



*Choice Support*  
**Trustee recruitment pack**

# Message from The Chair



**Thank you for your interest in becoming a  
Trustee for Choice Support.**

At Choice Support our purpose is to create opportunities for happiness for the people we support. We work towards this by supporting adults with learning disabilities, autistic people and people with mental health needs to live as independently as possible and to reach their potential.

The last few years have been an especially challenging time for the social care sector but one that we have managed very effectively. The last decade has also been difficult, following cuts in funding. However, whilst challenging, the Covid crisis highlighted the vital work of the sector and one legacy that we hope it will leave is a recognition of the value of social care.

Our Trustees play a vital role in leading Choice Support, setting the strategy, making the decisions necessary to respond effectively to the challenges that we face and driving the organisation forward, to make a real difference to the lives of the people we support.

We are looking for people to join our Board who are willing to commit the time and energy that the role requires and who have a strong personal commitment to the charity's vision and values. We want Trustees who can help successfully lead us and challenge the way we do things and offer support across the organisation. We are currently recruiting two Trustees, one with personal lived experience of learning disabilities, and one with senior experience working in the social care sector.

There is information about Choice Support and the role of a Trustee in this pack, however, if you would like to know more about us or the work of our trustees in general, please contact Jan Oliver on 07384 253384 to arrange to have a chat with me.

I am determined that being a trustee for Choice Support should be a rewarding and enjoyable experience, that provides you with the opportunity to make a positive difference to the lives of some of the most disadvantaged people in society, whilst also serving the community and learning new skills. I look forward to receiving your application.

Yours faithfully,

Oliver Mills, Chair





## About us

Choice Support provides services to adults with learning disabilities, autistic people and people with mental health needs. We support over 2500 people across England from Yorkshire to the south coast, we employ over 2600 staff and have an income of over £66M pa.

Our purpose is to create opportunities for happiness for the people we support. Our values are:

We care - we care about people and stand up for what is right;

We respect - we are open and honest and value people for who they are;

We learn - we listen, we work together and we continue to improve;

We lead - we are experts at what we do and make good ideas happen.

# Choice Support

Choice Support supports adults with learning disabilities, autistic people and people with mental health needs.

Choice Support operates supported living services, residential care homes, day services, supported employment and wellbeing projects for people with learning disabilities, autistic people and people with mental health needs in over 200 locations across England, from Wakefield in the north, to the south coast from Hampshire to Kent. Our annual turnover is £66M pa, we employ over 2,600 staff and support 2,500 people.

Most of our income comes from contracts with local authorities and the NHS for the provision of statutory services, but this income has been squeezed significantly over the last 10 years as public sector spending has been cut.

Our new 5 year strategy focusses on 5 strategic priorities:

- A financially strong and sustainable organisation.
- A reliable, open and fair provider of good quality publicly funded services.
- An organisation which actively supports and campaigns to achieve positive rights-based change in the lives of people it supports.
- A good, fair and responsible employer seeking out and retaining the best people it can find, to build a strong and diverse workforce.
- An organisation seeking to grow, to offer more and better services to more people with a learning disability, autistic people and more people with mental ill-health.

We have set ambitious business plan objectives to support these priorities.





## How we make a difference

We are proud of the many ways that we make good things happen for the people we support. Leading a fulfilled life means different things to different people. Here at Choice Support we are dedicated to creating opportunities for happiness.

### Family support

When Lynda asked us for a service to be set-up especially for her daughter, it turned out to be a life-changing experience for all her family.

**“I’m proud that some of the most dedicated people I know are supporting Olivia to live her best life and have also supported me and my family in this huge task.”**

### Relationships

People with learning disabilities and/or autistic people should be able to enjoy the same sexual and romantic freedoms as everyone else. Our work with the human rights campaign, [Supported Loving](#) aims to support people to develop and maintain loving relationships.

### Employment support

Choice Support provides the foundation for individuals to experience and gain paid [employment](#) as part of their progression to independence. Shiu-Ming, who is supported by us and works as a Business Trainee, says,

**“My long-term ambition is to help other disabled people gain more motivation and self-esteem. Becca, (Employment Service Co-ordinator) is helping me realise this dream.”**

### Innovation and Technology

We use technology to co-design solutions to the barriers people face. This can be in the form of technology for individuals and their staff teams, new ways for staff to work digitally, and to enable new models of support. We have used voice-enabled smart technology to increase people’s independence and we are also trialling an alert system and lone-working solution that will allow night support staff to be more responsive and keep people safe, whilst being less intrusive.

# About the role

Board meetings are held 4 times per year and are supplemented by an annual away day. Meeting times can be arranged to suit Trustees' availability, but currently start at 3pm and usually last about 3 hours. Papers are prepared by officers and sent out a week in advance. Trustees are expected to prepare for meetings by reading the papers before the meeting, where possible. There are also 3 Board Committees that each meet 4 times per year: Finance and Audit, Quality and Safeguarding, and Human Resources. There is also a Remuneration Committee which meets when required, and occasional working groups. Trustees are encouraged to join at least one Committee.

Meetings are currently held virtually but they may return to our offices in Central London and Kent in the future, as well as in our other locations nationally. Trustees are also encouraged to visit services to meet the people that we support and frontline staff, or attend events when the current restrictions are relaxed.

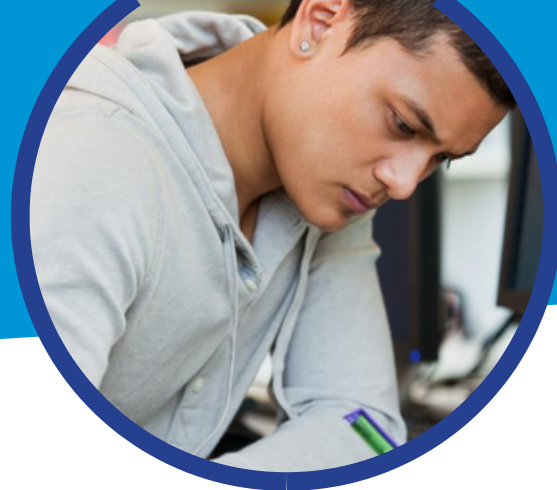
Trustees are voluntary positions but reasonable (standard class) travelling expenses are paid, as are any other out of pocket expenses. The normal term of office is 3 years, which can be extended by an additional two, three year, terms.

Trustees are required to obtain an enhanced criminal record check, including a check of the adult barred list, from the Disclosure and Barring Service (DBS) and complete a health declaration to satisfy the Care Quality Commission's "Fit and Proper Person" requirements. A criminal conviction will not automatically disqualify you from a position and each case is considered individually. Information will be provided to successful candidates on how to obtain a DBS check. Successful candidates will also be asked to provide the names of two referees and references will be obtained prior to appointment.

A comprehensive induction programme and on-going support will be provided for any new Trustee. There will also be meetings arranged with the Chair, other Trustees and senior staff, as well as visits to services, where you will meet the people that we support and frontline staff. The induction programme can also be tailored to your experience and any areas of interest. Further training can be obtained to help you fulfill your responsibilities. Trustees receive an annual appraisal from the Chair.

# Role description

# Trustee



## The duties of a Trustee are:

- To ensure that Choice Support complies with its governing document, company law, charity law and any other relevant legislation or regulations.
- To ensure that Choice Support pursues its objectives as defined in its governing document.
- To ensure Choice Support applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives.
- To contribute actively to the Board of Trustees' role in giving strategic direction to Choice Support, setting overall policy, setting strategic targets and evaluating performance against agreed strategic and operational targets.
- To ensure that Choice Support operates in accordance with its values.
- To safeguard the reputation of Choice Support.
- To represent Choice Support at functions and meetings as appropriate and to act as  
as  
ambassador externally.
- To declare any conflict of interest while carrying out the duties of a Trustee.
- To be collectively responsible for the actions of Choice Support and the Board of Trustees.
- To ensure the effective and efficient administration of Choice Support.
- To abide by Choice Support's policies.
- To ensure the financial stability of Choice Support.
- To monitor the protection and management of the property of Choice Support and to  
to  
ensure the proper investment of the organisation's funds.
- To satisfy themselves that Choice Support is properly insured against all  
reasonable  
liabilities.
- To appoint and support the Chief Executive and monitor his/her performance.  
To sit on appraisal, recruitment and disciplinary panels as required.  
To participate in the Trustee Performance Appraisal process.  
To periodically undertake visits to services.  
To act as an authorised signatory.

# Role description (continued)

## **The Board expects that all Trustees will:**

- prioritise their attendance at Board and Committee Meetings and to prepare and read papers in advance of these meetings
- keep themselves informed about the activities of Choice Support and wider issues which affect its success and sustainability through attendance at organised training and continued professional development
- not enter into any agreement or commitment on behalf of Choice Support without proper authority from the Board
- work to the principles set out in the Trustee Code of Conduct and the Charity Governance Code for Larger Charities (2017)
- ensure that they meet the requirements of the 'Fit and Proper Person Test' set by regulatory bodies, providing details upon request to evidence this; to sign a declaration stating such and to advise the Chair if this changes.
- only communicate with the press on behalf of Choice Support if authorised by the Chair.





## What we are looking for



We are recruiting for one Trustee with senior level social care experience, it would be beneficial if you had experience of working in a local authority or for a provider delivering services. You should have the ability to think strategically. We are seeking to be an inclusive organisation and would welcome applications from women as they are currently underrepresented on our Board of Trustees and we value the positive impact that diversity brings to our work

### To apply, please return:

- an up-to-date CV
- a covering letter explaining why you are interested in the role and how you are suitable.

**Please send your application to [choicesupport@inclusiveboards.co.uk](mailto:choicesupport@inclusiveboards.co.uk) or apply directly through the Inclusive Boards Website.**

**Applications must be received by 12.00 noon on Wednesday 18th January 2023.**

If you would like to have an informal discussion about this particular role with Jelil Akinwande, please call 02072678369 to arrange a convenient time.

## **Choice Support commitment to diversity:**

We are committed to promoting diversity and inclusion and taking action to address inequality. We particularly welcome applications from anyone who is from a black, Asian or minority ethnic background, anyone who considers themselves to have a disability, and members of the LGBTQ+ community.

Choice Support is Disability Confident, which is a scheme run by the Department of Work and Pensions. As part of our commitment, we operate a Guaranteed Interview Scheme - all candidates who declare a disability and meet the essential criteria for the role will be guaranteed an interview.

We look forward to receiving your application.



# INCLUSIVE BOARDS

## About Us

**Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance.**

## Why Not Get in Touch?

**If you think we can help to improve diversity on your Board, please don't hesitate to contact us via [hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk).**

**If you aspire to work on a Board, you can sign up to become a candidate and be eligible for the latest opportunities as and when they become available.**

