

Trustee Role Description

Background Bild ACT

Bild ACT is a registered charity that certifies training as complying with Restraint Reduction Network training standards. Certified training is a requirement of NHS-E contract and expected in CQC regulated services. Bild ACT is accredited by UKAS as meeting the ISO certification standards.

The scope of certification includes;

- education, health and social care
- children and adult services
- people with mental health conditions, dementia, learning disabilities and autistic people.

Supporting principles

The role of the Board of Trustees have and must accept ultimate responsibility for directing Bild ACTs affairs, ensuring it is financially viable, well-run, and delivering the outcomes for which it has been set up.

Strategic direction Trustees should focus on Bild ACTs strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

Trustee performance – The Nolan Principles, all Charities have a public benefit responsibility and in carrying out their role, Bild ACTs Trustees are expected to adhere to the Principles for holders of public office.

Selflessness: Holders of public office should act solely in terms of the public interest.

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.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

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.

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.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Statutory Duties

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Certification Director and monitor his/her performance.

Other Trustee responsibilities

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help Bild ACTs Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. This will involve:

- Attending Board and other Bild ACT meetings as appropriate
- Participating in one or more Board subgroups as required
- Scrutinising board papers and other communications
- To challenge each other in a supportive fashion that gets us all thinking to our best.
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- Abiding by Bild ACTs policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented
- Acting as a signatory on behalf of Bild ACT, when mandated by the Board to do so
- Participate in activities to promote Bild ACT to our beneficiaries, funders and the wider public
- Contributing on other issues or areas of special expertise

Person Specification

- A commitment to the aims and values of Bild group
- An understanding of the needs of a wide range of people including specifically with Learning Disabilities, Mental Health Issues, Dementia, Traumatic Brain Injury and Autism.
- An understanding of Education, health and social care sector

- An understanding of training and workforce development
- Ability to provide the level of commitment required for this role
- Experience of governance – desirable not essential
- Ability to work as a team

Time commitment:

- Quarterly Trustees meetings (combination of virtual and face to face)
- AGM
- 1.1's with chair as agreed
- Specific project involvement as and when required by agreement