntary arrangement (IVA)
  - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
  - being on the sex offenders' register

You can read the [automatic disqualification guidance for charities](#) which explains the disqualification rules in more detail.

As Brunelcare is a Charity that works with adults at risk and delivers services that are 'regulated', you will be required to have an enhanced DBS check, this will include a check against the relevant barred list.

We positively welcome and encourage applications from people with protected characteristics under the [Equality Act 2010](#).

To find out more please see: [The Essential Trustee: what you need to know, what you need to do](#)

## What is the role of a Brunelcare Trustee?

As a Trustee you would be a member of the Board of Trustees which is the governing body of the Charity to which the Chief Executive reports.

Brunelcare is a company limited by guarantee and as a Trustee you will also be registered with Companies House as a Director of the organisation in compliance with the Companies Act 2006. *Please note that as a Trustee you will have a limited liability of a sum not exceeding £10.00 for a charitable company's debts or liabilities.*

## The duties of a Trustee

A Brunelcare Trustee carries out their role and responsibilities by working closely with the other members of the Board and the Charity's Senior leadership Team. This will usually involve:

- Regular attendance and contribution to Board meetings (approximately 3 hours four times per year) as well as meetings of the Board's committees
- Engagement in three development and learning sessions a year
- Using your particular skills and expertise to assist wherever appropriate with necessary work e.g. support and advice to staff on a range of topics.

**You will have six main duties, these are to:**

### 1. Ensure that Brunelcare is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document (Articles of Association)
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes

### 2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity



You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

### 3. Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

### 4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

### 5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

## 6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

To find out more about the role of a trustee please visit the: [The Charity Commission's Website](#)

## What skills and Knowledge would I need to be a Trustee?

In order for the Board of Trustees responsibilities to be carried out effectively a wide variety of skills are needed. No one member is expected to have all the skills, and know-how, to understand everything, but rather the Board as a whole should have the right combinations of skills, experience and knowledge. You may just bring one special skill which is currently lacking on the Board.

## Trustee Person Specification

### Each Trustee must have:

- a commitment to values and objectives of Brunelcare
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- sound independent judgement
- an ability to think creatively
- an ability to communicate effectively and 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 team member
- an understanding of good governance

## Making decisions as a trustee

Charity trustees make decisions about their charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of trustees agree. They're usually made at charity meetings.

When you and your co-trustees make decisions about your charity, you must:

- act within your powers
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances
- You should record how you made more significant decisions in case you need to review or explain them in the future.

[Find out more about making decisions](#)

## When trustees can be personally liable

It's extremely rare, but not impossible, for charity trustees to be held personally liable:

- to their charity, if they cause a financial loss by acting improperly
- to a third party that has a legal claim against the charity which the charity can't meet

Understanding potential liabilities will help you to protect yourself and your charity by taking action to reduce the risk. This includes complying with your duties.

[Find out more about reducing the risk of liability.](#)

## Why become a Brunelcare Trustee?

Trusteeship will give you the opportunity to help Brunelcare to do something worthwhile. Bringing your skills to the Board which is currently lacking in that area will help to ensure that the Charity is working well. You could help the Charity to

achieve its aims, to deliver services of high quality, and really make a difference to the lives of older people.

Trusteeship has a lot to offer in return, including:

- A chance to give practically expression to your values
- Personal career development
- Training, information, conferences, seminars and presentations
- New learning
- Sense of achievement, satisfaction and fulfilment when your efforts produce results
- Recognition of your particular expertise
- Responsibility
- The chance to specialise in an area of work in which you have particular competence or interest
- Development of your skills
- Social relationships
- Fun and enjoyment

As a Trustee you would have induction and ongoing training to assist you in your role.

Trusteeship is a worthwhile and rewarding way of using your experience and skills. If you really want to get involved, make a difference and have a say in how Brunelcare is being run and how its services are being delivered a Trusteeship could be for you.

## How to apply

To apply, interested applicants should email a copy of their latest CV, with a covering letter, to [mandy.collins@brunelcare.org.uk](mailto:mandy.collins@brunelcare.org.uk)

Successful applicants will be shortlisted for a panel interview.

## Recruitment Timetable

<b>17:00 Monday 25 March 2024</b>	Deadline or Applications
<b>Week commencing 1 April 2024</b>	Shortlisting
<b>By 5 April 2024</b>	Applicants informed whether they have been

	selected for interview
<b>Week commencing 15 April 2024</b>	Interviews will take place, including a Stakeholder Panel discussion
<b>By 22 April 2024</b>	Applicants will be advised of outcome of interviews - decision will be subject to Board approval

By submitting an application you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personal record if you are successful, and for sensitive data to be anonymised and used for the purpose of equal opportunities monitoring