

Chair's Introduction

Thank you for your interest in Centre 404

This is an exciting time to consider becoming a Centre 404 Trustee as we start to shape our new five-year strategy, to increase our reach and deliver even greater impact to the people we support across a number of London Boroughs – all of which you will have a key role in developing and influencing.

Our Board of Trustees is responsible for the overall strategic direction and effective management of Centre 404. The implementation of strategy and day-to-day running of Centre 404 is managed by the Senior Leadership Team. All of us share a common goal to ensure that Centre 404 delivers the best support possible and continually looks for new ways to ensure that the people we support have every opportunity to live the best life possible. We are proud that family carers are at the heart of our work almost 70 years after our inception and know that the strong community roots we have is a key ingredient for our continued success.

The Trustee Board ensures compliance with Centre 404's charitable objectives and with company and charity law and holds to account The Senior Leadership Team. This is a serious and rewarding commitment.

This document provides more information about the charity, sets out what becoming a Centre 404 Trustee involves and give details of the process to follow if you would like to apply to become a Trustee. If you have any questions after reading this document, please do contact the charity's Director of People and Resources, Tracy Seymour in the first instance.

Becoming a Trustee may not have been something you were considering but we would like to encourage you to consider what you might be able to offer as a Trustee, at Centre 404. We are committed to having a diverse Board reflective of the communities in which we serve so please do get in touch for an informal chat by contacting our Director of People and Resources – Tracy Seymour.

Paul Formosa
Chair of Trustees

Centre 404 in 2021

Centre 404 was established in 1951 by a group of family carers who came together to campaign for better support and services for people with learning disabilities, Autism and their families. We are an award-winning charity, with circa 250 staff, 100+ volunteers and a financial turnover of £6 million.

Centre 404 is based in London, and we currently work across 6 London boroughs:- Camden, Islington, Haringey, Enfield, Tower Hamlets and Brent. Our services also operate across satellite bases, residences and offsite activities. The management of these services are predominantly managed from our community centre and offices based on Camden Road, from which we deliver many groups, activities and community events.

Centre 404 has three main areas of service delivery: Independent Living & Specialist Services, Supporting Families, and Learning and Leisure. These services deliver practical and emotional support to children and adults with learning disabilities and/or Autism, as well as their families, through person centred support in line with Centre 404 values. Central make up the fourth service, providing compliance, comprehensive support, development and company administration to enable direct service delivery.

Centre 404 has a friendly, hardworking, and collaborative culture. Our values are deeply embedded in the way that we work and will continue to underpin the future strategic direction of the charity. We have a strong commitment to People development from both our Board of Trustees and Senior Leadership Team.

Structure and Governance



Samantha Dunne
(Vice Chair)



Derek Weist
(Treasurer)



Paul Formosa (Chair)



Copeland Ingram



Tara Wilson



Etienne Makosso

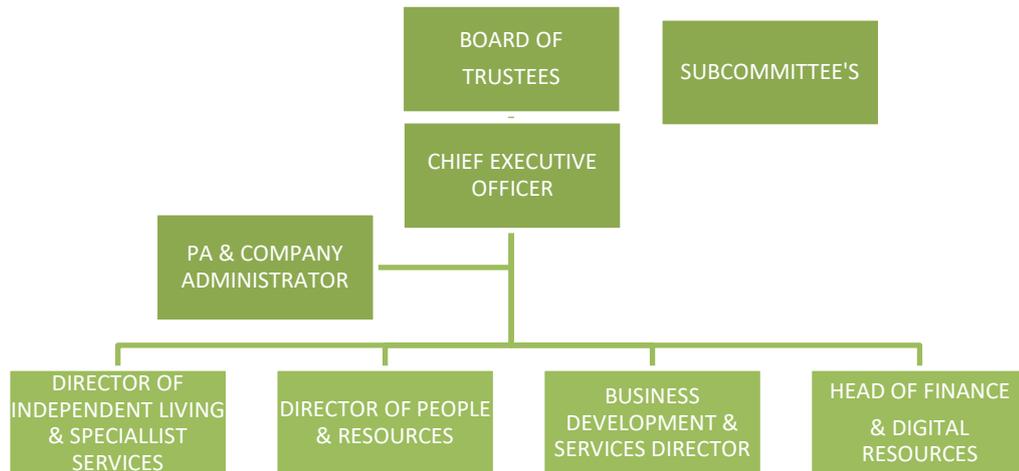


Susan Pearson



Deborah Spencer

1.2 The Board, CEO & Direct Reports



Centre 404’s Mission

Our mission is working towards a world where people with learning disabilities, autism and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.

We are proud of our reputation as a supportive employer delivering a person-centred approach to the people we support by highly trained and experienced workers. Centre 404 is currently rated as good by the Care Quality Commission and Advice Quality Standard and are an accredited investor in volunteers as well as holding a silver award from the UK investor in Equality and Diversity (UKIED). We are currently in the process of applying for Trusted Charity status

Who are we looking for?

We are seeking up to 3 new Trustees to join our Board in the coming months. Following a review of Trustees’ skills, we are particularly keen to hear from individuals with experience in the following areas:

- Development/operation of regional/national orgs
- Lived experience of learning disability
- Commissioning / Partnerships
- Resident and active in the communities in which we provide services

There is enormous potential to make a significant difference to the lives of those we support, and we are looking forward to enhancing our already strong Board with others who share our values, are truly passionate about changing people’s lives and bring their whole selves to their Board work.

This is an opportunity to use your skills and experience to make a real, lasting difference and get involved in the work of our charity.

Experience in the social care or voluntary sectors is not essential; rather, a commitment to use your skills and experience to help deliver our mission is essential. There is the scope to develop your skills to take on a leading role within our Trustee Board.

Centre 404 has a diverse workforce and is committed to developing and maintaining a Board of Trustees that is representative and reflective of London communities. Centre 404 particularly welcome applications from the BAME community and disabled applicants.

Time Commitment and Expenses

This is a voluntary position and unpaid, however, reasonable out of pocket expenses are paid. Meetings are held in person at our offices at 404 Camden Road. During the pandemic these have been delivered via Zoom. The time commitment per annum is preparation and attendance at 5 Committee Meetings, usually from 6-8pm. Extra meetings of Trustees are occasionally made when required. Trustees are also asked to attend an annual Trustee Away Day.

To help maximise the effectiveness of the charity, it is important that all Trustees play a full part in its activities in any way that their experience, skills and interests makes possible. As well as reading Board and committee papers, preparation for meetings can involve other work (including visits to our services and residential properties) and we are keen to attract Trustees who are willing and have the time to do this. Trustees should be able to commit a minimum of eight half days per year, and preferably more, to Centre 404's duties.

On appointment, declaration, induction and training

Good Governance is fundamental to our charity's success. Every trustee is expected to abide by Centre 404's Code of Conduct for Trustees and Centre 404's values and beliefs. New Trustees will be supported in their role by utilising the Charity Governance Code as a practical tool to support them in the development of the seven principles of good governance: understanding of organisational purpose, leadership, integrity, decision making risk and control, board effectiveness, equality, diversity and inclusion and openness and accountability.

Centre 404 is committed to its safeguarding responsibilities and to this end, all Trustee appointments are subject to an enhanced DBS check and referencing process.

Further information

Please see the charity's website, www.centre404.org.uk, for further details about our current activities and our [2020/2021 Annual Review](#).

Copies of the charity's latest Trustees' Financial Report and Accounts, and Articles of Association are given to all new Trustees as part of the induction process. However, if you would like copies of these documents now or if you have any questions about Centre 404 or becoming a Centre 404 Trustee, please contact Tracy Seymour, Director of People and Resources, (020 7607 8762, tracys@centre404.org.uk). Tracy can also arrange for you to contact an existing Trustee if that would be helpful.

To Apply

Want to know more? Please don't hesitate to get in touch with us at tracys@centre404.org.uk or on **0207 607 8762** for an informal discussion about the opportunity.

To make an application, please email tracys@centre404.org.uk, with the following:

1. A covering letter (either within the email itself or as an attachment) addressing the following: *"Tell us more about why you are interested in becoming a Centre 404 Trustee and what you would bring to this post in terms of your knowledge, skills and experience"*. Please see 'Who we are looking for?' on page 3 and 4 of this pack and Appendix 1- The duties, responsibilities and skills of members of the Board of Trustees . Write no more than two sides of A4.
2. Your current CV (no more than three sides) or equivalent biographical information
3. We would also appreciate if you could take the time to complete an [applicant diversity survey](#).

Closing date: 29th November 2021

Interviews held on: Week Commencing 6th December 2021 and 13th December 2021

Please also confirm that you would not be subject to any conflict of interest. Do also tell us about any dates provided in this pack on which you would not be available to participate in the selection process. Please see below for a guide to the recruitment timeline for this role. If it is subject to any changes, we will update candidates accordingly.

We will acknowledge receipt of your application and we will email you by 3rd December to let you know if you have been shortlisted for interview. Interviews will be held on Week Commencing 6th December 2021 and 13th December 2021. Successful applicants will then be invited to attend a Board of Trustees Meeting early in the New Year.

Appendix 1 - The duties and responsibilities of members of the Board of Trustees

Trustee of Centre 404

The duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

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. This will involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

1. Regularly attend meetings of the Board and any committee to which that member is appointed. In relation to this expectation the Trustee is expected to:
 - a. Give apologies when not able to attend any such meeting;
 - b. Prepare for meetings, including reading in advance the papers submitted;
 - c. Where practicable give notice of major questions or points of substance to the chair of the meeting and the CEO/relevant staff member(s) in advance of the meeting;
 - d. Participate fully in the meetings including by asking timely and substantive questions and giving views on issues to be decided;

- e. Contributing to the preparation for any meeting or the follow up afterwards in any way reasonably requested;
2. Advise the Chair and/or other members of the Board, the CEO and/or others working for the Charity about:
 - a. matters relating to the Charity where this is useful based on personal expertise and knowledge; and
 - b. information or interactions which have been received;
3. Maintain independence and objectivity, and act with a sense of fairness, and personal integrity ;
4. Maintain the confidentiality of the details of the Charity's business and not to purport to speak on behalf of the Charity unless authorised to so;
5. Bring a sense of humour to the Board's meetings and generally behave in a way which encourages others to participate fruitfully;
6. Show appropriate respect and politeness to other members, all members of staff and all others with whom the members may deal in connection with the Charity; and
7. Be fully aware of the Governance Code and use all reasonable endeavours to ensure that, unless otherwise agreed by the Board, the business of the Charity is conducted in the way which complies with it.
8. A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

