

Trustee Appointment Brief

November 2019



Welcome from Interim Chair

Dear candidate,

Thank you for your interest in supporting Voluntary Action Leicester (VAL) in the next phase of its development and growth. All of the current Trustees are excited at the prospect of new colleagues joining our Board to work together to further improve VAL's role and standing.

VAL aims to work with people to help them change their lives, whether through direct support services such as volunteering, personal support, or assistance into employment/training, or through support to the 3,500 local community organisations across the City and County.

We are immensely proud of our 50 year history and track record in delivering excellent services and championing local voluntary action. We have a fantastic and experienced staff team and a committed cohort of volunteers. As an independent charity we have succeeded in 'weathering the storm' of a decade of public sector austerity and are ready to develop and grow. Throughout our history we have developed new innovative services, supported a wide range of new community activities, and encouraged thousands of local people to volunteer in their community.

At present the majority of our £3 million annual budget is secured until March 2022 but we are already looking for our next key role and planning strategically. We are working with colleagues in the community to develop a future manifesto for local voluntary action and liaising with the local public sector about new public services. In addition, we are improving our links to local businesses and in November we organised the first local voluntary sector awards for Leicester and Leicestershire.

I am acting as interim chair whilst this recruitment process to further improve our Trustee Board is completed. I intend to continue as a Trustee of VAL into the future working alongside all the VAL Trustees.

Evan Rees

Interim Chair

About VAL

VAL Vision Statement

VAL's vision is for people in Leicester & Leicestershire to be able to change their lives for the better.

VAL Mission Statement

To support, strengthen and provide services for people and communities to achieve social change.

VAL Strategic Aims

1. VAL and local voluntary and community groups work for change for the most disadvantaged people

Increased demands on public services mean that there is a need to focus on helping the most disadvantaged people in areas where local voluntary and community groups can make the most impact, including mitigating the impact of public spending reductions on the most vulnerable people.

2. VAL supports local voluntary and community groups to meet community needs in a changing environment

VAL and other local voluntary and community groups need to develop their services and activities to meet increased demand and to find different business models, including social investment and social enterprise, to remain sustainable.

3. VAL's services are high quality, accessible, independent and sustainable

We will generate income from trading and looking at how the private sector and individuals can provide resources for VAL and local voluntary and community groups. VAL will continue to listen to what our individual service users and local voluntary and community groups want via a range of feedback mechanisms. We will further develop our human resources and workforce development strategy to ensure that we are able to attract and retain the best staff and volunteers consistently delivering the best services and activities. We will also ensure that we promote equality and diversity amongst our people and through our services.

History

VAL was formed in 1965 as the Leicester Council for Social Service when voluntary and community groups in Leicester recognised the need to come together to meet needs in the city. It was renamed Leicester Council for Voluntary Service (LCVS) in 1974 and embarked on an ambitious programme of developing Leicester's voluntary groups, including the establishment of Home-Start, now an international group of agencies providing support for families with young children.

It was renamed Voluntary Action Leicester (VAL) in 1991 and the Volunteer Centre became independent for the next 10 years, merging again with VAL in 2001. A National Lottery grant helped VAL to buy the building that we currently occupy to provide better resources for local voluntary and community groups, which opened as the Active Communities Centre in 2002. Having the building as a resource has also enabled VAL to earn income from office space, meetings and conferences, helping to ensure our sustainability. In 2009 we won the tender to provide support services to local voluntary and community groups and to volunteers in Leicestershire. We have recently supported local communities to take over the running of their local Libraries, and supported community development across Leicestershire.

In the last few years VAL has expanded its service delivery for young people and families and for people with learning disabilities. In 2016 we successfully bid for European Funding to support unemployed people into work through our YES and GREAT projects – working with local partners. VAL now has an annual income in excess of £3 million and over 74 staff.

Our services

Voluntary Action LeicesterShire provides support to a wide range of individuals and groups across Leicester and Leicestershire.

- Our Building Better Opportunities projects (the YES project for young people, and the GREAT project for families) are funded by the BIG Lottery and EU to support people into employment from across Leicester and Leicestershire. We are also delivery partners in another BBO project enabling people to use volunteering to access employment (the WILL project).
- Our VALUES service supports adults with learning disabilities to be a part of their community through: finding employment, volunteering opportunities, training to help them travel independently and enabling people to take part in social and leisure activities. We support over 100 people each year in the city and the county.
- VAL runs the Volunteer Centre for Leicester and Leicestershire so more people are able to be active in their communities through volunteering.
- VAL provides support for local voluntary and community groups so that they can operate effectively. The greatest areas of need are fundraising, volunteering, governance and legal issues. 60% of groups we support are small community organisations.
- VAL enables local voluntary and community groups to influence and shape policy. We inform local groups about policy decisions and the implications of the changes, mainly in the areas of children and young people, families, and health and social care. We are also increasingly supporting local voluntary and community groups around economic development issues.
- VAL offers flexible and accessible space for conferences, meetings and events, attracting a range of customers from public, private and voluntary and community sectors. It aims to provide excellent facilities and customer service in the city, as well as generate income that can be reinvested in the work that VAL does supporting groups.

VAL'S ECONOMIC IMPACT

WHO WE EMPLOY



£2.19m
annual salary added to Leicester and Leicestershire's Gross Value Added (GVA)¹ by VAL and its partners



41 staff
in partner projects



74 paid
members of VAL staff

SUPPORT FOR GROUPS



3,157 hours
Support for groups

- 1,084 hours of direct support
- 1,075 hours of training
- 998 hours of events

VOLUNTEERING



£78,329

delivered annually from 38 volunteers supporting VAL services²



£1.62m

in funding for 36 voluntary groups through support from VAL



1,758

volunteer opportunities are added annually in Leicester & Leicestershire

LEARNING DISABILITIES SERVICES

£2.27m

Up to £2.27 million potentially saved by VALUES clients compared to using other similar day services²

£110k

potentially saved for the NHS for VALUES clients who no longer access NHS support

OUR VOLUNTARY SECTOR

VAL supports a voluntary and community sector worth an estimated **£195m** of Leicester and Leicestershire's GVA.

Volunteers across Leicester and Leicestershire contribute 6.1 million hours a year which can be valued at **£88.15m³**.

1. NCVO, UK Civil Society Almanac 2018, <https://data.ncvo.org.uk/a/almanac18/economic-value-2015-16/>. ONS, Regional gross value added (income approach), UK: 1997 to 2015, <https://www.ons.gov.uk/economy/grossvalueadded/gva/bulletins/regionalgrossvalueaddedincomeapproach/latest> - Leicester and Leicestershire GVA per head is £23,365

2. NHS Digital, Adult Social Care Activity and Finance Report, England 2016-17: Reference Data Tables, Table 13: Gross current expenditure, by age band and primary support reason, for Long and Short Term care combined, 2016/17 - £70,124,000 spent on Learning Disability Support in Leicester and Leicestershire. Based on a cost of £3680 per individual (£70m expenditure of learning disability in Leicester and Leicestershire divided by 19,056 people with learning disabilities in Leicester and Leicestershire)

3. Volunteering valued at £14.43 per hour - ONS, "Billion pound loss in volunteering effort", (2017) <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/billionpoundlossinvolunteeringeffort/2017-03-16>. Formal volunteers give 11.6 hours per month - NCVO, UK Civil Society Almanac 2016, <https://data.ncvo.org.uk/a/almanac16/volunteer-overview/>.

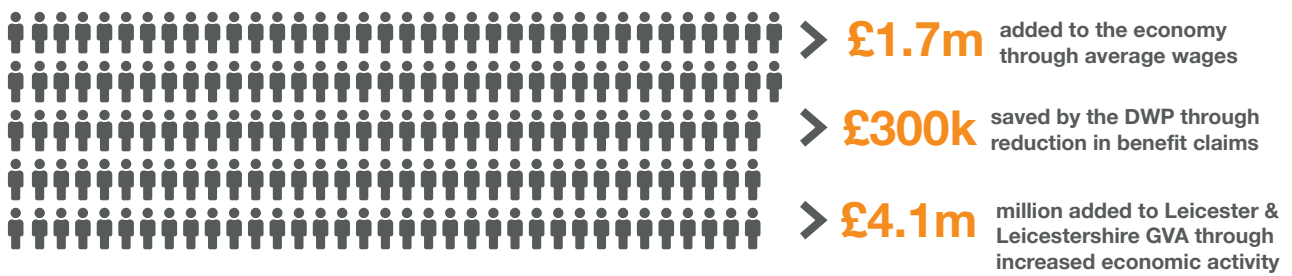
BUILDING BETTER OPPORTUNITIES

Building Better Opportunities (BBO) is funded by the National Lottery Community Fund and the European Social Fund. It aims to help those people who are furthest from the labour market back into work and training.

BUILDING BETTER OPPORTUNITIES



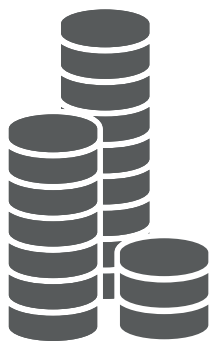
177 supported into employment through YES & GREAT



The YES project will have distributed

£1.3m

to VCS partners by the end of the 3-year programme



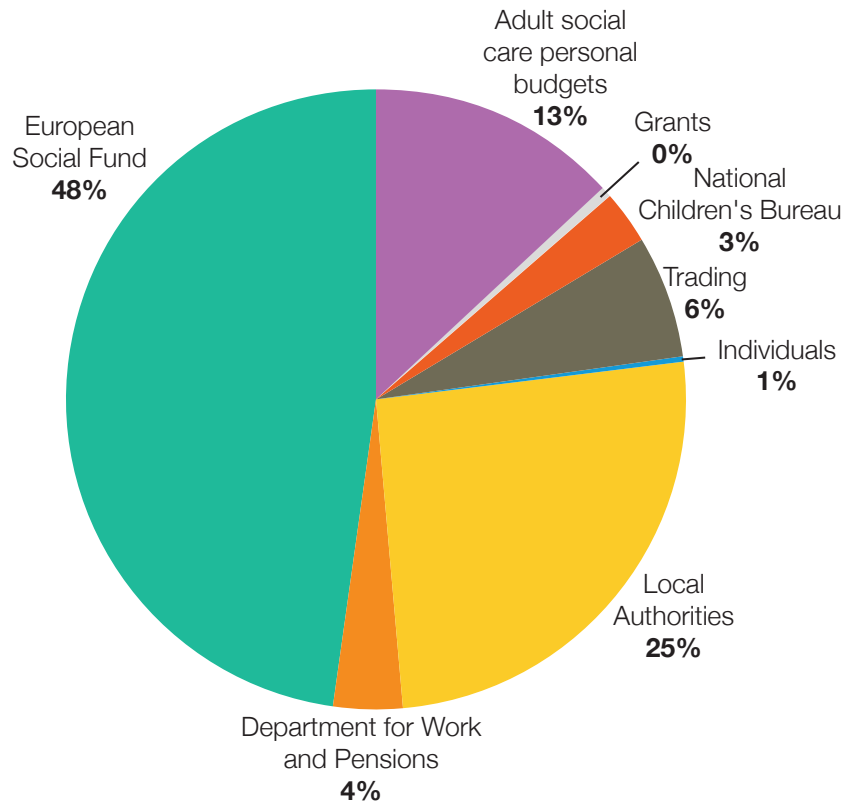
The GREAT project will have distributed

£502,806

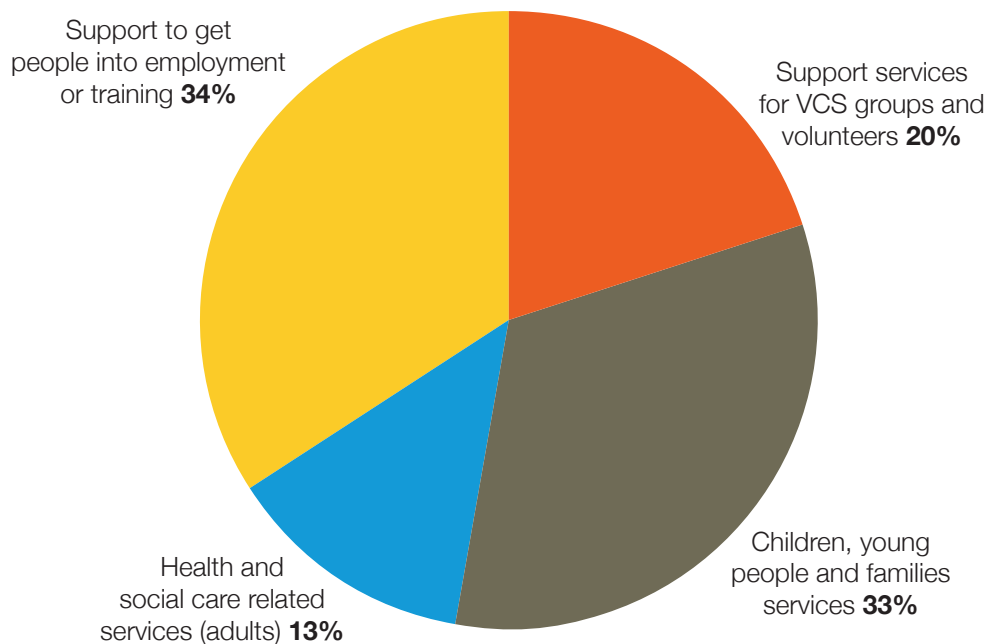
to VCS partners by the end of the 3-year programme

VAL Finances

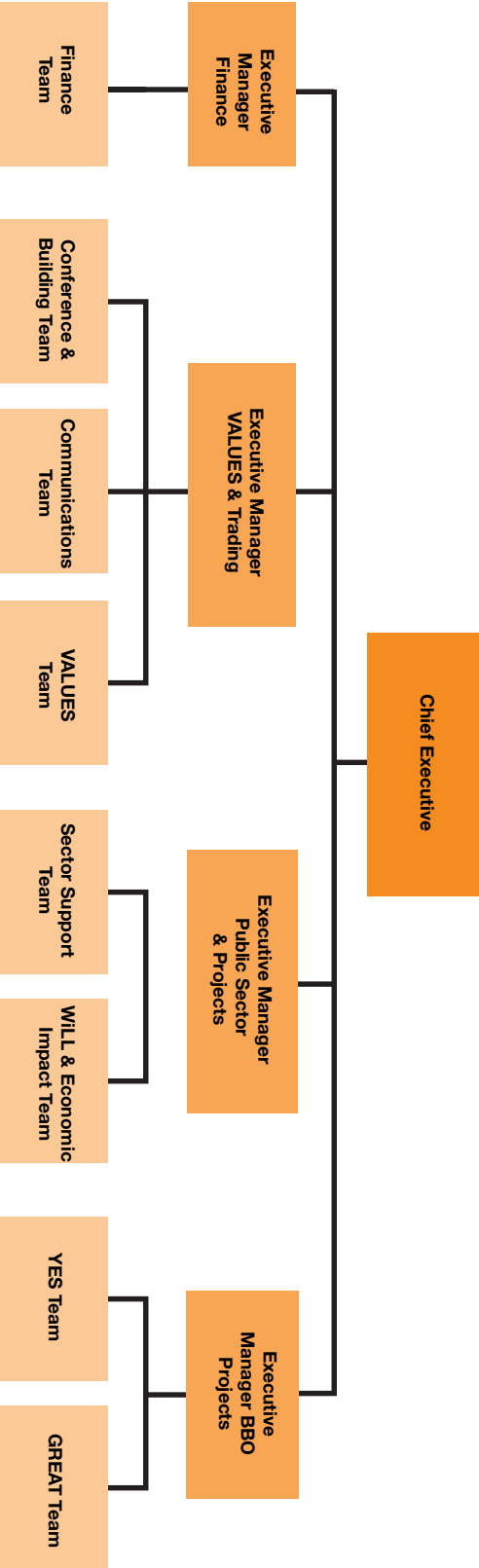
Income sources 2018-19



Expenditure 2018-2019



Staff Chart



Role Description

VAL is a registered Charity and a Company Limited by Guarantee and therefore Trustee Board members are both Trustees (Charities Act) and Directors of the Company (Companies Acts). There are a maximum of 15 Trustees and from this number each year the Board selects a Chair, Vice Chair and Treasurer.

The Board of Trustees play a critical role in setting the strategic direction of the organisation, approving policies and the budget, employing the staff and holding the Chief Executive Officer to account for their delivery.

Overall responsibility:

Work as a member of the Board to contribute experience, expertise and insight and to add value to strategic development and governance of VAL.

Trustee Duties

All our Trustees:

- are committed to VAL and act in its interests at all times, safeguarding our reputation and values and ensuring that we pursue and deliver our charitable objects and purpose.
- have an understanding of the legal and regulatory duties of trustees and ensure that VAL complies with its Articles of Association, charity law, company law and any other relevant legislation and regulation
- maintain an awareness of our organisation and the environment in which we operate and contribute to our continuing development
- bring positive, independent judgement and the ability to think creatively and to constructively challenge to secure the continued sustainability of our charity
- work effectively as a member of the Board team and recognise, respect and welcome diverse, different and, at times, conflicting views of colleagues
- use their specialist knowledge and skills to add value to VAL's work and to help VAL to build and grow partnerships and relationships
- prepare for, attend and participate actively in Board and subcommittee meetings and in support of allocated lead roles, working groups or other governance functions
- take responsibility for their own learning and development and participate in the development of the board as a whole

TRUSTEE APPOINTMENT BRIEF

- maintain the respect of beneficiaries, other stakeholders and the public by behaving with integrity and in line with VAL's values
- will maintain confidentiality about any sensitive and confidential information received as a Trustee and take appropriate action when required.

Trustees are legally accountable to the members of VAL and to the Inland Revenue, HM Customs & Excise and the Charity Commissioners. A Trustee has the following legal obligations that should be understood and complied with:

The Voluntary Action Leicester (VAL) Trustees must carry out their responsibilities in line with their duties under charity law:

1. Ensure that the organisation complies with its Memorandum and Articles, charity law, company law and any other relevant legislation or regulations.
2. Ensure that the organisation pursues its objects as defined in its Memorandum and Articles.
3. 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.
4. Protect and maximise the value of the charity's assets (including its good name), including by ensuring the proper investment of the charity's funds.
5. Ensure the effective and efficient administration and financial stability of the organisation.
6. Avoid or, if that is not possible, deal appropriately with conflicts of interest and loyalty.
7. Appoint the Chief Executive and senior staff and monitor their performance.

As Voluntary Action Leicester (VAL) is established as a company, its Trustees have specific statutory duties as Company Directors under the Companies Act:

1. Act within the company's powers.
2. Promote the success of the company for the benefit of achieving its charitable purposes. The Act sets out a number of matters that the Trustees/Directors will need to consider when reaching decisions, including the effect of the charity's actions on the community and environment.
3. Exercise independent judgement and reasonable care, skill and diligence.
4. Not accept benefits from third parties.
5. Be a named representative on Company documents.

Trustee Person Specification

Each trustee must have:

- a commitment to the mission of VAL
- a willingness to devote the necessary time and effort
- integrity
- has experience and an understanding of strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of VAL.

Trustee Commitment

At VAL we understand that people have busy lives and a range of pressures on their time. Therefore this section spells out our expectations of Trustees so that there is a transparent arrangement.

- 12 Board meetings per annum (2 hrs duration) currently early evening meetings
- Occasional Trustee Board task and finish groups
- Preparation time for meetings including reading time for papers
- Contact with Chair and other Trustees outside of meetings
- Annual Board Development/Strategy Day
- Future Focus conference and AGM
- Formal and informal visits to view the work of VAL
- Occasions where Trustees are representing VAL at events or meetings/networks

TRUSTEE APPOINTMENT BRIEF

Term of Office

The position of Trustee is appointed for a three year term – with the option to serve a maximum of 3 terms (i.e. 9 years in total)

Financials

These positions are unremunerated but reasonable out of pocket expenses are paid.

Location

VAL is based in the centre of Leicester (9 Newarke Street LE1 5SN) with easy access by public transport and an adjacent public car park. Though we operate throughout the City and County currently Trustee meetings take place at our office.

How to apply

To apply to become a Trustee please send a copy of your CV together with a supporting statement (maximum 2 sides A4).

Please ensure that your application fully addresses the requirements of the role. Please let us know if you require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included your contact numbers as well as any dates when you will not be available.

Voluntary Action LeicesterShire is committed to achieving greater diversity on its Board and welcomes applications regardless of sex, gender, race, age, sexuality, belief or disability.

Applications should be made via **trusteerecruitment@valonline.org.uk**

Recruitment timescales

Deadline for applications: **Friday 6 December 2019 by midday.**

Applications will be considered by a panel of Trustee Board members and they have the option to appoint directly, seek further information, or call for interview.



Queries

If you wish to have an informal discussion about this opportunity, have any queries on any aspect of the appointment process, or need additional information please contact Reena Purewal on 0116 2575034 or e-mail reena.p@valonline.org.uk.