



ceda

community, equality, disability action



Working with disabled people to become visible and valued members of society and to live the life they have chosen for themselves.

Trustee Recruitment Pack

2024

Registered Charity Number 1096528

The Advert



CEDA is a long established and well-respected local charity providing high quality, person centred support to disabled people in Devon. Our vision is to work with disabled people to become visible and valued members of society and to live the life they have chosen for themselves. The organisation's work is governed by a Board of Trustees comprised of individuals with different areas of interest and expertise, including knowledge and experience of disability and/or voluntary sector practice and with a broad range of management skills.

We are currently looking to recruit a new Trustee who can share their financial acumen with our Board, ensuring our financial governance is robust and supports both our work and our vision. The role is unpaid and Trustees are expected to be able to attend the Board meetings and have the time to make an effective contribution to our work. Typically, there are 4 meetings per year with additional meetings as required for specific purposes – eg budget setting, salary reviews, etc.

If you have a keen interest in social care and disability along with the necessary experience to support our financial oversight and scrutiny, please call or email our Recruitment Partner, Jackie Dawkins on jackie@shinecharityrecruitment.co.uk or 01884/841751 to discuss this further.

About CEDA

CEDA was set up in 1988 to promote the social inclusion of people with physical, sensory or learning disabilities living in the Southwest and to provide respite care for young people. Today they are based in a purpose built centre in Exeter which is owned by the Clare Milne Trust. Every month 250 people benefit from the diverse range of support and services that CEDA can offer.



The Charity focuses on delivering four main areas of work which include:-

The Activity Hub – delivered 51 weeks of the year with people aged 18+ who lead in the design of the programme. Activities include ‘Inside Invention’, Life Skills, Speakeasy Radio, Gamer Club, ‘Behind the Scenes’ and Sensory Stories sessions, which utilise the immersive environment of their creative sensory room, and participation in the Disability Sports Festival in partnership with South West Athletics Academy.

BIS-Net – Behaviour support for individuals and parents operating mainly as a virtual service offering advice, guidance and support for families and professionals across the South West and beyond.

Youth Services – for young people aged between 5 and 23, providing afterschool, weekend and school holiday activities.

Community Services - providing enabling and short breaks whenever and wherever suits the individual to meet their aims and aspirations.

There are also a range of funded projects including Developing Me providing support to individuals to make transitional changes in their lives and Arts and Music providing a number of creative opportunities working with partners to develop art and theatrical projects.

The charity has a £1.2m annual income which comes from direct or Local Authority payments and funding from The Big Lottery, BBC Children in Need, Henry Smiths Charity and other Trusts and Grants as well as local fundraising and business support.

CEDA employs a multi-talented workforce of 100 where ratios can be as high as 2 staff to 1 service user; day to day management of the Charity is delegated to the joint Chief Executives, Diana Cole and Renata Colley.

More information can be found by visiting our website www.cedaonline.org.uk

Future Plans

Following some uncertain and worrying pandemic years, we are enjoying a return to relative normality. Recruitment difficulties are an issue across the country, as the care sector struggles to recruit sufficient staff to ensure the needs of disabled, elderly, and vulnerable people are met. To address the difficulties, we have reviewed and updated our strategy to reflect the need to focus on staffing issues, not only to improve recruitment and retention but to improve training and development as well as staff well-being. We aspire to be progressive and forward-thinking employer, placing great importance on autonomy and trust in our brilliant teams.

Our newly developed radio station, Access All Ariels, is run by disabled people and gives disabled people a much bigger public platform from which to share their experiences with the world.

Funding is needed each year to support the children and young people to access trips and activities in the community. By taking groups out of the building we provide a wide range of experiences and opportunities to develop confidence and self-esteem. This also increases our capacity beyond that of the building's restrictions which means we are able to support a larger number of young people across all our clubs.

Terms of Office and Board Meetings

Trustees serve for two terms of three years with an option for a third term, nine years being the maximum.

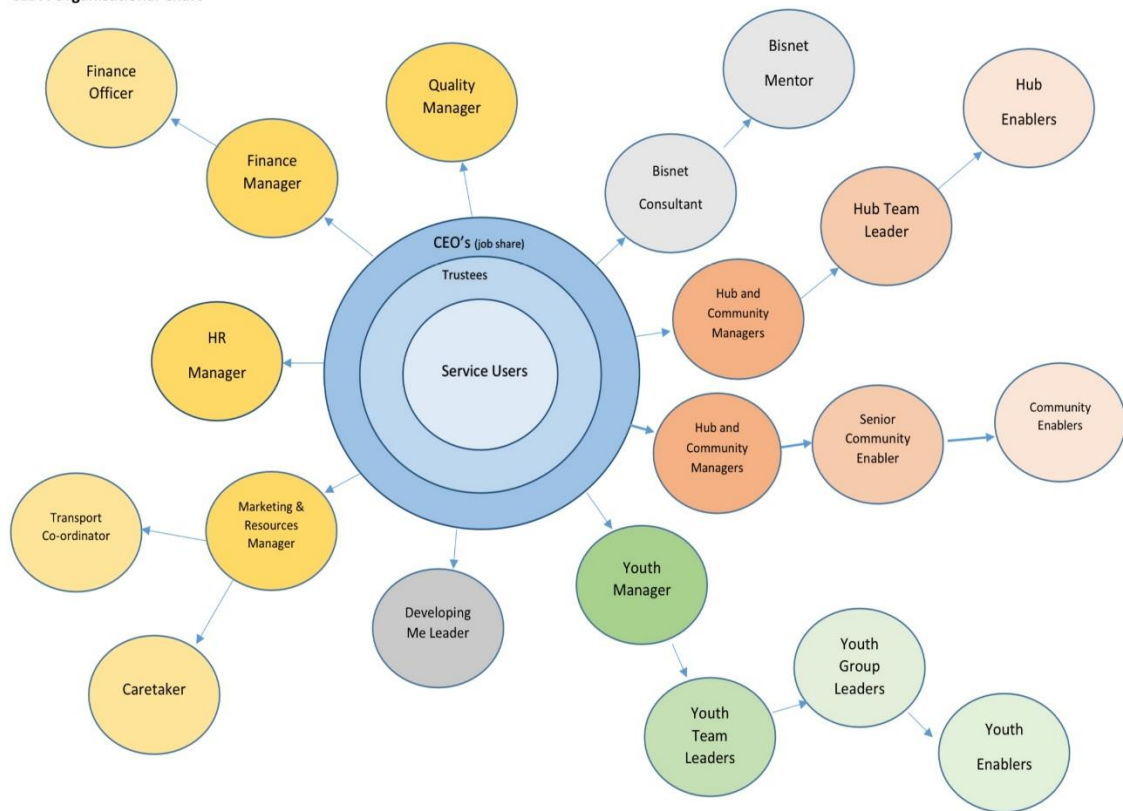
Board meetings take place quarterly sometimes online and sometimes at the Clare Milne Centre, they are usually held on a Tuesday at midday or 2pm but this is reviewed according to Trustees' availability. The Finance Sub-Committee meets in person to prepare the annual budget, review salaries and meet with auditors on an ad-hoc basis.

Current trustees are:

- Trevor Smale (Chair)
- Steve Keable (Retired Youth Worker and DCC manager was Chair, joined in 2005)
- Rosemary Davison (HR background, joined in 2005)
- Mark Picken (Marketing Professional, joined in 2017)
- Andy Punter (joined in 2020, Relationship Manager – Tech Industry)
- Nicky Hallam (joined in 2020, Governance Officer, Housing Association)
- Jo Osgood (joined in 2022, Contracts Manager)
- Chris Fotheringham (joined in 2023, Solicitor)

Organisational Chart

CEDA Organisational Chart



Dates for 2024 Board Meetings:

16th April
9th July
15th Oct

Trustee Role Description

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of CEDA; developing CEDA's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. As well as external Trustees, the Board also has a Staff Representative and User Representative to ensure that the views of the users and staff are expressed and that all involved in CEDA can play a part in the decision making process.

Main Responsibilities

- To ensure that CEDA and its representatives function within the legal and regulatory framework of the sector and in line with CEDA's governing documents, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in CEDA.
- To determine the overall direction and development of CEDA through good governance and clear strategic planning.

Main Duties

- Ensuring CEDA complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of CEDA, beneficiaries and future beneficiaries at all times.
- Promoting and developing CEDA in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of CEDA's resources, ensuring expenditure is in line with CEDA's objects, and investment activities meet accepted standards and policies.
- To oversee budgets, accounts and financial statements.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal and regulatory requirements.
- To be instrumental in the development and implementation of financial, reserves and investment policies.
- Advising on the financial implications of CEDA's strategic plan.
- Interviewing, appointment and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of CEDA and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on cheques and any applications for funds, if appropriate.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to CEDA.

Accountable to

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including (but not limited to) service users, funders, the Charity Commission and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

Terms of Reference

1. The Board shall comprise of at least six and not more than twelve individuals, all of whom must be members, including at least one who is a parent of a service user of the Charity.
2. The Board must hold at least three meetings each year at regular intervals.
3. The conduct of the meetings and business will be as stated in the Memorandum and Articles of Association.
4. The Board will be responsible for ensuring that the Charity's objectives are maintained and that the Charity operates within the powers prescribed in the Memorandum and Articles of Association including the employment of staff, unpaid agents or advisers and to engage professional or other advisers when appropriate.

5. The Board must comply with the requirements of the Charities Act 2011 in relation to keeping financial records, audit of accounts and the preparation and transmission to the Registrar of Companies and the Charities Commission of:
 - Annual Reports
 - Annual Returns
 - Statement of Financial Activities
6. The Board of Trustees are under a duty to take control and to safeguard all funds to which the Charity becomes entitled.
7. The Board will have the power to delegate any of their functions to committees consisting of two or more individuals appointed by them (but at least two members of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees).

Additional Information

DBS & References

Trustees will need to provide two written references and complete a satisfactory Disclosure and Barring Services check at enhanced level; costs for this will be met by the charity

Out of pocket expenses

Volunteers will be reimbursed for reasonable and receipted out of pocket expenses. (Mileage, parking, public transport etc)

The Charity is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in its work. As with all positions, this role outline will be kept under review and may develop to meet the changing needs of the service.

Recruitment Process

Applications to be made to our recruitment partner: -

Jackie Dawkins, Shine Charity Recruitment (jackie@shinecharityrecruitment.co.uk) 01884/841751

- Initial discussion with Jackie Dawkins
- Informal meeting with the joint CEO's, Diana Cole and Renata Colley at the Clare Milne Centre
- Completion of application form and consent forms
- Meeting with the Chair immediately prior to a Board meeting
- Attending that same Board meeting as an observer.

If applicable the new trustee will be welcomed as a full Trustee at the next Board Meeting.

Documents Attached

- Organisational Chart
- Annual Report 2022/2023

Induction

Induction takes place at a mutually agreed time and includes:

- Registration with Charity Commission and Companies House
- DBS check
- Safeguarding training (online)
- Meet and greet of staff and users
- Discussion around CEDA's values, key policies, strategy and operational reporting