



## **AN INTRODUCTION TO TRUSTEESHIP WITH HOME-START BRISTOL.**

Becoming an effective trustee requires a range of characteristics, amongst which are honesty and integrity, good judgement, and the ability to be an active member of a team. The role comes with legal duties and responsibilities which should be clearly understood from the outset.

*<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>*

Within Home-Start Bristol [HSB] each trustee is committed to developing and maintaining our vision and direction, and to ensuring compliance with all legal and regulatory requirements. Full details of our aims and how HSB operates can be viewed on our website. *<https://www.homestartbristol.org.uk>*

Trustees also work to ensure that HSB remains financially viable and operates with maximum efficiency. The ethos of Home-Start UK informs HSB's practice, and adherence to this by trustees, staff and volunteers is routinely monitored. The quality and effectiveness of the work undertaken to deliver our strategic plan for each year is also regularly assessed. All trustees are required to hold an up-to-date DBS check certificate.

The board meets monthly with papers circulated in advance. Prior to Covid 19 restrictions, meetings were held at Unit 11, The Greenway Business Centre, Doncaster Road, Southmead, Bristol, BS10 5PY, but are now online via Zoom. Meetings take place in the morning – most usually on a Tuesday, and last approximately 2.5 hours. There is ample opportunity to meet with the staff group – currently a manager, four part-time staff who work with our volunteers, two part-time staff who work directly with families, and two part-time administrators. Trustees also attend the AGM, a cluster day annually with other local Home-Starts, a Christmas party for volunteers, and other occasional fund-raising events. New trustees are supported on joining the board by the Trustee for Trustee Matters and receive in-house safeguarding training.

Committed trustees are essential to the smooth and effective running of Home-Start Bristol. They are valued highly, and every effort is made to ensure the role provides satisfaction and enjoyment, as well as offering ample opportunity to contribute the talents and abilities which each trustee brings to the board. We hope you will join us.

### Basic time commitment

Approximately 6 hours per month

In order to deliver this comprehensive service, board members take on additional, specific roles - usually reflecting their prior experiences and interests, and these are briefly described below.

#### CHAIR OF THE BOARD

##### Responsibilities

These include: the oversight of the board's functioning, management of board meetings, supervision and appraisal of the Staff Manager, annual reviews of the strategic plan, representing HSB at functions as necessary.

##### Time commitment

An average of 10 hours per week but spread unevenly over the year. The Chair must be prepared for issues which may take a disproportionate amount of time. Some work can be shared with the HR trustee.

#### IT TRUSTEE

##### Responsibilities

These include: the development and technical support of the database, the training of users (staff and trustees) as required, liaison with the IT support agency, advising the board re new or upgraded IT, dealing with staff timesheets, leave and work schedules, support re the telephone system.

##### Time commitment

Varying between 5 and 15 hours per week.

#### TREASURER

##### Responsibilities

These include: maintaining an overview of HSB's financial affairs, ensuring its financial viability, ensuring that proper financial records and procedures are maintained, ensuring that staff are paid, keeping the board fully informed, submitting annual accounts for audit and as required by statutory organisations.

##### Time commitment

Approximately 3.5 days per month.

#### SAFEGUARDING/CHILD PROTECTION TRUSTEE

##### Responsibilities

These include: undertaking approved external training annually, providing advice and support to staff, volunteers and trustees, carrying out routine inspections and spot checks of files, regular monitoring of cases recognised as being of concern, ensuring compliance with HSUK, local and national standards and practice.

##### Time commitment

Approximately 7-10 hours per month.

#### HR TRUSTEE

##### Responsibilities

These include: leading the recruitment, interviewing and appointment of staff, dealing with staff employment issues, keeping abreast of employment law, close liaison with the board Chair and Staff Manager, keeping the board advised as necessary.

##### Time commitment

Varying between 4 and 12 hours per week with more time involved when a recruitment procedure is necessary.

### TRUSTEE FOR DATA PROTECTION [DP]

#### Responsibilities

To be fully informed about the Data Protection Act 2018 and to monitor and ensure full compliance in all areas.

#### Time commitment

Very variable. New systems are in place and this is an oversight role.

### POLICIES TRUSTEE

#### Responsibilities

These include: the routine reviewing of all policy documents issued by HSUK, revising and updating HSB's policies to reflect changes as necessary, submitting a number of policies for board approval each month

#### Time commitment

Approximately 10 hours per month

### FUNDING APPLICATIONS TRUSTEE

#### Responsibilities

These include: researching funding opportunities, obtaining and collating the information needed to support applications, drafting the applications, writing letters and other requests for funding in liaison with other board members.

#### Time commitment

An average of 12 hours per month, often more but not evenly spread.

### QUALITY ASSURANCE TRUSTEE

#### Responsibilities

These include: chairing the QA Group within the board and ensuring compliance with HSUK standards.

#### Time commitment

Approximately 80 hours per annum but concentrated in Dec/Jan/Feb.

### EVALUATION TRUSTEE

#### Responsibilities

These include: chairing the Evaluation Group within the board, ensuring outcomes are monitored and recorded appropriately, liaising with external evaluators.

#### Time Commitment

Approximately 30 hours per annum, sometimes more.

### HEALTH AND SAFETY TRUSTEE

#### Responsibilities

These include: maintaining knowledge of current regulations, ensuring that all procedures necessary for compliance are in place and observed, inducting new volunteers, staff and trustees with regard to health and safety, carrying out regular risk assessments and audits.

#### Time commitment

An average of 2 hours per month but mostly in the first six months of the year.

### TRUSTEE FOR TRUSTEE MATTERS

#### Responsibilities

These include: liaison with the HR trustee and the Publicity Group in the recruitment of new trustees, the induction of new trustees, monitoring trustee

satisfaction, ensuring DBS checks and safeguarding training are up to date, maintaining trustee files.

Time commitment

Approximately 6 hours per month but very variable depending on movement within the board membership.

PUBLICITY TRUSTEE

Responsibilities

These include: chairing the Publicity Group within the board, maintaining and updating all publicity material, ensuring volunteer training courses and fund-raising activities are widely publicised, liaising with local publications and following up any other opportunities for promoting HSB.

Time commitment

Varying between 4 and 12 hours per week.

HSB board members are also members of one or more of the specifically focussed groups detailed above. There is also a planning group.

[N.B. We are transferring some of the trustees' executive functions to staff as funding and therefore staffing levels permit]

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