



Care & Repair
Gofal a Thrwsio

BOARD OF TRUSTEES

Recruitment Pack



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ABOUT US

Care & Repair Cymru is a registered charity and the national body of Care & Repair in Wales.

We passionately believe in the rights of older people to have decent housing and to live independently for as long as they wish. Through research, campaigning for improved government policy, and working in partnership with other organisations, we champion the housing needs of older people in Wales.

Care & Repair Cymru advocates on behalf of older people living in poor housing and supports the 13 Care & Repair Agencies located across Wales to deliver their front-line services across all our communities. We do this by:

- Providing a strong national voice in developing better policy
- Evaluating and sharing outcomes and impact delivered for funders
- Advocating for sustained and increased core revenue and capital funding.
- Innovating new ideas and seeking project funding
- Sharing good practice across the Care & Repair Movement
- Workforce training and quality assurance, and
- Marketing and communications expertise.

Equality, diversity, and inclusion is important to Care & Repair Cymru and we are striving to achieve a more diverse Board. We welcome applications from under-represented groups so that our trustee Board reflects the diversity of our local communities across Wales.

OUR BOARD

Care & Repair Cymru and each of the 13 Care & Repair Agencies have a Board of Trustees or an oversight Board, ensuring transparency, integrity, and good governance.

Care & Repair Cymru's Board of Trustees comprises of:

- Up to nine independent elected members from across local government, academic institutions, voluntary organisations, housing associations and individual members, and
- Up to two appointed members from the 13 Care & Repair Agency Boards (normally Chair or Vice Chair), and
- Up to three co-opted Board Advisors.

In addition, there are observer positions for WLGA, Local Authority Technical Panel and the Royal College of Occupational Therapists.

Care & Repair Cymru's Board meets at least four times a year and is responsible for managing the business affairs of Care & Repair Cymru, including: setting policy, setting targets, monitoring performance and overseeing financial control and legal responsibilities.

Board Members are Trustees of the Charity and Non-Executive Directors of the Company. The terms Trustee and Board Member are used interchangeably in this and related documentation.

Time Commitment

Estimated at **6-8 days per annum**, to include quarterly meetings, plus annual AGM and SGM, plus occasional Board Away days, training, public relations or other events; you may also wish to serve on the Finance and Risk Committee or Project Steering Groups.

BOARD MEMBER ROLE PROFILE

Role Purpose

The whole Board is collectively responsible for ensuring the success of Care & Repair Cymru and ensuring its compliance with all legal and regulatory obligations by directing and supervising its affairs.

The Board is responsible for managing the business affairs of Care & Repair Cymru:

- Staffing and HR
- Setting policy
- Setting targets and monitoring performance
- Exercising financial control and managing risk
- Overseeing legal responsibilities.

Key Responsibilities of the Board

- To set the strategic direction and medium and long term objectives for Care & Repair Cymru and to determine its values and corporate strategy.
- To ensure the constitutional stability and proper governance of the organisation
- To ensure the organisation has the resources it needs (including human resources) to enable it to achieve its stated objectives; to agree appropriate delegated authorities to staff
- To be a good employer, holding senior staff to account while working in partnership to achieve objectives
- To measure and review the performance of Care & Repair Cymru
- To exercise sound financial management and maintain financial viability whilst meeting the organisation's objectives
- To manage financial risk and protect the financial well-being of the organisation.

Key Responsibilities of Board Members

To exercise the duties and responsibilities of a Director (as defined in the Companies Act 2006) and the duties and responsibilities of Trustees as outlined in the Charities Act 2011:

- To ensure the Charity is carrying out its purposes for public benefit
- To comply with the law and governing document
- To act in the interests of the Charity, its beneficiaries and avoid conflicts of interest
- To exercise proper care, skill, diligence and caution (sometimes called the duty of prudence e.g. avoid exposing the Charity to undue risk)
- To protect the Charity's property
- To act collectively, and
- Not to financially benefit.



Key Responsibilities of Board Members

Specifically, in relation to strategy:

- To set the mission, vision, values, strategic objectives and high-level policies for the organisation
- To contribute to establishing a framework for approving policies and plans to achieve those objectives
- To uphold and promote the core policies, purpose, values and objectives of the organisation
- To approve key policies to enable the organisation to achieve its objectives.

Specifically, in relation to constitution and governance:

- To act reasonably and always in the best interests of the organisation, and comply with its code of conduct; to ensure your behaviour as a Board Member models the values of the organisation
- To contribute to and share responsibility for decisions of the Board and any committee of the Board of which you are a member
- To work in partnership with the Chief Executive and staff team
- To satisfy yourself that the Charity's affairs are conducted lawfully and in accordance with regulatory requirements and generally accepted standards of performance and probity
- To ensure risks to which the organisation is exposed are reviewed regularly and an effective risk management framework is maintained
- To approve appropriate levels of remuneration for the Chief Executive. To participate in the appointment, and where necessary removal, of the Chief Executive, and in succession planning
- To engage effectively with key stakeholders as required
- To comply fully with the organisation's constitution including policies, procedures and standing orders.

Specifically, in relation to financial management:

- To satisfy yourself about the integrity of financial information, and ensure that financial dealings are systematically accounted for and audited
- To approve each year's accounts prior to publication and approve each year's budget and business plan.

Specifically in relation to monitoring performance and control:

- To ensure there are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and accurate picture of how the organisation is performing
- To ensure that internal controls and systems are audited and reviewed regularly
- To monitor performance at a strategic level in relation to plans, budgets, controls and decisions
- To participate in regular reviews of Board performance, and in Board Member appraisal; to participate in Board development and training, and in other learning activities as required.

Role Limitations:

- Board Members have the responsibility to always to act in the best interests of Care & Repair Cymru as a whole, and not to further the interests of any particular group, or agency, where that interest conflicts with Care & Repair Cymru's interest
- No individual Board Member, including the Chair, has authority unless specifically acting on behalf of the board with the delegated authority of the board. Collectively Board Members have authority, individually they do not
- It is the Chief Executive's job to run the organisation. It is for the board to provide the Chief Executive with direction on strategic priorities then support him/her to perform well and deliver against the priorities set. This boundary between the governance and management roles must be respected and clarified whenever necessary.

PERSON SPECIFICATION

Board Members will must work within the 'Nolan Principles' which set out the ways in which holders of public office should behave in discharging their duties.

Experience and skills

We are looking for people who can demonstrate many of (but not necessarily all) of the following;

Strategic awareness Is aware of current context that could impact on the future
Aware of the internal resources available to the organisation and how these can be best used.
Able to rise above specific details to see the bigger picture.

Local / regional knowledge Understands the operating environment and the challenges and opportunities across Wales; able to contribute to a whole Wales perspective in Board discussions.

Change readiness and innovation Is alert and responsive to need for change and looks for creative and innovative solutions to problems.
Is flexible and encourages creativity amongst the board and executive in response to the challenges of today and the future.

Analysis and decision making Understands which decisions are for the board.
Is conscientious and well prepared.
Assimilates written and numerical information accurately; is able to critically appraise information.
Seeks assurance and can probe more deeply when required.
Is able to exercise reasonable judgement, make decisions and take action.

Communication skills Can convey ideas and opinions with clarity and accuracy; listens intently; asks questions to ensure full comprehension.
Is honest and open when communicating with others; self-aware and able to acknowledge errors or shortcomings in own performance. Willing to invite and accept constructive feedback.
Is able to gain support and influence, has political acumen.

HOW TO APPLY

To view all our current Board vacancies please visit:
www.careandrepair.org.uk/jobs

If you would like to apply for the position of Board Member at Care & Repair Cymru, please complete the application form and return to Adrian Lister, Corporate Services Manager
Adrian.lister@careandrepair.org.uk

If you would like an informal chat about the role, please contact **Chris Jones**, Chief Executive on **07747803189**.





www.careandrepair.org.uk

Care & Repair Cymru is a registered charity (**No. 1163542**)
and a company limited by guarantee (**No. 09574555**).