

# Becoming a Trustee of Lincolnshire Action Trust

2020



# Contents

Welcome to Lincolnshire Action Trust	Page 3
About Us	Page 4
Trustee Role Description	Page 5
Terms of Appointment	Page 7
How to Apply	Page 8

# Welcome to Lincolnshire Action Trust

Thank you for your interest in becoming a Trustee of Lincolnshire Action Trust.

We are looking to appoint new Trustees, and particularly we are seeking to bring more diversity of perspective and experience to our Board. We especially welcome expressions of interest from BAME and other communities who are currently under-represented.

We are also seeking to extend the Board's expertise in the following areas:

- children and young people,
- legal experience,
- income generation and/or
- commercial experience

If you feel you have the experience, credibility and crucially, the passion we need to further develop LAT, then we very much look forward to hearing from you.

## About Lincolnshire Action Trust

Lincolnshire Action Trust (LAT) is a resettlement and rehabilitation charity, working with individuals at every point of the criminal justice system from arrest, at court, into custody and back into the community. We also support children and families who are affected by imprisonment, or by the substance use of a family member. Further information about our work can be found at [www.LATcharity.org.uk](http://www.LATcharity.org.uk)

## Our Charitable Objects

- The care and resettlement and rehabilitation of individuals involved in the criminal justice system, and those at risk of offending and their families and dependants primarily but not exclusively in the County of Lincolnshire;
- To provide, promote, support or organise the recruitment and training of individuals involved in the criminal justice system, and those at risk of offending, and to assist them in finding employment and accommodation and to rehabilitate themselves;
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion and delinquency and to obtain and make records of and disseminate information concerning the same;
- To relieve the suffering of families and carers whose lives have been affected by substance misuse in Lincolnshire by providing support and information to help reduce drug and alcohol related harm.

## Our vision

The vision of Lincolnshire Action Trust (LAT) is that all individuals involved directly and indirectly in the criminal justice system, are treated with respect, have equality of opportunity and are empowered to achieve their full potential.

## Our values

**Achievement:** to achieve the best outcome for others and myself.

**Inspiration:** to positively motivate and influence others.

**Empowerment:** to give power to individuals and encourage them to increase their confidence.

**Quality:** to work to the highest standards at all times.

**Respect:** to be respectful and considerate to others.

## **Trustee Role Description**

### **Role overview**

The purpose of the role is:

- To ensure that LAT complies with its charitable objects.
- As a member of the Board, to plan what LAT will do, and what it will achieve, involving staff, volunteers, and others with an interest in the charity, in the planning process.
- As a member of the Board, to be accountable for how LAT's activities further or support its charitable objects.

### **Duties**

The duties of Trustee Board Members are:

- To ensure that LAT complies with its charitable objects, charity law, company law and any other relevant legislation or regulations.
- To contribute actively to the Board's role in giving strategic direction to LAT, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- To safeguard the good name and uphold the values of LAT
- To ensure the financial stability of LAT
- To protect and manage the property of LAT and to ensure that LAT's funds are invested properly, including being a signatory on banking mandates.
- To be a signatory on legal documents.
- To appoint and support the Chief Executive Officer and monitor their performance.

### **Responsibilities**

The responsibilities of Trustee Board Members are:

- To attend Board meetings. Board business meetings are usually held four times a year and Board development sessions are held twice a year.
- Papers are distributed one week in advance of meetings. Trustees are expected to prepare for meetings and critically review proposals when making decisions.
- To act collectively.

## Person specification

Each Trustee Board Member must have:

- A commitment to the vision of LAT.
- A willingness to devote the necessary time and effort.
- Integrity.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties and responsibilities of trusteeship. In this respect Trustees should draw on Charity Commission guidance, especially: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s2>
- An ability to work effectively as a member of a team and to take decisions for the good of LAT.

## **Terms of Appointment**

The role of Trustee is unremunerated.

Reasonable out of pocket travel expenses will be reimbursed

## **Location of Meetings**

Meetings are usually held at Lincoln House, 37-39 Newland, Lincoln LN1 1YA

## **Time Commitment**

Up to four Board meetings per year, plus at least two 'development days' per year.

Trustees are also expected to undertake necessary training to support their role.

## **Term**

Trustees will serve an initial three-year term from the date of appointment, and are eligible for re-appointment for two additional terms of three years each.

We operate a third by rotation of Trustees to ensure continuity of governance.

## **Conflicts of Interest**

LAT has a conflict of interests policy and Trustees follow the Charity Commission's Conflicts of Interest: a Guide for Charity Trustees

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

## **Checks**

Before making an appointment, the Board will obtain a declaration from the prospective trustee that they are not disqualified.

The Board will also obtain the relevant Disclosure and Barring Service checks for this position, along with references.

## How to Apply

If you would like to speak to us directly for more information, please contact our CEO, Alison Goddard via email ([alison.goddard@LATcharity.org.uk](mailto:alison.goddard@LATcharity.org.uk)) or by telephone (01522 806611).

To apply, please submit the following:

- A detailed and up to date CV
- A supporting statement that addresses all criteria in the Person Specification and outlines your motivation for applying

**Email:** [jobs@LATcharity.org.uk](mailto:jobs@LATcharity.org.uk)

**Post:** Governance Recruitment, LAT Charity, Lincoln House, 37-39 Newland, Lincoln  
LN1 1YA

Please also ensure you have also completed and submitted the equal opportunities monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

## Equal opportunities

Lincolnshire Action Trust is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all LAT staff to be willing and able to make a positive contribution to the promotion and implementation of our Equality and Diversity policy



## Recruitment Process

