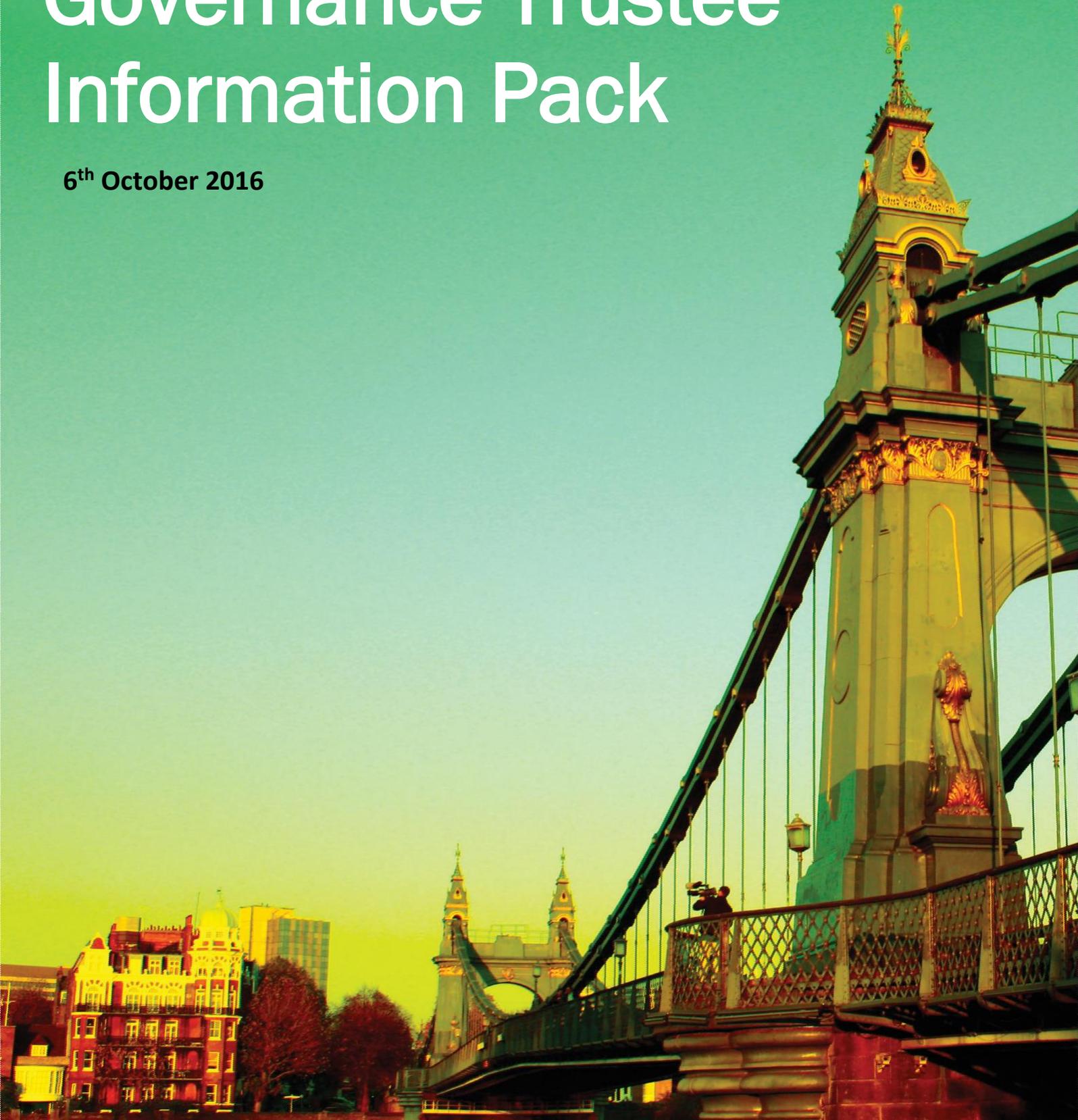


Hammersmith United Charities



# Governance Trustee Information Pack

6<sup>th</sup> October 2016





## ADVERTISEMENT

## HAMMERSMITH UNITED CHARITIES

### GOVERNANCE TRUSTEE

Hammersmith United Charities invests in the people and communities in the eight northern wards of Hammersmith & Fulham to tackle poverty, deprivation and disadvantage, building on our legacies, wisdom, learning and experience gained over nearly 400 years.

We support local people to build their confidence and resourcefulness, develop their own talents and skills, connect people together, and strengthen relationships and neighbourliness within and across diverse communities. We achieve these aims by:

- funding a community based grants programme, currently £250,000 a year
- managing vibrant and popular sheltered housing communities for 100 older people
- creating safe, beautiful outdoor environments, managed by the Charity's community horticulturalist with the residents, for people to share and enjoy as neighbours
- match funding the Wormholt & White City Big Local with the Lottery- our contribution is £100,000 a year, a unique partnership not seen elsewhere in the 150 Big Locals nationally; and
- working with local people, organisations and businesses to make Hammersmith a great place.

The Chair of HUC now seeks a trustee who will work with the board, the Governance Committee, the Chief Executive and other staff to ensure that the charity operates legally and to provide a legal overview for new projects as and when they arise.

If you have the skills, connection and empathy with our area, join us as a trustee and as Chair of our Governance Committee as we plan for our 400<sup>th</sup> anniversary in 2018.

This is a great role and an exciting opportunity to use your experience and skills on the Board of an excellent organisation. To find out more, please visit [www.jmrc.co.uk](http://www.jmrc.co.uk) for an information pack. If you have any questions about the role, then please don't hesitate to contact Jocelyn Ridley (phone: 07976 395688 or email: [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk)). Closing date for applications is Friday 11 November.

[www.hamunitedcharities.org.uk](http://www.hamunitedcharities.org.uk)



October 2016

Dear Applicant

Thank you very much for responding to our recent advertisement. I am delighted to provide you with some information about the Charity, our work and the role itself.

In the Information Pack you will find:

- 1) Advertisement
- 2) Role description and specification
- 3) Details of how to apply and the timetable

Our 2016/17 Business Plan, 2015/16 Accounts, a timeline of the Charity's history, and our latest newsletter are available on the JMR Consultants website in addition to this Information Pack.

The new Governance Trustee will be joining us at an exciting time as we approach our 400<sup>th</sup> Anniversary in 2018, which we hope to mark with initiatives that will enhance the lives of Hammersmith people and leave a lasting legacy for future generations. Meanwhile, Hammersmith as an area is undergoing significant change as major new building projects take shape, primarily around Wood Lane in the north of the Borough, and plans are made for the Old Oak area where Crossrail and HS2 will meet.

HUC aims to work in partnership with other stakeholders to maximise the positive impact we can make on the life experiences of local people, particularly those most in need. Our plans include continued improvement of our existing housing schemes, exploring ways to provide new accommodation, further developing our grants programme and establishing a local giving scheme.

We have been fortunate over the years to have committed and professional Trustees who have thrived on and enjoyed the challenges thrown up by our work. We aim for an open and inclusive ethos where all Trustees are encouraged to contribute across our activities as well as in their specialist area of expertise. We hope that you will want to join us, and we would welcome your application for Governance Trustee.

If you have any questions about the role or the organisation, or would like to have an informal discussion, do speak to our recruitment consultants, who will be pleased to help you. Jocelyn Ridley can be contacted by email, [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk) or by phone, 07976 395688.

We look forward to hearing from you.

Mike Smith  
**Chair Hammersmith United Charities**



## Role Description and Person Specification

### *Specific responsibilities of the Chair of Governance Committee*

- To act as the focal point on legal and governance issues and to support and advise the Board
- To provide advice on and oversight on legal matters and advise the Board on:
  - The governance of the Charity
  - The legal basis for its operation and the relevance and appropriateness of the governing instruments;
  - Legal issues related to the charity's property, grant making, contracts and future plans including fundraising;
  - To chair the Governance Committee, attending 2 per year in addition to attending quarterly full trustees' meetings.

### *General Trustee Responsibilities*

The key responsibilities for all our trustees are to:

- set and maintain the vision for the Charity, its mission and values, acting as an ambassador to raise the profile of the Charity
- develop strategy, setting overall policy, defining goals and setting targets, evaluate performance and approve and oversee the risk map
- maintain sound financial control and ensure that the Charity applies its resources in pursuance of its objects
- approve and monitor the implementation of internal policies, including equality and diversity, health and safety policies and grievance and disciplinary procedures
- ensure that the Charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure that the Charity pursues its objects as defined in its governing document
- safeguard the good name of the Charity, act in the best interests of the Charity, and in accordance with the policy on conflicts of interest and conflicts of loyalty.



Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

### ***Person Specification:***

#### **Essential:**

- in depth knowledge and experience of legal and governance issues
- connection and empathy with our Area of Benefit
- a commitment to the organisation and its objectives
- ability to think creatively
- willingness to devote the necessary time and effort to duties as a trustee
- good, independent judgment
- willingness to speak your mind
- ability to work effectively as a member of a team

#### **Desirable:**

- A knowledge of property and housing law



## How to apply and timetable

Please send your CV together with a letter explaining why you are interested, how you meet the person specification and what you will bring to the position of Governance Trustee for Hammersmith United Charities to: [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk), or by post addressed to JMR Consultants, 3 Hayesfield Park, Bath BA2 4QE.

### Timetable

The important dates for you to note in the recruitment timetable are highlighted below for your diary, there may need to be some flexibility with the informal meetings and final interview dates:

Closing date for applications	Friday 11 November
Review of applications	ongoing as received
First interviews with JMRC	w/c 21 November
Visit and informal meetings	w/c 5 December
Final interviews	w/c 5 December

If you have any other queries or concerns at any stage in the recruitment process, please do not hesitate to contact me on 07976 395688 or by e-mail to the following address: [jocridley@jmrc.co.uk](mailto:jocridley@jmrc.co.uk)

We look forward to hearing from you and to receiving your application.

Jocelyn Ridley  
JMR Consultants

*Information about Hammersmith United Charities can be found at  
[www.hamunitedcharities.org.uk](http://www.hamunitedcharities.org.uk)*