

# Trustee

## Applicant Information Pack



# Message from the Chair

Dear Prospective Trustee,

Thank you for your interest in becoming a trustee of Shared Lives South West. SLSW is an award-winning regional charity that delivers Shared Lives services across Devon, Plymouth, Torbay, Cornwall and Somerset.

Our purpose is to support people to live meaningful lives and enable independence through personalised, affordable care, by sharing a home and family life and by supporting involvement in the local community.

We have been providing this support for over 15 years and had the best 15th birthday present in 2019 when we received an 'Outstanding' rating from the Care Quality Commission (CQC). The shining report stated that SLSW is well led, provides and promotes high quality care and that leadership was exceptional and distinctive with a culture that is totally focussed on people's success and achievements. It is the passion, commitment and hard work of SLSW Carers and staff that enables us to do this.

Our Board of Trustees support the organisation in their governance role, though strategic planning support and as 'critical friends' to the leadership team. Trustees are offered an opportunity to have a real and meaningful involvement in what the organisation does.

We are looking for new trustees who will work well alongside the existing board members. If you are interested in the Shared Lives approach and are able to commit regular time to the role, we would love to hear from you.

Previous board-level experience is welcome but not an essential requirement and you will receive training and support.

I hope the enclosed information encourages you to pursue your application. If you would like an informal chat regarding the trustee role, I would be happy to talk with you. Contact details are at the back of the pack.



**Christian Jenkins**  
**Chair of the Board of Trustees**



## About Shared Lives South West

Shared Lives South West recruits, trains and supports individuals and families (Shared Lives Carers) who can offer accommodation and care for adults with care and support needs in their home, enabling the person to share in family life and maintain their independence. This is known as Shared Lives.

Our service supports adults over 18 years of age and occasionally young people in transition into adult services from the age of 16 upwards. We currently support around 320 people on a long-term basis in around 290 shared lives homes and have up to a further 130 people using our short break services. We provide support to people with learning disabilities, people who have a diagnosis of dementia, a physical or sensory disability, mental ill health and parents who have a learning disability with their child. We currently have five contracts from Local Authorities across Cornwall, Devon and Somerset to support our work and a range of project funding totalling around £1.8 million per annum.

You can read more about the activities of Shared Lives South West on our website [www.sharedlivessw.org.uk](http://www.sharedlivessw.org.uk)

Shared Lives South West is a registered charity and a not-for-profit company limited by guarantee. We were set up in 2004.





## Our vision, purpose and our values

**Our Vision** To be the leading Shared Lives provider in the country.

**Our Purpose** To make a positive impact on the lives of the people we support.

**Our Values** Putting **CARE** into everything we do...



**Community-**Working together with a shared purpose and belonging to achieve common goals.



**Autonomy-** Empowering people to take ownership and accountability for decision-making.



**Resilience-** Building the strength and character to embrace change and challenge.



**Equity-** Giving people what they need to have equal access to opportunities in life.



## If I join Shared Lives South West as a trustee what can I expect?

You will be joining an enthusiastic and committed team of trustees. Induction and training for the role will be provided. The appointment will run for three years and be subject to an annual review with the Chair of the Board. Two further terms of three years may be agreed. You will be required to sign a confidentiality agreement, declare any relevant business interests and complete an insolvency check as well as a charity related parties register prior to your first Board meeting. You will be required to declare, on an ongoing basis, any further relevant business interests and/or conflicts of interest that may arise.

You will help enrich the lives of people we support by becoming a part of this friendly charity known for providing high quality support to people as recognised by our recent “Outstanding” CQC award.

You stand to also enrich your own life through the empowering and satisfying sector of volunteering as well as having access to training and development opportunities through SLSW.

This is a voluntary post and would be offered subject to satisfactory references and DBS check.





## Role Profile- Trustee

<b>Reporting to:</b>	Chair of the Board of Trustees
<b>Working closely with:</b>	Trustees Chief Executive Leadership Team
<b>Commitment:</b>	Up to 7 days per annum*
<b>Remuneration:</b>	Voluntary, with travel and other reasonable expenses payable
<b>Based:</b>	Devon, Cornwall and Somerset

### Purpose of the role

Trustees have independent control and legal responsibility for the charity's management and administration. They support the strategic development and success of SLSW through ensuring good strategic planning, effective governance and the monitoring of the performance of the organisation.

As a trustee you will work alongside the chair, vice chair and other trustees to bring good governance and strategic oversight. You will share responsibility with other trustees and the Leadership Team for the success of the organisation.



## Your role will be to use your skills and personal experience to:

- Ensure SLSW complies with its governing document and all charity and other appropriate laws.
- Ensure compliance with the values, ethos and ethics of SLSW.
- Approve policies and plans to achieve strategic objectives, especially those with significant financial risk or risk management implications.
- Contribute to the development of SLSW strategy and business planning processes.
- Scrutinise and sign off each year's financial accounts prior to publication and acceptance and agree each year's annual budget.
- Play your part in ensuring compliance with regulatory frameworks.
- Help ensure the Board sets challenging goals and targets for the organisation and monitors these effectively.
- Participate in the recruitment of Leadership Team and other staff members as required.



## **\*Trustees will be able to demonstrate that they have the time and commitment to be an effective Board member and will be asked to commit to:**

- Endeavouring to be available for up to six (up to half day) meetings per year with a requirement to attend at least 50%.
- Endeavouring to be available for the annual Board Away Day.
- Be able to respond via email to discussion and potential issues between board meetings.
- Supporting SLSW staff by being able to be involved on an ad hoc basis in an identified area of interest.
- Being involved in one task and finish group/sub-group per annum if/as required.
- Attend one SLSW Carer meeting per annum.
- Complete an induction programme as required during the first six months of their appointment, including a visit to a SLSW household.
- Complete a programme of mandatory training, proportionate to the role, renewed every three years.
- Attend an annual review with the Chair.

There are many opportunities to attend various meetings that are essential to the delivery of Shared Lives services. The Board is made aware of these meetings and although there is no requirement to attend, each trustee's engagement and input is welcomed.





## Person specification

Shared Lives South West audits its Board skills knowledge and experience every three years and uses this to inform Board succession, planning, recruitment and training. Each trustee will contribute to the required range of skills, knowledge and experience on the Board.

Trustees need to have a commitment to SLSW's values, vision and purpose. They all need to have knowledge, skills and experience in some of the following areas:

- Governance - the oversight of an organisations functioning.
- Strategic planning and management.
- Charity cultures and values.
- Working with people.
- Operational delivery.
- Effective communication and influencing skills.
- Committed to working as a collaborative member of a team.
- Commitment to devoting the necessary time to Board activities.
- Being open to learning and development for self, staff and the Board.
- Commitment to working to the Nolan Principles for Public Life.



## How to apply

If you would like an informal chat about the role or if you have any queries about the recruitment process, please contact Claire Waring, People Team Assistant on [people@sharedlivessw.org.uk](mailto:people@sharedlivessw.org.uk) or our Devon office on **01626 360170**.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background and welcome applications from people who hold these identities

Please complete the application form (CV's alone are not accepted) and return it via post or email. All candidates will be notified if selected for interview or not.

## Further information

For further information on SLSW, visit our [website](#).

To read the latest SLSW Annual Report, [click here](#).

For information about how we use and store your data under the General Data Protection Regulations (GDPR) 2018, please refer to our [privacy policy](#).