



Harrogate
Neighbours

Outstanding Care & Support

Trustee Application Pack



December 2022

Introduction and background

Harrogate Neighbours is an award-winning organisation with a recent rating of Good from the Care Quality Commission.

In the late 1960s. Churches throughout Harrogate wanted to provide a care home for local elderly people, who needed support, but could not afford private care. They formed a charity and registered it as Harrogate Neighbours Housing Association, the name we still use today.

Across the following decades, we have built on our strong foundations and continued our mission to provide quality services for the elderly. Our services have expanded to include home care and a hot meal delivery service.

We operate to a simple core belief - that older people should be treated with respect and dignity. Our dedicated team of staff and volunteers work tirelessly to ensure that we deliver quality care services and excellent value.

Flexibility is key. This is because many elderly people still want independence and choice, and we are always very careful not to restrict that. Our clients enjoy a lot of freedom; this is important because we want them to feel at home not in a home. We treat them like family.

Our Trustees...

As a not-for-profit organisation with charitable status, we have a Board of Trustees who ensure we maintain our strategic direction and financial sustainability. Our Trustees are focused on delivering excellent care and continually working to ensure we run efficiently and effectively.

Our mission, vision and values...

Our Mission...

...is to offer everyone the time, care, warmth, compassion and support necessary to make Harrogate Neighbours a true 'homely' experience.

Our Vision...

...is to provide superior quality services that:

- ✓ Our Clients recommend to family and friends,
- ✓ Healthcare Professionals refer for their service users,
- ✓ Employees are proud of, and
- ✓ Investors seek for long-term returns.

Our Values

- ✓ Leadership: The courage to shape a better future
- ✓ Strong principles: Our professional work is led with the principles of kindness, empathy, dignity, integrity, respect and trust
- ✓ Accountability: If it is to be, it's up to me
- ✓ Passion: Committed in heart and mind
- ✓ Diversity: Everyone we come into contact with is treated individually, is valued and special
- ✓ Quality: What we do, we do well in our community
- ✓ Compassion: At the forefront of our services

What's involved...

The objective of every Trustee should be to ensure, in common with fellow Trustees, that the charity operates in a manner, which enables it to fulfil the objectives listed in the governing document (Memorandum of Association) as effectively as possible.

The Trustees of a not for profit / charity have, as prime duties, to ensure that all funds are distributed in accordance with the objects of the organisation and that all funds not immediately required are invested properly in accordance with the investment powers authorised by the Memorandum of Association.

All Trustees have 6 legal duties:

- ✓ To ensure the charity is carrying out its purposes for the public benefit
- ✓ To comply with the charity's governing document and the law
- ✓ To act in the charity's best interests
- ✓ To ensure the charity is accountable
- ✓ To manage the charity's resources responsibly
- ✓ To act with reasonable care and skill

These duties are explained in the Charity Commission's guidance: [The Essential Trustee](#)

Time commitment...

A Trustee is expected to attend a minimum of (75%) of the (7) Trustee meetings held annually.

In addition, Trustees are expected to attend the annual AGM held in April each year.

Our Trustees are also expected to devote adequate time per month in preparation for Board meetings, engaging with various activities undertaken by Harrogate Neighbours and participating in Trustee training.

Trustees who are members of the Audit & Risk Committee are expected to attend a minimum of (75%) of the (4) remote meetings held annually.

Trustees are also invited to attend various events and activities hosted by Harrogate Neighbours throughout the year at their own discretion.

Trustees are appointed for a term of 3 years, with the option to extend this for further terms.

What are we looking for...

Responsibilities

- ✓ Attend all / most board meetings where possible and supply questions in advance if unable to attend
- ✓ Monitor progress against the business plan
- ✓ Attend training and functions from time to time
- ✓ Understand and speak up for people in need of support from Harrogate Neighbours (HN)
- ✓ Safeguard the aims, ethos and good name of HN
- ✓ Ensure that the HN complies with its governing documents, company law, other legislation and relevant quality standards
- ✓ Support the leadership team in giving strategic direction to the organisation, setting overall policy, goals and targets
- ✓ Adopt and monitor budgets and operational plans, providing both challenge and support
- ✓ Ensure that HN is run well, through:
 - Good governance
 - Comprehensive, up-to-date policies and procedures, and
 - Effective and efficient administration
- ✓ Identify, mitigate and monitor major risks
- ✓ Act as ambassadors for HN
- ✓ Keep abreast of changes affecting HN, the people we support, related activities in housing and care provision in our local area
- ✓ Abide by decisions made by the Board (collective responsibility)

Personal characteristics

As a minimum, trustees must demonstrate:

- ✓ A commitment to HN
- ✓ A willingness to devote the necessary time and effort to their role as a trustee
- ✓ Provide support and constructive challenge to the CEO and senior team
- ✓ Be able to interpret and understand complex information
- ✓ Integrity
- ✓ Good judgement
- ✓ An ability to think creatively
- ✓ A willingness to speak their mind
- ✓ An understanding and acceptance of the legal duties, responsibilities and liabilities of trustees
- ✓ An understanding of the need for confidentiality, sensitivity and a non-judgemental attitude
- ✓ Respect for others

Skills and experience

Trustees of HN come from many walks of life and bring a variety of skills, experience and attributes to their work as trustees, including:

- ✓ Current or recent experience as a client /volunteer in the housing, care or health sector
- ✓ Organisational abilities
- ✓ Management experience
- ✓ Financial knowledge and experience
- ✓ Knowledge and experience of the public sector such as health and local government
- ✓ Commercial experience
- ✓ Knowledge and experience of the voluntary and community sector
- ✓ Project management
- ✓ Governance and trustee board experience
- ✓ Knowledge of fundraising, grant funding and marketing

The Role of the Board Chair:

Responsibilities

In addition to the duties of all Trustees, the Chair of the Board is responsible for:

- ✓ To provide leadership for the board of trustees in their role of setting the strategy and policy of the organisation.
- ✓ To Chair meetings of the Board of Trustees.
 - Agree an agenda with the Chief Executive.
 - Check the minutes of the previous meeting.
 - Ensure that arrangements have been made to record minutes of the meetings.
- ✓ Make sure that decisions are recorded and that people have been delegated to carry out any agreed action or tasks.
- ✓ Taking urgent action between Board meetings when it isn't possible or practical to hold a meeting.
- ✓ To assist in recruiting Trustees and other expertise as needed.
- ✓ To ensure equality, diversity and inclusion in the recruitment of Trustees.
- ✓ To ensure the induction of new Trustees takes place.
- ✓ To ensure the Board upholds the organisations values.
- ✓ To ensure that the Board and organisation complies with its constitution.
- ✓ To ensure the preparation of the statutory accounts and Trustees report.
- ✓ To evaluate the direction and organisational strength of the organisation with the support of the Board and senior staff.
- ✓ To reflect the concerns of the Board to the Chief Executive.
- ✓ To provide support and supervision to the Chief Executive towards achieving the strategic objectives of HN.
 - To maintain regular communication with the Chief Executive.
 - To lead the supervision and appraisal of the Chief Executive.
- ✓ To act as a spokesperson for the Board as necessary.
- ✓ To monitor the calibre, level of commitment and attendance of new Trustees.
- ✓ To assist future Chairpersons to prepare for taking on the role.
- ✓ To fulfil such other assignments as the Board or Chief Executive deem desirable.

Skills and experience

- ✓ Experience of chairing meetings at a strategic level
- ✓ Experience and understanding of the care/ housing/hospitality sectors
- ✓ Understanding of the financial principles and application associated with charitable governance
- ✓ An understanding of the dynamics of the key stakeholders in the governance
- ✓ An understanding of the challenges facing the care sector
- ✓ Leadership skills
- ✓ Understanding of governance and the strategic role of a board
- ✓ The ability to manage a diverse board to function effectively to govern the charity and to help steer its direction

How to apply:

Please complete the application form below and submit it with a copy of your CV and a covering letter outlining the following:

- ✓ why you'd like to join the Board of Trustees at Harrogate Neighbours
- ✓ How your skills and experience match what we are looking for in new Trustees.

Please carefully consider the time commitment outlined above to ensure that you would be able to meet this requirement.

Completed applications should be submitted to sue.cawthray@hnha.co.uk and marked Trustee Recruitment.

If you have any questions regarding the Board or your application, please contact **01423 888777**

Trustee Application Form

Personal Information:		
Title:		
First Name:		Surname:
Address:		
Landline:		Mobile:
Employer:		
Job Title:		
Retired: Y/N		
Email:		
Please list boards and committees that you serve on, or have served on:		
Organisation:	Role/Title:	Dates of Service:
Skills, experience and interests (Please circle all that apply)		
Finance, Accounting	Health & Care Sector	Legal
Personnel, Human Resources	PR, Communications & Events	Project Management
Administration, Management	Education, Instruction	Housing
Not-For-Profit, Charity	Property Management & Facilities	Outreach, Advocacy
Community Engagement	Bid Writing / Grant Applications	Other:
Policy & Strategy Development	Fundraising	Other:
How do you feel Harrogate Neighbours' would benefit from your involvement on the Board?		
Please list any groups, organisations or businesses that you could serve as a liaison to, on behalf of HN?		
Please tell us anything else that you would like to share to support your application?		
Signed:		Date: