



carersUK

making life better for carers

This is

caring



Trustees' recruitment pack
November 2024

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Carers UK

Limited by Guarantee Company Number: 864097

Registered Charity Number: 246329 Scotland Registered Charity Number: SC039307

Message from the Chair



Carers UK is looking for two new trustees to join its board – thank you for your interest

The plight of unpaid carers is one of the biggest social and political issues in the UK, hidden in plain sight. 1 in 7 people in the workplace are juggling work and care, with 600 leaving work every day because they can no longer manage. 75% of those receiving Carer's Allowance are struggling with cost of living pressures. Many do not even identify as Carers and so are unaware of the support they can get. The value of what carers do is equivalent to a second NHS and if they did not, or could not, do it, their caring responsibilities would fall on an already overburdened care system.

Carers UK exists to make life better for all unpaid carers in the UK and to create a society that recognises, values and supports carers. We have achieved meaningful change for carers through our campaigning, our world-class research and policy work and our practical support, including our helpline and our workplace best practice programme, Employers for Carers. We have carers' experience at the heart of all we do. With an active membership of over 48,000 carers, we speak with authority because we listen to the lived experience of carers in all four nations of the UK today.

We are looking for new Trustees, two of whom would join with a view to becoming Nations trustees for Northern Ireland and Wales respectively. The Board of Trustees operates highly collaboratively, supporting the Chief Executive and her leadership team in delivering our ambitious Vision 2025 strategy, leading up to our major 60th anniversary programme in that year. We do so in a challenging external context, but one also full of opportunities, and with an iron determination to continue delivering for carers. Much has been achieved already, but there is so much more to do. This is an exciting time to join our Board. I look forward to hearing from you.

A handwritten signature in blue ink, appearing to read 'Nick Baird'.

Nick Baird
Chair

About Carers UK

Carers UK is the leading national charity for unpaid carers. We support, advocate for, champion and connect carers across the UK, so that no one has to care alone.

Our vision is a society that recognises, values and supports carers. Our mission is to make life better for carers.



The last published census (2021) showed there to be **5.7 million** unpaid carers in the UK. However research carried out by Carers UK suggests that figure could be even higher, with **12,000** people becoming a carer every day.

We know that almost all of us will care in our lifetime in fact your chances of caring are **50:50** by the time you are 50 years old. However caring is seldom in the plan and can affect any of us at any age; it could be that you have a baby who is born with complex needs, or that your partner has a stroke meaning they can no longer work or look after themselves, for others it could be providing increased support for a parent as they grow older and more frail, however caring affects people Carers UK is there, to make life better through practical and emotional support.

Over the last few years carers have experienced increased difficulty, first Covid with the extreme challenges that presented for caring for clinically vulnerable people who were shielding, quickly followed by the cost of living crisis.

Covid has not gone away, and whilst many talk of normal life resuming this is not the case for thousands of carers as they continue to provide more hours of care and provide care for people who are anxious as new variants of Covid appear with alarming regularity.

The cost of living crisis has disproportionality impacted carers, who were already financially challenged. As a carer you simply can't choose to turn your heating off if the person you care for needs it on to manage their condition, similarly you can't turn off a ventilator to save on electricity.

The backdrop therefore for carers has got worse, and that has resulted in their physical and mental health worsening as they struggle to cope, get a break and pay for essentials.

This is where Cares UK comes in, and why our campaigns and work are more vital than ever.

Our ongoing campaigning has done much to improve life for carers, from securing vaccination priority status for carers during the pandemic, through to overturning the removal of hard-won rights for carers to be consulted at the point of hospital discharge in the Health and Care Bill in England.

Most recently we have been successful in securing five days unpaid carers leave as a statutory requirement. The Carers Leave Act will come into force next year and will enable many to carry on working while providing care (currently 600 people give up work every day as they can no longer juggle work and their caring responsibilities), but just as importantly it will raise awareness of caring and unpaid carers throughout society.

Vision 2025



Vision 2025

Our five year direction of travel

Our Vision 2025 direction of travel outlines what we will do as we head towards our 60th anniversary. At its core are three main pillars: **Equality, Support and Recognition**. It's an ambitious plan that will make life better for carers: www.carersuk.org/about-us/who-we-are/our-vision-2025

Our values



Carers are at the heart of everything we do.

We are:

Attentive

- we welcome everyone and are always supportive and ready to help
- we listen carefully and respond with expertise and understanding.

Ambitious

- we're courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
- we are always learning and improving, pushing boundaries to increase our impact.

Achievers

- we are passionate about what we do and tenacious in our pursuit of change
- we adapt to new challenges and are always striving for excellence
- we love to collaborate and enjoy working with others to reach our goals.

Trustees code of conduct

It is the responsibility of the Board of Trustees to:

- Act within the governing document and the law – being aware of the contents of the organisation’s governing document and the law as it applies to Carers UK
- Act in the best interest of Carers UK as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing Carers UK into disrepute
- Manage conflicts of interest effectively and act at all times in accordance with the Trustees’ Conflict of Interest policy – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so
- Respect confidentiality – understanding what confidentiality means in practice for Carers UK, its board and the individuals involved with it
- Have a sound and up-to-date knowledge of Carers UK and its environment – understanding how Carers UK works and the environment within which it operates
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings
- Prepare fully for meetings and all work for Carers UK – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

Trustees can expect the following support from Carers UK:

- A thorough induction programme
- Regular phone calls with the Chair to discuss any issues
- A ‘buddy’ Trustee for informal help/guidance
- Meeting papers provided in a timely manner to allow for full preparation (normally one week in advance)
- A year’s advance notice of all meetings
- Reimbursement of reasonable expenses associated with attending meetings (eg, travel / accommodation / food / respite care, in line with Carers UK’s personal expenses policy)

Trustee role description

The duties of a Trustee are to:

- contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy and defining goals
- to set targets, and evaluate performance against agreed targets
- ensure that Carers UK complies with and pursues its objects as defined in its governing document, the Articles of Association
- safeguarding the good name and values of Carers UK
- ensure that Carers UK complies with charity law, company law and any other relevant legislation or regulations
- ensure the financial stability of the organisation
- ensure that Carers UK applies its resources exclusively in pursuance of its objects, ie the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- protect and manage the property of the charity and ensure the proper investment of the charity's funds
- ensure the effective and efficient administration of Carers UK
- ensure the organisation acts within employment and health and safety laws
- appoint the Chief Executive and monitor their performance.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions including the annual election of the Officers (Chair, Vice-Chairs and Treasurer)

Additional duties may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise, and positively representing the organisation.

Person specification

Trustees, collectively and individually, have ultimate responsibilities for the charity. To be effective each Trustee must have:

- a commitment to the organisation
- a willingness to devote the necessary time and effort including attending meetings
- 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 as part of a team
- appreciation of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Nations Trustee role description

Role and responsibilities

We are specifically looking for two Nations Trustees, one each for Northern Ireland and Wales. In addition to the general responsibilities of a trustee, the Nations Trustee will be expected to ensure that the Carers UK Board is informed on key issues affecting carers in the respective Nations.

In order to discharge this responsibility, the Nations Trustee will be expected to:

- attend the quarterly Nation Committee meetings and the Annual Conference
- establish working relationships with the Director of Devolved Nations, and with the Chair and other members of the Nations Committees
- represent Carers Wales and Carers Northern Ireland at some external events
- sit on recruitment panels as required.

Person specification

- Sound knowledge of the relevant Nation's issues, the devolved responsibilities held by the relevant Government, its diversity and geographical challenges
- A willingness to understand the work being delivered in the relevant Nation, context, key priorities and aims
- Be a Welsh/ Irish language speaker, or willing to learn (desirable)
- It is essential that the Trustee lives in the relevant Nation and is willing and able to travel to Cardiff/Belfast and London with some overnight stays required.

Commitment

10-12 days per annum.

Applicants must also satisfy statutory requirements in order to become a Trustee as detailed below:

- Not have an unspent conviction relating to any offence involving deception or dishonesty, terrorist offences, money laundering, bribery, misconduct in public office, perjury or perverting the course of justice, contravention of certain preventative Orders or Direction of the Charity Commission, or attempting, aiding or abetting any of the above
- Be capable of managing and administering own affairs
- Not an undischarged bankrupt nor have made a composition or arrangement with, or granted a trust deed for any creditors which they have not been discharged from
- Not on the sex-offenders register
- Not have an unspent sanction for contempt of court for making, or causing to be made, a false statement or making (or causing to be made) a false statement in a document verified by a statement of truth
- Not been a designated person under specific anti-terrorist legislation
- Not disobeyed a Commission order where they have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011
- Not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(b) of the Insolvency Act 1986
- Have not been removed from the office of 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 be subject to an order under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing them from being concerned in the management or control of any relevant organisation or body
- At all times ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a Trustee. It is a criminal offence to act as a Charity Trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a Trustee, you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a Trustee (director) of a charitable company.

Under the Company Directors Disqualification Act 1986 the court may disqualify people:

- who have been convicted of criminal offences relating to the promotion, formation, management or liquidation of a company
- who have been persistently in default of company legislation for filing accounts and other documents
- who have been found guilty of fraudulent trading or fraud
- whose conduct as a Director has made them unfit to be involved in the management of a company.

Diversity and inclusion

Carers UK is committed to becoming a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers.

Overview of the Board and its functions

Carers UK is a registered charity and company limited by guarantee which is governed by a Board comprising 11-15 Trustees. The Board has overall responsibility for the work of the organisation, and for overseeing the charity's governance and values. It establishes and monitors the implementation of the organisational strategy, currently the Carers UK Vision 2025.

The current Trustees are listed on our website here [Our trustees | Carers UK](#)

The Carers UK Board delegates implementation of the agreed strategy to the Chief Executive who is supported by six directors. This enables the charity to draw on both Trustee and director skills to maximise the quality of governance and leadership provided to the organisation.

The term of office for a Trustee is four years. At the end of this term Trustees decide, in consultation with the Chair and the Nominations Committee, if they wish to serve a further four years. At the end of this possible eight-year period a Trustee must stand down for a minimum of one year.

The Board has a Chair and a Vice Chair and is supported in its work by several committees:

- The Finance and Resources Committee
- The Governance, Constitution and Membership Committee
- The Nominations Committee
- The Remuneration Committee
- Northern Ireland Committee
- Scotland Committee
- Wales Committee.

These committees carry out the more detailed scrutiny and discussion of the charity's work, making recommendations to the Board.

The role of the Finance and Resources Committee is to maintain an overview of the financial health and corporate performance of the organisation, its controls and assurance mechanisms (including risk management), and compliance with statutory requirements. The role of the Governance, Constitution and Membership Committee is to act as a reference point for the Board in the discharge of the Board's responsibilities in relation to corporate governance.

The Nominations Committee is responsible for recruiting and recommending new Trustees to the Board, ensuring the right mix of skills and experience, and meeting the requirement to have a majority of carers on the Board. It also makes recommendations to the Board concerning honorary positions including President, Vice-Presidents and Patrons.

The Remuneration Committee sets and annually reviews the Chief Executive's remuneration and also approves the Senior Management Team salaries on appointment. The three Nations Committees advise their relevant Nation's director / manager on implementation of Carers UK strategy in their nation and advise the board on nation priorities. Carers UK also owns outright a subsidiary company, Carers UK Trading Limited, which is currently dormant.

Trustee experiences



Ginny Pulbrook:

Ginny joined the Board of Carers UK having cared for her mother who suffered from Parkinson's disease for 11 years. She is passionate about carers gaining recognition, knowing that balancing work life with the challenges of being a sole carer are huge. With her background in finance and corporate communications and a listed company board director, Ginny seeks to bring in fresh ideas for promoting the plight of unpaid carers within the business and corporate worlds, as well as wider stakeholders' engagement. She sits on the F&R, NomCo, RemCo committees and is Vice Chair.



Helen Brown:

"Caring for my mum with cancer changed my life. I didn't know then that I was one of millions of new unpaid carers juggling and muddling through. But I knew that it could and should be better and change was needed. Carers UK, which both campaigns to influence government policy, support carer friendly employers and offer carer support, feels too. If you also want to make a difference and help others who may not even realise they are carers, then harness your skills and enthusiasm and join us."



Siva Shan:

"Serving as a trustee on the Board of Carers UK has been a very fulfilling journey of sharing, collaborating, and learning. I am grateful for the opportunity to share my professional and personal perspectives and contribute towards the governance of an organisation that makes a real difference to the lives of millions of unsung heroes. I have learnt a great deal over the years working with a remarkable and diverse group of trustees who sit on the Board and senior executives who lead the organisation.



Tim Anfilogoff:

"My association with Carers UK goes back to the late 80's when I was a carers development worker for them in Kent. They were key partners when I worked for the Department of Health on the National Carers Strategy and in local government and more recently the NHS. A carer myself since 2013, they were the obvious charity for me to support."

Board of Trustees Terms of Reference

The role of the Board is to provide effective governance for Carers UK and to ensure it makes progress in achieving its vision and mission.

Responsibilities:

- To ensure that Carers UK operates within its Memorandum and Articles of Association and all relevant charity and company legislation
- To manage, review and develop the organisation's governance and constitutional arrangements (including working to maximise the effectiveness of the Board)
- To set the organisation's strategic aims
- To provide leadership to ensure the strategic aims are met
- To supervise the management of the organisation
- To monitor the performance of the Chief Executive and Senior Management team
- To exercise overall control over Carers UK's financial affairs and to protect its assets
- To make decisions and carry out their duties at all times in the best interests of the charity as a whole, as required by current legislation and in accordance with Carers UK's aims and values.

Membership and meetings of the Board

There are 12-15 Trustees of whom the majority are carers. Trustees have the primary responsibility under charity legislation for the governance of the organisation. The quorum for a Board meeting is seven voting Trustees.

The Board meets quarterly (during the day) and one of these meetings is generally an extended 'away day'. Trustees are also expected to attend the Annual General Meeting and Members Conference.

Most Trustees will also be members of one or more committees, which generally meet quarterly (except for the Remuneration Committee which meets at least annually or more frequently if needed). Some Committee meetings are conducted online.

The Board recruitment process

The recruitment process is overseen by the Nominations Committee. The Board identifies the skills and experience it needs and then advertises for people with these skills to apply to become a Trustee of the charity.

- ➔ Candidates are required to submit a CV setting out details about themselves and their suitability for Trusteeship.
- ➔ These applications are treated on a confidential basis and are reviewed by the Nominations Committee against the skills criteria established by the Board in the Board Skills Matrix.
- ➔ Suitable candidates will be invited to attend an informal interview by the Nominations Committee. This would usually be a face-to-face meeting in London, but online can be arranged.
- ➔ Following the interviews, the Nominations Committee will establish a shortlist of candidates who have demonstrated that they meet the criteria established by the Board. These candidates will then be put forward for approval by the Board.
- ➔ Successful candidates will be invited to join the Board and appropriate induction arrangements made. Carers UK members are asked to approve recommended Trustees at the following Annual General Meeting.
- ➔ Candidates who have not been successful for trusteeship will be contacted and informed of this. There are many other ways in which people who share our vision can become involved with our work and, where relevant, the Nominations Committee will highlight these to candidates who might wish to contribute in other ways.

Further information

Useful links:

- [Vision 2025: Carers UK's five-year strategy](#)
- [Caring magazine](#)
- [Carers UK Annual Report](#)
- [The Essential Trustee, What you Need to Know. The Charity Commission](#)
- [Charity Governance Code](#)

How to apply

1. Please submit a **CV outlining your experience**, employment and volunteering history and any Trustee, non-executive or public service roles you currently have or have had in the past.
2. Please also submit a **500-word statement** based on the Person Specification. You should clearly explain your ability and/or experience in relation to the criteria in the Person Specification.
3. Please also submit the **Candidate Summary Form, Equal Opportunities Monitoring Form** and **the Declaration of Eligibility** with your application. These start overleaf.

If you are shortlisted for interview, you will be asked to provide us with the names and addresses of two people who can provide references.

Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.

Closing date for applications: 10am Wednesday 22 January 2025

Interview dates: February 2025

Applications should be emailed to recruitment@carersuk.org



Strictly confidential – Candidate Summary Form

Please complete this form, and send it with your CV, statement, equal opportunities form and declaration of eligibility to recruitment@carersuk.org

POSITION APPLIED FOR:			
SURNAME	FIRST NAME	INITIAL(S)	TITLE
ADDRESS FOR CORRESPONDENCE			
CONTACT TELEPHONE NUMBER(S)		EMAIL ADDRESS	

Please tick as appropriate

- I am currently a carer
- I have been a carer within the last three years
- I was a member of Carers National Association on 13 May 1988 (an inaugural member)
- I am not a carer

Diversity Monitoring Form

This information will be stored anonymously and confidentially.

Post applied for/Date:	
Where did you hear about this position?	

Please answer the following questions by ticking the appropriate box.

1. **Gender** Which of the following best describes your gender?

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Intersex	<input type="checkbox"/>	Non-binary	<input type="checkbox"/>		

If you prefer to use your own term please provide this here:

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2. **Trans status** Do you identify as trans?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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3. **Disability** Do you consider yourself to be disabled?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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4. Sexual Orientation Which of the following best describes your sexual orientation?

Bi	<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>
Lesbian or gay	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
If you prefer to use your own term please specify here			

5. Age

16 – 24	<input type="checkbox"/>	45 – 54	<input type="checkbox"/>
25 –34	<input type="checkbox"/>	55 – 65	<input type="checkbox"/>
35 –44	<input type="checkbox"/>	65 +	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

6. Ethnicity

White	Mixed/multiple ethnic groups	Asian/ Asian British	Black/African/ Caribbean/ Black British	Other ethnic group
English <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	African <input type="checkbox"/>	Arab <input type="checkbox"/>
Welsh <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Scottish <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other
Northern Irish <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other	
Irish <input type="checkbox"/>	Other	Prefer not to say		

		<input type="checkbox"/>		
British <input type="checkbox"/>		Other		
Gypsy or Irish traveller <input type="checkbox"/>				
Prefer not to say <input type="checkbox"/>				
Other				

7. Religion and Belief

Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Non-religious	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
		Other	

8. Caring responsibilities

If you have caring responsibilities, please tick all that apply.

None	<input type="checkbox"/>	Primary carer of a child /children (under 18)	<input type="checkbox"/>
Primary carer of an adult	<input type="checkbox"/>	Primary carer of an older person	<input type="checkbox"/>
Secondary carer (another person carries out the main caring role)	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Please return this form with your CV and personal statement to recruitment@carersuk.org

Declaration of Eligibility for Trustees and Key Management Personnel

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

- I do not have an unspent conviction relating to any offence involving deception or dishonesty, terrorist offences, money laundering, bribery, misconduct in public office, perjury or perverting the course of justice, contravention of certain preventative Orders or Direction of the Charity Commission, or attempting, aiding or abetting any of the above
- I am capable of managing and administering my own affairs
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors from which I have not been discharged
- I am not on the sex-offenders register
- I do not have an unspent sanction for contempt of court for making, or causing to be made, a false statement or making (or causing to be made) a false statement in a document verified by a statement of truth
- I have not been a designated person under specific anti-terrorist legislation
- I have not disobeyed a Commission order where I have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(b) of the Insolvency Act 1986
- I have not been removed from the office of 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
- I will at all times ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.

I will notify the Chief Executive of Carers UK if my circumstances change.

Name in block capitals:

.....

Signed: Date

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