



Trustees Candidate Information Pack November 2022

Candidate Brief - Trustees

Welcome from our Chair

I am delighted that you are interested in joining the Trustees at HFEH Mind to support our charity in the next stage of our journey.

In 2019 Hammersmith and Fulham Mind merged with Mind in Ealing and Hounslow, creating a new senior management team and board to support the merged organisation in providing local mental health services for our communities. Whilst the charity has had an increasingly positive impact on our communities and grown the services offered in the last three years there have been significant challenges, most notably Covid -19.

One of the many disruptive impacts of the global pandemic has been the distressing increase in recognisable and diagnosable mental health issues. The lock down, lack of social interaction, the devastating rise in hospital admissions and deaths will impact the wellbeing of future generations and it is important that specialist mental health charities like ourselves can both deliver responsively, but more importantly can shine a spotlight on communities who continue to remain under-represented or under-served.

Our Trailblazer programmes have played an instrumental part in supporting our children and young people and helping them to prepare for an even more uncertain future.

All our services have seen an increase in demand and the complexity of issues affecting people have also increased. As part our duty of care to our staff we have changed our working arrangements, introduced flexible working and established a staff wellbeing ambassador group to check-in regularly.

But of course, none of this would be possible without the excellent leadership of Benn Keaveney and his Senior Management Team who along with the staff have well and truly gone above and beyond their responsibilities to support both their teams and our service users.

I do believe that HFEH Mind has a bright and strong future, and this is reflected in the way the organisation has grown and the clear impact our work has on the communities we support.

Julie Pal
Chair



A word from our CEO, Benn Keaveney

HFEH Mind is currently finalising our co-produced strategy for 2023-26 to ensure we have a clear pathway to meet the needs of those who use our services by working in partnership with them.

Our service users face many challenges. Our organisation continued to provide quality services during the COVID crisis, and our intention is to make our charity agile and able to adapt to new issues like cost-of-living crisis, so we will always be there for our client group.

We will be a needs-led organisation, committed to providing high quality, safe services. With this in mind, our new strategy will have at its forefront: accessibility for the diverse population of our boroughs and a staffing infrastructure capable of meaningful interventions.

We have a proven record of introducing new ways of innovative work at scale, and this strategy shows our commitment to constantly seeking new ways of creating interventions that are sustainable, so our services are maintained during challenging times.

We will have cohesive communications to the public, not only to inform them of our work but also to make them joint partners in our work to reduce mental health stigma.

About us

Hammersmith, Fulham, Ealing and Hounslow Mind is a Local Mind Association. Mind operates a federated structure of Local Mind Associations, which are independent charities with their own funding and services. We share the same values as Mind, and we are regularly reviewed to make sure our charity is maintaining local Mind quality standards, so that we are providing local and effective services which meet the needs of our local community.

We're here to make sure that everyone suffering with a mental health problem gets the help they need to recover.

We listen, support recovery, fight stigma and work with partners to take action.

We provide services for adults, children and young people, signposting for everyone and training and consultancy for employers.

Vision

We won't give up until everyone experiencing a mental health problem gets both support and respect.

Mission

We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding. We are committed to combating stigma, empowering local residents, promoting wellbeing and supporting recovery.

Values

- Open: We support anyone who needs us.
- Together: We're stronger in partnership.
- Responsive: We listen, we act.
- Independent: We speak out fearlessly.
- Unstoppable: We never give up

For further information about our work please see the following:

Website:

<https://www.hfehmind.org.uk/>

World I want to see Campaign:

<https://www.hfehmind.org.uk/about-us/the-world-i-want-to-see/>

MyMind.tv (HFEH Mind's Digital support channel):

<https://www.my-mind.tv/>

Recent Sky News Footage (Safe Space):

<https://www.hfehmind.org.uk/news/safe-space-featured-on-sky-news/>

Trustee role description

Ready to help set Hammersmith, Fulham, Ealing and Hounslow (HFEH) Mind's future direction? Our trustees make sure we're fully focused on the biggest challenges to mental health, and right now we're seeking up to four trustees to join our board from February 2023.

We are working on and will launching our new strategy in 2023, and there has never been a more important time to join HFEH Mind to set our strategic direction and ensure we are having the greatest impact possible.

Our Trustees make sure that we don't give up until everyone experiencing a mental health problem gets both support and respect.

About the role

The role of trustees is to govern the activities and affairs of HFEH Mind and oversee the strategic and general management. Specifically, trustees ensure that HFEH Mind has a clear purpose and direction, is solvent, well-run, and delivers its charitable and strategic objectives.

Our Board benefits from having a wide range of trustees. **We welcome applications from everyone, but we have identified that our current Board has particular gaps:**

- People with a strong background working with children and young people
- People with clinical expertise particularly around suicide prevention, self-harm and risk in the third sector vs statutory services
- People with a strong marketing and communications background.
- People with a strong accountancy background

Trustee duties

The duties of trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well-run and efficient.
- Ensuring the appropriate use of HFEH Mind's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.

- Ensuring that the organisation defines its goals and evaluates its performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting – or potentially impacting – the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.
- Ensuring that all delegation by the board is clearly recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded, and complied with.
- Ensuring that HFEH Mind has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Assessing the board’s own performance annually.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of HFEH Mind’s work and relationships.
- Ensuring that HFEH Mind is accountable to its members, funders, and stakeholders.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they may have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

Expectations of trustees

- To ensure equality of opportunity is promoted and sustained through all aspects of HFEH Mind’s work and relationships.
- To commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- To represent the board as necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charitable trustee and director of a charitable company.
- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.

- To act in good faith with due care and diligence for the best interests of HFEH Mind and working within HFEH Mind's vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To engage with the wider work of HFEH Mind and the Mind network.
- Willingness to commit to a minimum of three years in the role

Time commitment will vary but it is expected to require approximately 4-8 hours per month including:

- Attending four Board meetings per year (lasting 2 hours)
- Attending the Annual General Meeting (lasting up to 1 hour)
- Trustees are also usually asked to be on one of HFEH Mind's subcommittees which meet four times a year (for one and a half hours each time)
- Dedicating time to preparing for each meeting by reading the papers provided.

Person specification

All trustees need to demonstrate the following competencies to become a member of the board:

- A commitment to HFEH Mind's vision, mission and values.
- Knowledge and/or interest in mental health issues.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and 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.
- A willingness to seek constructive debate and dialogue over confrontation.

In addition, the board of trustees must include members with expertise in some of the following areas:

Core skills (skills that every board should have)	Additional skills (skills that most boards would benefit from, but are not deemed essential and can be outsourced if not available from current trustees – please note skills we’re currently seeking highlighted in yellow)
Charity/voluntary organisation governance	Charity/voluntary organisation management
Mental health and/or health and social care sector	Working with groups experiencing multiple disadvantage
Operating environment and local community	Change management
Legislation relevant to our work	Conflict resolution
Strategic planning	Facilitation and/or training delivery
Business management	Human resources (legal and policy)
Leadership	Volunteer management
Financial planning and regulation	Information technology/Digital
Health and Safety	Social media
Data protection	Accountancy
Safeguarding	Fundraising and/or income generation
Monitoring and evaluation	Commissioning and/or bid writing
Lived experience of mental health problems	Project management
Risk management	Environmental issues
Partnerships	Quality assurance
	Clinical governance and risk management, ideally in the Third Sector
	Campaigning
	Marketing and/or PR/Comms
	Worked in mental health sector
	Working with Children and Young People in a clinical setting

We are hoping that one or our new trustees will take on the role of safeguarding lead on the board so if this might be of interest please see details of what this would entail here:

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/trustees/lead-responsibilities/#/>

Before you apply

Applicants must be at least 18 years old, must agree to have a DBS check (having a conviction does not automatically mean you cannot be considered to be a Trustee), and must not be disqualified from acting as a Trustee.

The trustee role is a voluntary one, however all reasonable out of pocket expenses incurred on charity business will be reimbursed in line with our volunteer expenses policy.

Timetable & interview process

The closing date for applications is Monday 9 January. Interviews/discussion with EP will be held during the application period and the following week and interviews with HFEH Mind will take place during weeks beginning 23 and 30 January.

To apply for one of the Trustee roles please submit the following:

- An up-to-date CV.
- A covering letter explaining how you feel you meet the criteria for the role and highlighting your knowledge of or passion for our cause.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

Applications should be submitted to Lucinda Shaw at Eastside Primetimers, lucinda@ep-uk.org. If you have any queries about any aspect of the appointment process, require additional information or wish to have an informal and confidential discussion then please contact Lucinda to arrange a convenient time.

HFEH Mind are an equal opportunities employer; and are proud to employ a workforce that reflects the diverse communities we serve. We welcome applications from all suitably qualified persons from all backgrounds.