

Trustee Recruitment Pack



What we do

Penderels Trust is an organisation that is proud to have been at the forefront of independent living since 1988.

We believe that anyone in receipt of care and support should be able to decide for themselves how that support is delivered and to have the same opportunities in life that everyone else has.

The ability to purchase care and support via a Direct Payment (DP) is something that is at the heart of the personalisation of care. Individuals who are in control of their own care achieve a better quality of support and life outcomes by almost all measurable standards. Our mission is to help people to negotiate the sometimes complex systems that can act as a barrier to choosing a DP or Personal Health Budget (PHB). In essence, we want people to be in control of their own lives whilst having the reassurance that our support is available to assist them in making choices, managing their support and dealing with all systems, agencies and processes involved in obtaining their wishes.

As the largest national provider of this kind of support, we are committed to being seen as experts by experience in this field. We support around 15,000 DP users each year and process payroll for around 16,000 of their employees. Our reach across the DP user group is unparalleled and there is no other organisation that is better placed to support and influence the whole DP and PHB market.

We have teams across England and employ 200 staff.

We work in partnership with 39 local authorities and 14 Integrated Care Boards (ICBs/NHS).

Our service has expanded over recent years to include appointeeships (we are a Corporate Appointee authorised by the Department for Work and Pensions) where we manage the benefits for people unable to do so themselves and a money management service where we support people to manage their own finances.

Supporting around

15,000

Direct Payment
users across
England



Our history

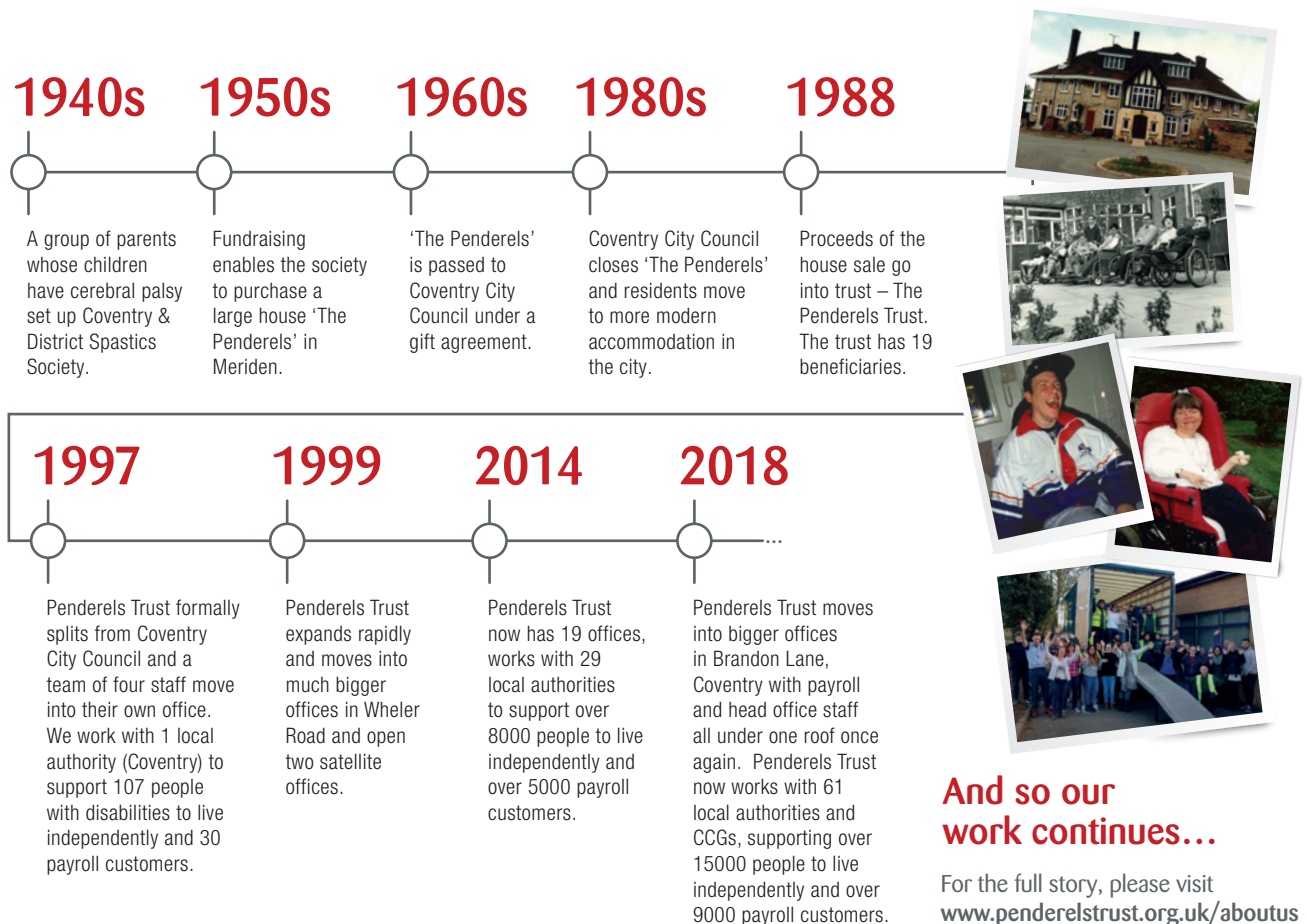
Penderels Trust celebrated its 35th birthday in June 2023.

We might celebrate our official birth date of 1988 but in fact our story begins many years before. Back in the 1940s a group of parents of disabled children set up Coventry and District Spastics Society to try and secure a better and more independent future for their children.

Through their hard work and the generosity of the people of Coventry, the group purchased a large house called 'The Penderels'. This became home for twenty young people until the 1980s when better living options became available. The home was sold and the money was put into a trust, to become The Penderels Trust, in 1988.

The Penderels Trust was jointly managed by Coventry and District Spastics Society and Coventry City Council for a number of years until 1997 when the trust formally split from the local authority. At this point, Penderels Trust became independent and the four-strong Penderels Trust team became its first employees. Since those early days, whilst the trust has grown to what it is today, the ethos is still the same – to support individuals with disabilities or long term health conditions to live independently.

Please see 'Our Journey' graphic for a visual timeline of our journey which is also on display in our head office reception.



Our Vision, Mission and Values

Vision:

A world where everyone should have the right to an ordinary life in a place they call home, with the people and things that they love, in communities where we look out for one another, doing things that matter to them.

Mission:

To provide advice, guidance and financial management support so that individuals can live independently, safely and with dignity.

Our Pillars:

- **Direct payment support services:** People live well independently making the most of their care and support package
- **Money management:** People who can't manage their own money are protected and kept safe whilst keeping their independence
- **Promoting the Personal Assistant (PA) role:** People choose to work as a PA and feel valued in their role

The way we work:

- **People centred:** Treating everyone as an individual with their own needs and priorities
- **Expertise:** Using our experience and knowledge to ensure responsibilities are met
- **Innovative:** Putting resources and systems in place to make things easier



Our Board



Andrew Ford
(Chair)

I am a retired corporate and public affairs professional who has operated at UK, EU and international levels within the environmental and energy sector. During my career, I have sought to influence legislative and reputational change through the design and delivery of effective political and media campaigns.

Having operated at a senior level within a major international energy company, I have also shaped major corporate communication agendas and strategy both at company and industry association levels.

I am really enjoying working with Penderels Trust and I hope I can use some of my experience to support them in their ambitious and worthy goals.



Yvonne Barnes
(Vice Chair)

Having carved out my full-time career driving business transformation and developing and delivering corporate and operational strategy within life science and healthcare organisations, I took the decision to move to a part-time professional career in early 2017. The sole purpose of this change was my desire to release some of my time and use my diverse range of skills and experience to benefit

charitable organisations. I am passionate about using my knowledge, skills and experience to improve the lives of others; I was drawn to Penderels Trust because of this shared vision. It is a great privilege to be working with my fellow Trustees and the highly committed and dedicated Trust staff and to support the ongoing success of Penderels Trust.



Andrew Reece

I am a qualified Social Worker and have worked in Adult Social care with disabled adults of working age or disabled children since I qualified in 1996. I am committed to the Social Model of Disability and see Direct Payments as central to delivering choice and control to disabled people and I am proud to have developed the first direct payment in two local authorities in London in the late 1990s.

I am currently Head of the Integrated Learning Disability Service in Camden, working to support people with learning disabilities in Camden to live fulfilling lives as active citizens in their local communities, with Direct Payments and Personal Health Budgets at the centre of making this real for Camden Citizens and their families.



Kenneth Cupid

My background is 'Serving the Community' in which I live.

I served as a police officer in my home country, St Vincent & The Grenadines. I migrated to the UK and worked for British Rail before setting up my self-employed business in Coventry: International Sales & Commission Agency. Having travelled the globe, I decided to get more involved in my local community and to utilise my skills, particularly within the Caribbean community. I am also a member of the Coventry Hospital Radio Station

volunteering as a DJ which I continue to this day. I am also the Vice Chair of the National Council of St Vincent and the Grenadines UK.

To me, Penderels Trust is a vital part of our community. From my personal experience as a cancer patient and survivor, I am fully aware of the work and contribution that Penderels Trust delivers to communities in meeting their needs. I hope my skills will enhance the Trust to further its work throughout the regions to support people to live independently.



Kire Jordanoski

Originally from Australia, I am a Chartered Accountant with experience in a variety of sectors including chartered practice, banking, pharmaceuticals, government and information technology. I first worked in audit and corporate governance roles and then later moved to finance and accounting positions. I have worked in

the information technology sector for the past 10 years and have a keen interest in technology.

I was inspired to join Penderels Trust as my son has cerebral palsy and the organisation supports independence for people with disabilities.



Jane Heppel

My background is in local authority and local services where I have worked as a finance professional up to Director level and as a consultant. I am a Fellow of the Chartered Institute of Public Finance and Accountancy and am currently the Chief Finance Officer for the Gloucestershire Police Force.

in sourcing and managing their own care delivery, which is vital to ensuring that they receive a package of care which represents value for money for them. I heartily subscribe to a vision of the world where disabled people can just get on with their lives and want to be an active part of removing any hurdles in the path of that vision.

My interest in supporting Penderels Trust is in ensuring that everyone with care needs can be financially independent

The role with Penderels Trust is my first as a Non Executive Director and I look forward to working with the team.



Tanurag Nayyar

With over 20 years of international experience in delivering business transformation through technology solutions across the Financial Services industry, I have had the privilege of working with multinational organisations, including Ernst & Young and Mastercard. My professional journey has fuelled a growing passion for giving back to society.

In my conversations with Penderels Trust, I have been deeply inspired by their extraordinary work to improve the lives of adults and children with disabilities and long-term health conditions. It is a true honour to contribute to this exceptional cause, leverage my knowledge in technology, management consulting, and payments, alongside my previous volunteer and fundraising experience with various charities.

The Trustee Role

What are the responsibilities?

As a Trustee, you will be able to use your valuable skills and experience to have a direct influence over the work of Penderels Trust.

It is a rewarding role, but there are responsibilities that you, as part of the Board of Trustees, will have:

- You need to make sure that Penderels Trust is carrying out its purpose to benefit the people it was set up to support and complies with its governing document and the law.
- You will always act in the best interests of Penderels Trust using reasonable care, your skills, knowledge and judgement.
- You will work with senior managers to shape the services and future direction of the charity.
- You will help to manage Penderels Trust's resources responsibly by ensuring appropriate financial controls and reporting mechanisms are in place and that any risks are identified and managed.
- You will be accountable for the operation of Penderels Trust and for the management accountability within the charity.
- You will be a legal designated Director of Penderels Trust as a Company Limited by Guarantee.
- You will be required to work to our Code of Conduct for Trustees.

For more information about being a Trustee, please see the Charity Commission Guide, [The Essential Trustee: what you need to know, what you need to do.](#)

What is the expected time commitment?

As a Trustee, you will need to be able to commit time for the following activities:

- Attendance at board meetings once every two months and the Annual General Meeting. These meetings are mainly held virtually although you may occasionally be required to come to a meeting at our head office in Coventry. If you would rather attend the meetings in person, that is fine too.
- Time to review documents sent out prior to the meetings or from Senior Managers for comment.
- Time to respond to other documents or issues as and when they arise.
- Occasional attendance at events within Penderels Trust or as a representative of Penderels Trust at external events.

What sort of person?

To become a Trustee, you must be over the age of 16. You must not have been disbarred (not allowed by law due to previous misconduct) from being a Company Director, have previously been removed from a Charity by the Charity Commission or have been declared bankrupt.

The most important things that we are looking for are that you:

- Have a commitment to help Penderels Trust to improve the lives of the people we work with.
- Have an interest in and understanding of the challenges facing people in the sectors we operate, this might be through personal experience/interest or work.
- Are well organised and willing to prepare for meetings by reading information in advance and being ready to engage and ask questions.
- Are able to be part of a team, working together and establishing good relationships.
- Are able to debate issues and question colleagues in an appropriate and constructive way.
- Have the ability to take in and analyse information in an impartial and objective way.
- Are able to recognise and deal with potential conflicts of interest if they should arise.
- Communicate with honesty and openness and are able to contribute to discussions to develop ideas.

What support will I get?

You will be well supported by the Chair of the Trustees and fellow Board members.

In addition:

- The Senior Management team will meet with you to support your induction and provide you with an overview of Penderels Trust operations.
- You will receive information from the Charity Commission to guide your induction as a Trustee.

Will I be remunerated for my role as a Trustee?

Trustees of Penderels Trust can request for reasonable expenses to be paid, they do not receive any remuneration.

Our recruitment policy and process

The recruitment process is overseen by our Board of Trustees and Chief Executive Officer (CEO). The Board will identify what skills and experience it needs and will advertise for people who have those skills to apply to become a Trustee.

We will advertise in a variety of appropriate places including online, via social media and via our own networks including our staff teams.

If you wish to apply for a trustee role, you will be required to complete our application form and accompanying Conflict of Interest form and non-disclosure form. We also accept applications in different formats e.g. audio or video but you will need to answer the same questions for a fair process.

All applications will be treated on a confidential basis and in line with our data protection policy.

Suitable candidates will be invited to interview which would usually be a face-to-face meeting in Coventry.

Following the interview, shortlisted candidates will be put forward for approval by the Board. Once approved, successful candidates will be invited to join the Board and follow our induction process. All trustees are required to agree to and work by our Trustee Code of Conduct.

Candidates who are unsuccessful will be informed of this and where relevant, other opportunities to get involved with Penderels Trust will be shared with them.



Trustee Application Form

We are happy to accept applications in different formats, this includes in audio or video format. Where possible, please try and answer the questions in this form. If you need this form in a different format, please email pwalkington@penderelstrust.org.uk or call us on **02476 511611**.

Personal Information

Title:	<input type="text"/>	Home Address:	<input type="text"/>
First Name:	<input type="text"/>		
Middle Name(s):	<input type="text"/>		
Surname:	<input type="text"/>		
Mobile Number:	<input type="text"/>		
Home Email:	<input type="text"/>		
Work Email:	<input type="text"/>		

How did you become aware of Penderels Trust?

Please list any services you currently receive/or have received from Penderels Trust.

1. <input type="text"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Are you: employed self-employed

Name of Organisation:

Your role:

Will the nature of the role bring any conflict of interest with the work for Penderels Trust?

Yes No

Are you retired? Yes No

Are there any times or reasons that you may not be available for meetings?

If yes, please state times/reasons below.

Board meetings are held on a hybrid basis to facilitate remote attendance, however on occasion we may request that you travel to Coventry or another location – would this pose any issues for you?

Yes No

Application Information

Please tell us about your life experience.

Please including any work, interests, membership of any clubs/committees.
Please also use this section to tell us how/why these experiences make you suitable for this role.

Application Information continued

What do you feel you could bring to the role of Trustee/Director at Penderels Trust?

If you were appointed as a Trustee/Director, would you require any special assistance or facilities to enable you to attend meetings? (All of our meeting venues are wheelchair accessible).

Yes No

If yes, please explain the support or facilities you require below.

Do you have any special dietary requirements? Please list below.

Conflicts of Interest

Please list organisations which you have an interest in that is in direct competition or conflict with Penderels Trust. If you do not think you have any conflicts of interest, please state this below.

We may request more information (if required).

Character Reference

Please provide the name of a colleague, friend or neighbour who will be able to provide a character reference. You should have known this person for a minimum of two years.

A member of your family is not a suitable character reference.

Full Name:	<input type="text"/>
Postal Address:	<input type="text"/>
Email Address:	<input type="text"/>
Relationship to person:	<input type="text"/>
Length of relationship:	<input type="text"/>

Declarations

I can confirm that:

- I do not have an unspent conviction for an offence involving dishonesty or deception
- I am not currently declared bankrupt, subject to bankruptcy restrictions or an interim order
- I do not have an individual voluntary arrangement to pay off debts with creditors
- I am not disqualified from being a company director
- I have not previously been removed as a Trustee by either the Charity Commission or the high court due to misconduct or mismanagement
- I have completed the above application with correct information

Full Name

Signature

Date

If signed on behalf of the above person, please complete the following:

Full Name

Signature

Date

Please save your completed PDF form and email it to Paula Walkington at **pwalkington@penderelstrust.org.uk**

Alternatively, you can print this form off, complete by hand and post a hard copy to:

Paula Walkington
Business Support Manager
Penderels Trust
Resource House
1A Brandon Lane
Coventry
CV3 3GU

Conflict of Interest Policy for Directors

[NB the term 'Director' will be used throughout as this policy is specifically for charities that are also companies limited by guarantee even though the organisation may refer to the directors as management committee members or trustees etc.]

All staff, volunteers, and directors of Penderels Trust will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the organisation's decision-making process, to enable stakeholders to have confidence in the organisation's integrity and to protect the integrity and reputation of volunteers, staff and Directors. Examples of conflicts of interest include:

- A Director who is also a user may be faced with a decision in a committee meeting regarding whether fees for users should be increased.
- A Director who is related** to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
- A Director who is also on the committee of another organisation that is competing for the same funding.
- A Director who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is**.

Upon appointment each Director will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

In the course of meetings or activities, Directors will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Director's best interests or a conflict between the best interests of two organisations that the Director is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interest arising for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the un-conflicted directors may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission's permission is sought before a benefit for a trustee may be authorised that isn't otherwise authorised in the Memorandum of Articles or already authorised in writing from the Commission.
2. The Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person.
3. The Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting.
4. The other Directors who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflict of interest, the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and Directors should respect its spirit as well as its wording.

Name of trustee/director	<input type="text"/>
Signature	<input type="text"/>
Date signed	<input type="text"/>

*** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the Director as his or her partner.*

Penderels Trust

Trustee Board Meetings

Guidance and Confidentiality

Agreement for Attendees

Purpose

Trustee Board meetings are held so that Penderels Trust business may be discussed and decisions made.

It is a responsibility of all attendees to handle information responsibly and keep proceedings and information shared at meetings confidential.

Structure

All Penderels Trustee Board meetings follow a set agenda. Meetings are chaired by The Trustee Board Chair, the Vice Chair or their nominated deputy and notes are taken by a Minute Taker (an employee of Penderels Trust).

Your Role

As a Trustee Board member attending meetings, your role is to:

- Advise and work with senior managers of Penderels Trust, making decisions on policy and procedures and new developments
- Act as a representative of people who use our services to help shape them for the future
- Be a legal director of Penderels Trust as a limited company and sign off the finances of Penderels Trust

As part of this, you will:

- Attend meetings as necessary including the Annual General Meeting
- Read through documents sent to you and be prepared to comment on issues that arise
- Understand and complete actions agreed at the meeting
- Participate in decision making

Everyone should feel included and able to contribute in meetings. It is also important that other people's views are respected.

It is everyone's responsibility to agree actions and reach decisions. This is not solely the responsibility of the Chair; it is a shared responsibility and accountability.

Minutes

You will receive minutes of all meetings including the Annual General Meeting

If you have been given any actions to complete, you do not have to wait until you receive the minutes to complete actions.

Minutes will be sent to you electronically, via e-mail where you have access. If you specifically request hard copies of documents, these will be sent via Recorded Delivery and the documents clearly marked with the name of the individual to whom they have been sent. You will be required to approve the minutes and submit any amendments to the Chair of the meeting.

Keeping information confidential - your responsibilities

Information is shared at meetings in order that Penderels Trust business can be fully discussed and debated.

Sometimes there are occasions where sensitive information (relating to Penderels Trust commercial or contractual issues for example, but also to personal data regarding service users, employees and other relevant individuals) is shared at meetings.

Information shared and all documents associated with the meeting are strictly confidential or restricted and must be treated as such.

Any such information shared outside the confines of the Trustee Board without the written approval of the Trustee Board Chair may cause a legal breach of confidence and action may be taken against anyone breaching this.

Your agreement

I understand that it is my responsibility to ensure that information received by me either at or in connection with Trustee Board meetings, taken by me from a meeting or received at a later date, is not shared without formal permission outside the confines of the Trustee Board.

I agree that any individual who attends Trustee Board meetings in order to support me is also bound by confidentiality and data protection and that I will take all necessary action to prevent or deal with any breaches.

If I receive information in hard copy (a paper or electronic document for example) it is my responsibility to ensure it is stored securely and disposed of in a safe way. (Please refer to attached guidance).

Name of trustee/director

Signature

Date signed

Equal Opportunities Monitoring Form

Please tick the appropriate boxes. All personal information will be treated in accordance with the UK General Data Protection Regulation (GDPR). Your equal opportunities information will not form part of the selection process.

Name:

Reference: Trustee

Are you Married or in a Civil Partnership?

- Yes
- No
- Prefer not to say

Gender:

- Male
- Female
- Prefer not to say
- Prefer to self-describe (please specify):

Nationality:

Age Group:

- 16-24
- 25-34
- 35-44
- 45-54
- 55-65
- 65+
- Prefer not to say

Religion or Belief

Monitoring this will enable us to make appropriate adjustments for religious observance where possible.

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Pagan
- Sikh
- No religion or belief
- Any other religion or belief (please specify):

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

White / White British

- English / Welsh / Scottish / Northern Irish
- Irish
- Gypsy / Traveller
- Any Other White Background (please specify):

Black / Black British

- English / Welsh / Scottish / Northern Irish
- African
- Caribbean
- Any Other Black Background (please specify):

Asian / Asian British

- English / Welsh / Scottish / Northern Irish
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any Other Asian Background (please specify):

Mixed / Multiple Ethnic Groups

- White & Black Caribbean
- White & Black African
- White & Asian
- Any Other Mixed / Multiple Ethnic Background (please specify):

Other Ethnic Group

- Arab
- Any Other Ethnic Group (please specify):

Disability Support Information

The definition of disability according to the Equality Act 2010 is “A physical or mental impairment which has a substantial or long-term negative effect on a person’s ability to carry out normal day-to-day activities.” (Long-term is taken to mean more than 12 months).

Do you consider that you have a disability or health condition which falls within the above definition?

- Yes
- No

If ‘No’ please disregard this form. If ‘Yes’, please complete the rest of this form.

Please select the nearest description of your disability / disabilities below:

- Visibility Impairment
- Hearing Impairment
- Speech Impairment
- Mobility Impairment
- Learning difficulties
- Mental health illness
- Long standing illness or health condition
- Prefer not to say

Any disability, condition or special needs not listed above – please state:

Information disclosed regarding your disability and/or additional needs will be dealt with in the strictest confidence. Without knowledge of your disability, it may be difficult to fully support your needs and make necessary adjustments for you.