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| Healthy Minds  Trustee Application Pack |  |

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Introduction and invitation

Healthy Minds is the local name for the organisation legally established as Calderdale Wellbeing. We have delivered mental health and wellbeing services in Calderdale since 2009. From our initial base in Halifax, we now deliver services from various locations across Calderdale. Healthy Minds has grown substantially since its establishment, through the commitment of trustees, staff and volunteers. Our services include recovery and support, crisis support, peer support, support for children and young people, welfare rights, and a project tailored specifically to the needs of people of Asian heritage. Our services are delivered by employed staff and volunteer and we are continuing to add to these services. More information is available on [our website](https://www.healthymindscalderdale.co.uk/).

We would like to strengthen our board of trustees. We intend making up to four appointments, which will increase our number to twelve. We are seeking trustees able not only to contribute to board but to undertake commitments outside of full board meetings, such as sub-committee attendance. We welcome applications from all backgrounds, regardless of quantity of experience at board level, to support the board’s drive for quality, inclusive decision making, problem solving and creativity. We want to make our board more inclusive and representative of the Calderdale population; we reflect our population’s diversity in gender, sexual orientation, disability and age, but not ethnicity or religion, noting that c8% of Calderdale is of Pakistani and Muslim heritage. Our existing board has a good range of expertise including local knowledge, experience of mental health and wellbeing issues, finance, governance, commissioning, contracting, diversity and inclusion, human resources management and development, and mental health service delivery. We are keen to add depth to this expertise, and add breadth.

We believe that by becoming a trustee of Healthy Minds, you have the opportunity to help us continue to support the mental health and wellbeing of the people of Calderdale, and your experience, insights and expertise will help us to improve that support even more. We will work with you to provide induction, training and support, as you take up this exciting role. You will have the opportunity to build your experience and skills through your time as a trustee. We appreciate your time in looking through this application pack, and welcome, should you wish to do so, your application. We particularly welcome applications from those who will help the board reflect the diversity of Calderdale’s population and add to the board’s expertise.

Completed Trustee Application Form (section 4) and Declaration of Eligibility (section 5) should be sent, by **7th February 2022** to Paul Hunt, Chair of Trustees:

Email (preferred): [paul@healthmindscalderdale.co.uk](mailto:paul@healthmindscalderdale.co.uk)

Post (alternative): FAO Paul Hunt, Chair of Trustees, Heathy Minds, 1 King Street, Halifax, HX1 1SR

Shortlisted candidates will be invited for interview. Interviews are scheduled for **22nd and 23rd February 2022** (online or face-to-face, to be confirmed and subject to Government guidelines).

Paul Hunt

Chair of Trustees, Healthy Minds

07716 211 928

January 2022

Section 1: Board of trustees

Our board of trustees includes some who have worked with Healthy Minds from the beginning, and others who have joined over the past 3-4 years, during a period of significant growth in breadth of services, income, staffing and reputation.

The Charity's objects, as set out in its Memorandum and Articles of Association are:

The preservation, protection and enhancement of good mental health of people in Calderdale, in particular but not exclusively by the provision of support, information, advice and services.

Our current [Strategy 2019-22](http://www.healthymindscalderdale.co.uk/uploads/2/9/1/6/29163411/healthy_minds_-_strategy_2019-22_280519.pdf) is available on our website.

We have a board of trustees that:

* Is effective and works well together, with shared vision and members who trust one another
* Involves people who represent a broad spectrum of experience, perspectives and opinions
* Recognises that there will be conflict and disagreement at times, but is able to deal with this and see it as a strength
* Uses effective structures that respect and reflect differences
* Is committed to diversity and inclusion, at board level, across staff and volunteers, and in the services that we offer
* Makes effective use of sub-committees and working groups
* Fosters open, honest sharing of opinion, trust between members and a collective sense of responsibility for the organisation

Section 2: Guide for board of trustees including Code of Conduct

This information is a general guide to the responsibilities placed on trustees. We expect to update the guide during 2021/22 or early 2022/23, but we do not anticipate a major update. Any update will be approved by the board of trustees.

**Duty to Oversee the Effective Management of the Resources and Assets**

**of Healthy Minds**

The financial and physical resources – including property and equipment – must be well managed and used efficiently and economically. The board has to be satisfied that Healthy Minds is properly insured and that financial affairs are properly managed. The board has a Finance Sub-committee, with a qualified accountant as Chair, but financial accountability rests with all trustees, individually and collectively.

**Accountability to the Membership of Healthy Minds and others with a legitimate interest**

The Board reports its activities to everyone who has a legitimate interest in the organisation – in particular its staff, volunteers and service users, its funders and those who attend the Annual General Meeting (typically held around November or December). We produce and publish an Annual Report. Our accounts receive an Independent Examination. We may shortly move to a more detailed Audit of accounts. Reports required by law (such as to the Charity Commission and to the Registrar of Companies) must be made properly and on time.

Board members are expected to act at all times in the best interests of Healthy Minds and cannot be mandated by other organisations.

**Code of Conduct for Healthy Minds Board of Trustees**

**VALUES**

We are (2021/22) undertaking extensive internal and external consultation on our values. We expect the result will be a set of values that remain consistent with our culture and history, and which clearly express our distinctiveness in experience and approach. Our current values, pending the outcome of our consultation, as set out in our current Strategy 2019-22, are:

* We believe that a person is not only defined by their mental health; it is just one aspect of a person’s life
* We are led by individuals who have personal/lived experience of mental distress
* We are inclusive of all diverse communities
* We believe that kindness and respect are the foundations to work collaboratively with those around us
* We believe in respecting individuals’ rights to exercise choice and control in their lives
* We are an open and transparent organisation

**GENERAL CODE**

* To act within the governing document (Memorandum and Articles of Association) of Healthy Minds and the law and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the governing document and relevant policies and procedures.
* To support the objects and mission of Healthy Minds, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
* To be an active trustee, making my skills, experience and knowledge available to Healthy Minds and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
* To respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
* To develop and maintain a sound and up-to-date knowledge of Healthy Minds and its environment. This will include an understanding of how the organisation operates, the social, political and economic environment in which it operates and the nature and extent of its work.
* To use Healthy Minds’ resources responsibly, and when claiming expenses, to do so in line with relevant procedures.

**MANAGING INTERESTS**

* Not to gain materially or financially from my involvement with Healthy Minds unless specifically authorised to do so.
* To act in the best interests of Healthy Minds as a whole, and not as a representative of any group – considering what is best for Healthy Minds and its present and future beneficiaries and avoiding bringing Healthy Minds into disrepute.
* To understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

**MEETINGS**

* To attend all appropriate meetings and other appointments at Healthy Minds or give apologies. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with Healthy Minds.
* To prepare fully for all meetings including reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
* To actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
* To participate in collective decision-making, accept a majority decision of the Board and not to act individually unless specifically authorised to do so.

**GOVERNANCE**

* To actively contribute towards improving the governance of the Trustee Board, participating in induction and training and sharing ideas for improvement with the Board.
* To help to identify good candidates for trusteeship at Healthy Minds and, with my fellow trustees, to appoint new trustees in accordance with agreed selection criteria.

**RELATIONS WITH OTHERS**

* To work considerately and respectfully with all those I come into contact with at Healthy Minds, respecting diversity, different roles and boundaries.
* To recognise that the roles of trustees, volunteers and staff of Healthy Minds are different, and to understand and respect the difference between these roles.
* To support and encourage all those I come into contact with at Healthy Minds. In particular, I recognise my responsibility to support the Chair and the senior staff.
* To not make public comments about the organisation unless authorised to do so. Any public comments I make about Healthy Minds will be in line with organisational policy, whether I make them as an individual or as a trustee.

**LEAVING THE BOARD**

* To understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Trustee Board. Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from the Board, I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.
* If I wish to cease being a trustee of Healthy Minds at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

**Healthy Minds will:**

* Provide trustees with timely and relevant information so as to allow the Board to govern well.
* Provide the Board with advice when necessary, ensuring that external professional advisors are available as and when needed.
* Work in partnership with the Board to ensure that it fulfils all its statutory and legal responsibilities.
* Invest time, money and other resources in order to help, support and further develop good governance, including relevant training for trustees.
* Provide the Board with the necessary administrative and other support that they will need to govern well.

Section 3: Trustee Role Description and Person Specification

**Trustee Role Description**

To oversee the strategic and general management of Healthy Minds and the activities of the organisation as they relate to:

* Healthy Minds’ objects, as agreed with the Charity Commission and Companies House
* Healthy Minds’ Strategy
* Use of assets
* Working within agreed policies and procedures

Trustees are expected to own the corporate decisions of the Board of Trustees which normally meets approximately 6 times a year. Sub-committees are established to consider in detail key aspects (currently: Development and Finance) and project groups may be established to undertake a specific piece of work, and Trustees will be expected to contribute to these.

Trustees are expected to undertake duties in a manner that reflects Healthy Minds’ values and culture, and which is inclusive, open, respectful, user-centred and committed to diversity, equity and equality.

**Duties of members of the Board of Trustees**

The Charity Commission’s [*The essential trustee: what you need to know, what you need to do*](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3) provides an accessible and essential overview of what is required of Trustees:

1. To ensure that Healthy Minds complies with the Memorandum and Articles of Association, charity law, company law and other relevant legislation and regulations, and to approve official documents as necessary.
2. To ensure that all activities and expenditure are in pursuit of Healthy Minds’ objectives and are as defined in its governing documents.
3. To contribute to the Board’s thinking on strategic objectives and direction, setting overall policy, defining goals and setting targets and evaluating performance against set targets.
4. To evaluate the performance of the organisation in relation to the agreed objectives and work programme and external evaluation and monitoring (eg as required by service commissioners and Healthy Minds’ Quality Standards).
5. To safeguard the good name and values of the organisation.
6. To ensure the effective administration of the organisation.
7. To protect and manage the property of the charity and ensure the proper investment of the charity’s funds.
8. To oversee Healthy Minds’ financial affairs to ensure financial stability. To oversee the management and protection of Healthy Minds’ assets and to ensure that annual accounts are produced, together with a report for the Annual General Meeting and submission to Companies House.

**Other Duties**

In addition to the above general duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

**Time commitment**

There are approximately six full board meetings a year. The board’s sub-committees meet up to six times a year. Meetings are typically 2 hours in length, either face-to-face (preferred) or via Zoom/Teams. We have alternated between daytime and evening meetings but we recognise that certain days/times are not possible for all trustees and expect that the majority of board meetings in the near future will be in evenings. As a minimum, trustees allow for a couple of hours preparation plus travel to/from and attendance of a board meeting or sub-committee, plus occasional additional time in relation to understanding our services, providing advice, or consultation on issues.

**Trustee Person Specification**

**Essential**

1. Able, following induction and support, to fulfil the expectations of trustees as set out in the Charity Commission’s [*The essential trustee: what you need to know, what you need to do*](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

1. An understanding of and a commitment to Healthy Minds’ aims, objectives and values
2. Willingness to role model the values of Healthy Minds, including commitment to equality, diversity and inclusion
3. Knowledge of, or interest in, wellbeing and mental health issues
4. A willingness and ability to devote the necessary time and effort
5. An ability to think strategically and creatively
6. Good, independent judgement
7. An understanding of and compliance with our approach to confidentiality
8. An understanding of and compliance with the boundaries around the role of a Board of Trustees
9. Ability to communicate clearly and sensitively and to take part in discussions
10. An understanding or a willingness to assimilate and accept the legal responsibilities and liabilities of trusteeship
11. Ability to work effectively in small groups
12. An understanding of ways in which issues of race, racism, culture, gender, sexuality and disability affect mental-health service-users
13. A willingness to take on agreed specific tasks, projects or rules outside of meetings

**Desirable**

Areas of skill or experience (one or more):

* Mental health and wellbeing service commissioning and delivery
* Mental health and wellbeing policy
* Mental health and wellbeing expert by experience (including as service user or carer)
* Inclusion, diversity, equity and equality
* Financial management
* Marketing
* Governance
* Fundraising
* Performance management
* Managing change
* Legal
* Contracting
* Human resources management
* Human resources development
* Public relations
* Campaigning
* Commercial development
* Information technology
* Business intelligence

In addition to the areas of skill and experience, we seek candidates with:

* Particular experience and/or understanding of the Calderdale population, including its diverse population
* Board (and/or trustee) experience, in voluntary, public or commercial sector(s)

Section 4: Trustee Application Form

**CONFIDENTIAL APPLICATION FORM**

**Healthy Minds**

*Please complete the form as set out below. If you are handwriting the answers, please use black ink for clarity when photocopied. All sections must be completed, even if submitting (optional) a CV.*

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| **Personal details**  Title:  First name(s):  Surname:  Date of birth:  *(required by Companies House)* |  |

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| --- | --- |
| **Contact details**  Address:  Daytime telephone:  Evening telephone:  Email: |  |

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| **Why are you interested in becoming a trustee of Healthy Minds?** |

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| **How do you meet the person specification?**  *What skills, interests and experience you feel you can bring to Healthy Minds, with specific reference to the person specification (essential attributes).* |

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| **How would you strengthen the board of Healthy Minds?**  *Please review the desirable areas of skill set out in the person specification, indicating one to three areas where you would bring particular expertise that would strengthen our board.* |

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| **What is your experience of Calderdale and its diversity; what is your board membership/trustee experience?**  *Please see the person specification.* |

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| **Past and current experience**  *Please provide details of current and previous roles, paid or voluntary, for the previous 5 years (or longer, if considered relevant).* |

| Role/title | Organisation | Start | End | Primary duty |
| --- | --- | --- | --- | --- |
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| **Referees**  It is our policy to take up at least one reference prior to making trustee appointments. It would be helpful if you could give details of two referees at this stage. *We will only make contact with your referees with your express permission.* | | | |
| Name:  Address:  Telephone:  Relationship:  e.g. friend,  line manager |  |  |  |
| Name:  Address:  Telephone:  Relationship:  e.g. friend,  line manager |  |  |  |
| **I confirm that all the information given in this application is correct.**  Signed: ……………………… Date…………………………………………… | | | |

Please return the completed Trustee Application Form to:

Paul Hunt, Chair of Trustees

[paul@healthmindscalderdale.co.uk](mailto:paul@healthmindscalderdale.co.uk)

Alternatively, please contact Paul on 07716 211 928 for the appropriate postal address.

Section 5: Declaration of Eligibility for newly appointed Trustees

P A R T O N E: P E R S O N A L D E T A I L S

Address: **……………………………………………………………………**

Daytime telephone number: **……………………………………………………………………**

Evening telephone number: **……………………………………………………………………**

Email (if applicable): **……………………………………………………………………**

P A R T T W O: C H A R I T Y D E T A I L S

Name of Charity: Calderdale Wellbeing (known as Healthy Minds)

Charity Registration Number: 1132316

Company Number: 6828871

P A R T T H R E E: D E C L A R A T I O N O F E L I G I B I L I T Y

I declare that I am not disqualified from acting as a charity trustee and that:

* I am aged 18 or over at the date of this election or appointment (only relevant for unincorporated charities);
* I do not have unspent convictions relating to any offence involving deception or dishonesty;
* I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted trust deed for, my creditors (ignore if discharged from such arrangement);
* I am not subject to a disqualification order under the Company Directors’ Disqualification Act 1986 or to any order made under Section 429(b) of the Insolvency Act 1986;
* I have not been removed from the charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.

For charities that work with children:

* I am not subject to a Disqualification Order under the Criminal Justice and Court Services Act 2000

For charities that work with vulnerable adults:

* I am not disqualified under the Protection of Vulnerable Adults List.

Signed: …………………………………………………………………………………………….

Date: …………………………………………………………………………………………….

Please return the completed Declaration of Eligibility to:

Paul Hunt, Chair of Trustees

[paul@healthmindscalderdale.co.uk](mailto:paul@healthmindscalderdale.co.uk)

Alternatively, please contact Paul on 07716 211 928 for the appropriate postal address.