



IRISH COMMUNITY CARE
CÚRAM POBAIL ÉIREANNACH
MANCHESTER

2023 Trustee Recruitment

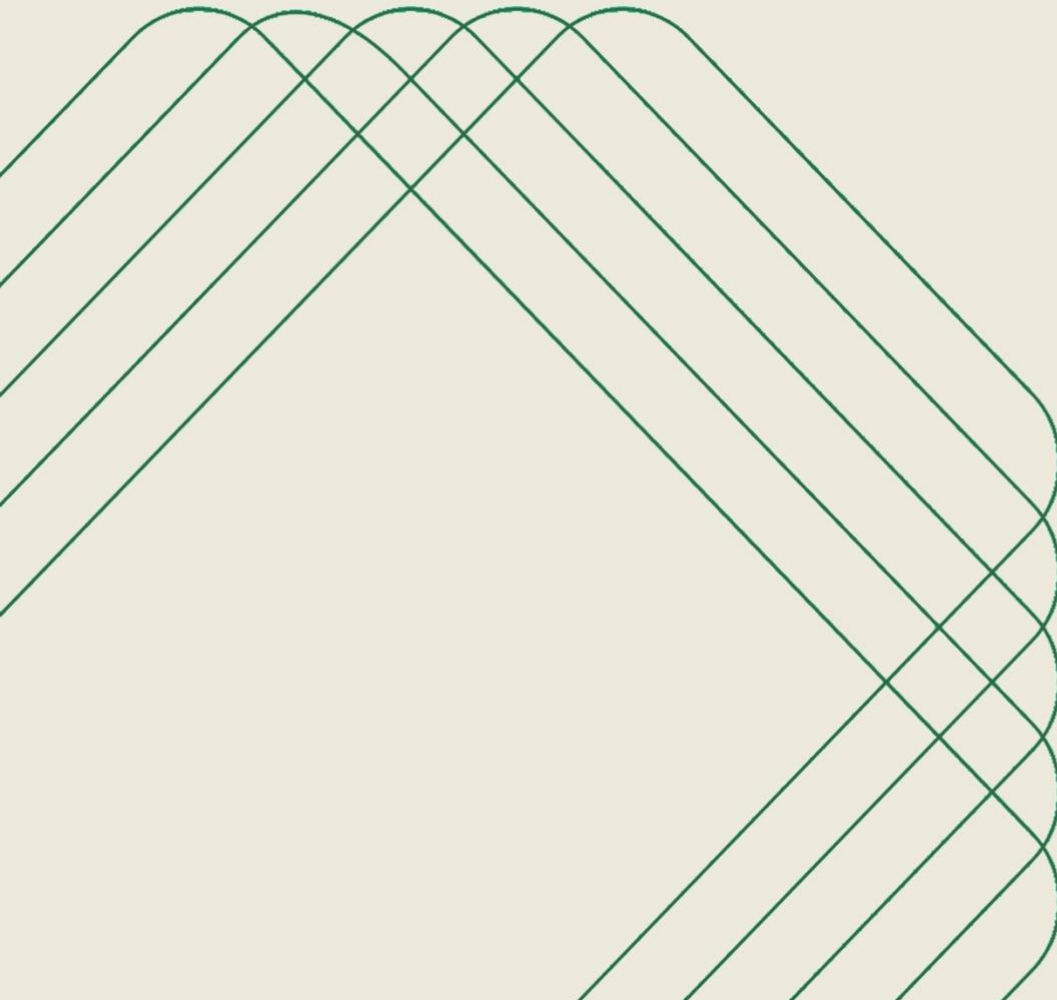


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Introduction

Irish Community Care Manchester is looking to find new trustees that can help to lead the organisation to achieve its charitable goals and build sustainability for the future. The new trustees will bring a range of skills and experience providing inspiration and leadership to a long-standing charity as we continue to develop and grow in support of the Irish Community across Manchester.

We expect all our trustees to have a strong affinity or interest in the work we do and what makes the Irish and Irish Traveller community in Manchester unique and special.

We are committed to widening the diversity of our board so that it is fully representative of the wide range of lived experiences within the Irish and Irish Traveller communities that we serve. We would particularly welcome applications from segments of the Irish Community in Manchester who are not currently represented at board level.

In addition, at this time the board are particularly interested in adding additional skills and experience in charity finance and management accounting.

If you are considering or interested in joining us as a trustee, please read through this recruitment pack and if you have any questions or would like a conversation contact either our Chair Martin Connolly (connollymartin@hotmail.com) or Chief Executive Patrick Morrison (p.morrison@irishcommunitycare.com / 07815995032)

About us

Irish Community Care Manchester (ICCM) has been supporting people who are Irish, of Irish descent and Irish Travellers since its foundation in the early 1980's. Ours is a busy charity delivering support through advice and information and facilitating a range of events and activities. The charity is governed by a board of trustees and has a small staff team. The charity is supported by the Department of Foreign Affairs in Ireland through the Irish Embassy in London and the Irish Consulate for the North of England, which is based in Manchester.

We work to build a thriving and resilient Irish and wider community, fully engaged in life within Manchester. Our charitable objects are to promote the benefit of the inhabitants of Manchester and its surrounding areas, and in particular but not exclusively persons of Irish descent, regardless of sex, political, religious or other opinions, by associating with local authorities, voluntary organisations, and inhabitants to:

- a) provide facilities in the interests of social welfare for recreation and other leisure time occupations with the object of improving the conditions of life of the inhabitants.
- b) preserve and protect good health by the provision and dissemination of health care advice and information.
- c) relieve elderly people who are in financial need, by providing items, services, and facilities to relieve the needs of such persons.

We provide support to c.1000 customers per year through:

- Advocacy and Support to members of the community who have multiple and complex needs to achieve positive outcomes.
- Support to the Irish Traveller community by providing culturally appropriate services and assistance.
- Supporting new emigrants to Manchester to develop a support network, find accommodation, employment, and access to other services.
- Support with applications for Irish pensions, passports, early life records, and other personal documents.
- Advice and information in relation to people's welfare benefit applications including support at tribunal to improve their immediate financial situation.
- Housing support for people who face eviction from their homes, we help with completing applications for suitable accommodation and to prevent homelessness.
- Cultural awareness training to statutory social workers and housing officers, providing a greater understanding of the culturally specific aspects for services dealing with Irish and Irish Traveller communities.
- Weekly elders lunch groups across the city to reduce social isolation and loneliness, while promoting health and wellbeing.
- a community allotment project to reduce social isolation, provide volunteer opportunities and a focus for people to connect with others resulting in a positive impact on mental and physical health.
- Providing respectful and dignified burials for people who have died alone with no next of kin.
- being one of the lead organisations supporting former residents of the Mother and Baby and County homes

We have developed strong sustained relationships with the range of statutory and VCS agencies across Greater Manchester. We have developed referral and care pathways to support our customers, e.g., Adult and Children Social Care, DWP, Health, and the range of voluntary services. In addition, local stakeholders regularly connect with us to make us aware of members of the community that need support. Stakeholder relationships are vital as it allows us to locate and support people who can often be 'off the radar' and would not be exposed to more usual methods of contact and visibility such as digital and social media. We provide monthly site visits to Traveller sites to ensure all residents can access our services. We understand the additional barriers and challenges many Irish people experience in accessing services. Our support enables people to access the range of mainstream and specialist services within the statutory and VCS sectors to receive the most appropriate support achieving best outcomes in their lives.

We work closely in partnership with our sister charities in Liverpool (Irish Community Care) and Leeds (Leeds Irish Health & Homes) through our Fréa partnership, and we are members of Irish in Britain.

Irish Community care is a charity registered in England and Wales (Charity number 1169291)
And a registered company (Company number 9877345)

The role of the Trustee Board

Our Trustee Board is legally and financially responsible for the Charity. Trustees make the major decisions on strategy, policy, and finance. As such we want all our trustees to provide leadership, to bring their skills and experience to bear for the benefit of ICCM and to keep up to date on external and wider community issues, particularly with regard to changes which might affect us and/or our service users including political & public policy, environmental issues, social changes, the economic climate, and potential partnerships or risks to the charity.

Whilst some of the tasks required of the Trustee Board are delegated to staff, the whole Trustee Board is still liable for the actions of the organisation. As such, it's important that the board provide adequate oversight of all decisions. The Trustee Board are the legal employers of the charities staff.

The maximum number of trustees at any one time is 10.

Trustee eligibility (Charity Commission rules)

The duties and responsibilities of the Board of Trustees are based on the six key areas of responsibility as defined by the Charity Commission:

1. Ensure your charity is carrying out its purposes for the public benefit.
2. Comply with your charity's governing document and the law.
3. Act in your charity's best interests
4. Manage your charity's resources responsibly.
5. Act with reasonable care and skill
6. Ensure your charity is accountable.

Further information is available from the charity commission but all trustees, and potential trustees, are strongly recommended to read the Charity Commission guidance '[The essential trustee \(CC3\)](#)' as a minimum.

To be eligible as a charity trustee you must be willing to act as a trustee of Irish Community Care Manchester and understand ICCMs purposes (objects) and rules set out in its governing document.

From a legal standpoint we are required by the Charity Commission to ensure you must not be prevented from acting as a trustee because you:

- have an unspent conviction for one or more relevant offences listed here*

- have an IVA, debt relief order and/or a bankruptcy order.
- have been removed as a trustee in England, Scotland, or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- have been disqualified by the Charity Commission
- are a disqualified company director
- are a designated person for the purposes of anti-terrorism legislation
- are on the sex offenders register
- have been found in contempt of court for making (or causing to be made) a false statement.
- have been found guilty of disobedience to an order or direction of the Charity Commission

Legal compliance should always be seen as the minimum standard and as such, principles of duty of care, good governance and best practice should always be strived for. It is the trustee's responsibility to safeguard the good name and values of ICCM.

7 Principles of Public Life

Best practice is encouraged in line with the seven principles of public life (also known as the Nolan Principles) which apply to anyone who works as a public officeholder.

As a charity which receives funding from the Irish Government, the National Lottery, and other sources, to deliver services to the public, and as a trustee who is accountable to our members and wider community, we consider the role of trustee to be a public office and hence the seven principles apply.

1. **Selflessness** - Holders of public office should act solely in terms of the public interest.
2. **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** - Holders of public office should be truthful.
7. **Leadership** - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

(See [source](#) and further information)

Trustee Agreement

Our commitment to trustees:

We value the contribution of all our Trustee Board members. We will make sure you:

- are treated fairly and with respect.
- receive an induction and training so that you are clear on your responsibilities.
- are supported so you can bring your best to meetings and to the charity.
- are given space to be heard.
- have a clear process to be able to raise any concerns.

In return we expect you to:

- be committed to the vision, mission, and values of ICCM.
- act with fairness, impartiality, honestly and integrity
- use your skills and experience in providing leadership and direction.
- be aware of and keep up to date with external issues which may impact on ICCM.
- behave in a professional and courteous manner, respecting other trustees, staff, volunteers, and external stakeholders.
- be a passionate advocate and ambassador for ICCM, its work, and the wider Irish community.
- understand and abide by the principle of joint decision making and responsibility.
- have the ability to respect confidentiality.
- uphold the high standards of Equity, Diversity, and Inclusion which we set for ourselves.
- be prepared in advance: Scrutinising board papers and other communications, bringing questions and contributing to meetings.

Duties

The duties of the Trustee Board are to ensure that:

1. ICCM pursues its objects as defined in its governing document and always acts in the public interest.
2. Protect and manage the property of the organisation and ensure the proper investment of its funds. Ensuring all the charities resources are applied in the pursuance of its objects.
3. Trustees understand the financial position of the organisation and are equipped to certify the financial stability of the charity. Ensuring robust systems are in place for internal financial control and the protection of the charity's funds and assets.
4. There is effective and efficient administration of the organisation, including having appropriate policies and procedures in place. This includes appointing, monitoring, and holding to account, the CEO in an appropriate manner.
5. The strategic plan is agreed, and performance is evaluated against agreed goals and targets.
6. The major risks to the charity are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
7. Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
8. The organisation is properly insured against all reasonable liabilities.
9. The trustees act as ambassadors for the promotion and furtherance of the charity. This includes participating in activities to promote ICCM to our beneficiaries, funders and the wider public.
10. The board effectively communicates with and is accountable to the community, funders, and other stakeholders, through approved methods and lines of communication.
11. The views of individual members, member organisations, funders, staff and associated partners and stakeholders are regularly sought and considered.
12. An Annual General Meeting is held, and annual returns are made to the Charity Commission and Companies House
13. There is a regular review of the board's own performance against an agreed programme. Including ensuring that trustees have an agreed process of holding themselves to account.
14. The board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
15. Safeguarding best practice is always applied. Due to the nature of the work undertaken by the charity, all trustees are expected to understand the safeguarding

role of trustees and undertake regular training (provided by the charity) to keep their safeguarding knowledge up to date.

Commitment

All our trustees are required to act in the best interests of the charity, in accordance with charity and company law and in line with the ICCM's governing documents at all times.

All trustees automatically become members of the charity. As long as the Trustee Board has acted with due care and diligence, your financial liability as a trustee and member of the charity is limited to £1. You will only have to pay this should Irish Community care Manchester close with debts.

Trustee Board members put themselves at risk of personal liability only if they act outside their powers, act fraudulently or without due care, commit an offence, or allow the organisation to carry on operating when they know, or should reasonably have known, that it is inevitably going to become (or already is) insolvent.

Your level of involvement will be up to you, but all of our Trustee Board members are required to meet the following obligations:

- Make yourself available to go through a trustee induction process in a timely fashion once appointed. This will include meeting with the chair, other trustees, and staff at agreed points, and familiarising yourself with the current priorities, policies, activity, and strategic plans for the charity.
- Attend Trustee Board meetings, ordinarily via zoom on the first Tuesday of each month at 6pm.
- Take part in board subcommittee meetings as appropriate and/or contribute and give guidance to specific projects within your area of expertise outside of usual board meetings.
- Attend and participate in our AGM (usually in autumn each year)
- Attend and participate in one board away day annually.
- Be fully prepared in advance of meetings.
- Trustees must disclose any actual, potential, or perceived conflicts of interest arising due to being a trustee. Such declarations are maintained on the boards register of interests and reviewed annually.
- Trustees can serve up to a maximum of 6 years on the board. At our AGM each year one-half of the trustees are required to resign and may seek re-election subject to the rules set out in our Articles of Association.

If as a trustee, you become unable or unwilling to meet these criteria then you must notify us at the first opportunity and step down as a trustee.

You can resign at any time.

Process

Candidates interested in becoming a trustee of Irish Community Care Manchester should send their CV and a covering letter outlining why you wish to be considered for the position of trustee of ICCM and what skills and experience you will bring to the board and the charity. This should be received by the charity before **Saturday 30th September 2023**.

Please send to p.morrison@irishcommunitycare.com

Applications will be reviewed by the existing board and suitable candidates will be asked for an interview with the Chair and another trustee.

Candidates who, in the board's view, have skills and experience that would be an asset to the charity will be recommended to the membership for formal ratification at our AGM.

If we have more suitable candidates than there are places available on the Trustee Board then candidates will be put before the AGM for election.

The date of our AGM is set for 18 October 2023.