



## Come and Join Us

### Trustee Recruitment Pack: Nov 2022

### Application Deadline: 5<sup>th</sup> December 2022

Thank you for your interest in Peter Minet Trust.

We're looking for **three** new Trustees to join us in our work to fund and support inspiring local charities in Lambeth and Southwark, learning alongside these partners as they continue their work and strengthen their communities.

Here's information about our work and how we run ourselves as well as what's involved in being a Trustee – plus the process and timetable for applying. Please find out more about us on our website on [www.peterminet.org.uk](http://www.peterminet.org.uk).

This is a great time to join as a Trustee. We've just awarded the second round of multi-year, unrestricted grants as part of our Open Grants programme, prioritising Black-led charities, and have a total now of 13 charity partners.

**Peter Minet Trust, Marshall House, 66 Newcomen Street, London, SE1 1YT;  
[info@peterminet.org.uk](mailto:info@peterminet.org.uk); 07885 498151(Tue-Thu)**

## Who are we and what do we do?

We're an independent funder and UK registered charity based in Southwark distributing around £200k a year in Lambeth and Southwark.

We launched a new approach to funding in July 2019 and now make multi-year, unrestricted grants to small, local charities, distributing our first grants in March 2020.

### Our Vision

Lambeth and Southwark are boroughs where local charities that are doing inspiring work, embedded in their communities, are strong and can thrive, making a difference to residents experiencing severe and multiple disadvantages.

**Our Values:** Independent, local, flexible, objective, collaborative, empowering, trusting.

### How we make a difference

**Multi-Year Grants:** We give unrestricted, multi-year grants to local charities with annual incomes of between £25,000 and £300,000 pa. In our second round in June 2022, we prioritised Black-led charities. We fund charities that are rooted in their community and bring communities together. We support charities that help residents overcome multiple challenges and be active in their community. We are currently funding 13 charities with grants of up to £30,000 a year for up to three years.



### *St Matthew's Project, one of our partners in Lambeth*

**Strategic Grants:** Our new approach also includes a 'strategic grants' strand that we used in 2020 to enhance the London-wide funder effort to support local charities during the COVID-19 pandemic, and, in 2021, support IVAR's *Open and Trusting* campaign that calls on funders to adopt more open and trusting practices that make life easier for those they fund ([www.ivar.org.uk/flexible-funders](http://www.ivar.org.uk/flexible-funders)).

**Other Work and Learning:** We use our independence to work in partnership with other local funders and organisations to strengthen the voluntary sector in Lambeth and Southwark. We are a learning organisation, currently working with the research organisation IVAR to understand the difference that multi-year, unrestricted grants make to small, local charities. We share our learning.

**We are committed to diversity, equity and inclusion in how we run ourselves and award grants.**



***Indoamerican Refugee and Migrant Organization (IRMO), one of our partners working in Lambeth and Southwark***

**Our funds:** Peter Minet Trust have investments valued at around £5m that generate income for Peter Minet Trust of around £150k-£200k a year, depending on performance. It is invested and managed professionally in the Climate Active Fund at Sarasin & Partners.

## History

Peter Minet Trust was founded over 50 years ago in 1969. Peter was from Camberwell, descended from Isaac Minet who arrived in the UK in the seventeenth century as a refugee, escaping religious persecution in France. Peter used his inheritance and profits from his property company to support his local communities through Peter Minet Trust, continuing the work of his cousin, William Minet, who funded the creation of Myatt's Fields Parks and the Minet library in Lambeth. The Minet family isn't involved any more, but we carry on Peter's commitment to work with local charities and communities.

## Governance and management

We currently have four Trustees and can have up to seven. We have a Chair, and a Trustee who is the lead on our investments. There are no sub-committees. Find out more about our current Trustees on [www.peterminet.org.uk/about/trustees-and-staff](http://www.peterminet.org.uk/about/trustees-and-staff).

Peter Minet Trust employs a Director, three days a week. The Trustees delegate authority to them to manage the Trust on a day-to-day basis. The Director works closely with the Trustees especially on governance, strategic issues and making decisions about grants.

We have professional support for our grants management software, website, and information technology and have a freelance bookkeeper.

We moved to Southwark in Spring 2019 creating a **Funders' Hub** with seven other funders at Marshall House, Newcomen Street, London, SE1 1YT Our offices and meeting room are on the first floor, up three short flights of stairs but meetings can easily be arranged nearby on the ground floor or where there's a lift.

We are members of Association of Charitable Foundations and London Funders.

## Appointing 3 new Trustees – what we want our new Trustees to help us with

We are seeking 3 Trustees to bring the Board up to its full capacity of 7 and are keen to encourage applications from under-represented groups. Candidates need to have knowledge of South London, or a connection to the area through residency, family, friends or work, and be able to bring one or more of the following experiences:

- Management or lived experience of small or grassroots charities, including Black-led charities and community groups, and people with experience of improving inclusion and equity to help us understand the challenges of the charities we fund – and to help us ask the right questions as we develop partnerships with these charities.
- Experience of Finance and Audit including monitoring management accounts, forecasting, annual audited accounts – to help the Board further support the Director, bookkeeper and auditor's work in this area and give oversight. A knowledge of investments would be an advantage to support our lead Trustee on investments.
- Experience as a Trustee or employee of a funder with experience of strategic development.

## Description of Trustee role and responsibilities:

We know there are applicants who have valuable skills and life experiences but who might not have much experience of governance, grant making and legal responsibilities, and so we will arrange training for you as well as an induction.

### Governance, Strategic Direction and Oversight

- Trustees ensure Peter Minet Trust is delivering its charitable objects and public benefit through its strategy as agreed by the Board of Trustees, contributing to that strategy.
- Be collectively responsible for the actions of Peter Minet Trust and ensure the Trust is operating within charity law.

### Decision Making

- Contribute to the discussion and approval of all grants made at trustee meetings, ensuring they meet the Trust's criteria.
- Review and approve the annual audited accounts, quarterly management accounts and the annual budget.
- Manage the Trust's investments and assets responsibly including monitoring the investment managers' performance against the Trust's investment strategy
- Contribute to management decisions when required

### Responsibilities

- Assist in the development of strategy, defining goals and reflecting on and evaluating our progress and performance
- Review the Trust's policies and procedures regularly and ensure the Trust complies with its charitable objectives, charity law and any other relevant legislation, funder commitments or regulations.
- Attend quarterly meetings of the Trustees and contribute to discussions, ensuring the Trust applies its resources in line with our charitable objectives and strategic goals.
- Make sure Peter Minet Trust is managed effectively and efficiently by appointing and supporting the Director and monitoring performance.
- Keep informed about the work of Peter Minet Trust and the voluntary sector, particularly in Lambeth and Southwark, and the issues that affect its work.
- Having agreed the areas of our work you'll be most involved with, to take part in, for example, visiting prospective charity partners and attending meetings with our fund managers

## Trustee Person Specification:

### All Trustees: what we're looking for in all our Trustees

- We're looking for Trustees who share our strong commitment to diversity and equality of opportunity
- We're looking for people with integrity and professionalism who will support the work of Peter Minet Trust as agreed by the Board of Trustees as a whole.
- We're looking for people with good independent judgement and an ability to think creatively and strategically
- We're looking for people who will approach the task of assessing, awarding and renewing grants fairly, objectively and consistently.
- We're looking for people who can work well as part of a small team, understanding what's practical with one part-time employee
- We'd like new Trustees to live or work in South London or know it, but it's not essential if the applicant has other valuable and relevant experience.
- We're looking for Trustees who have time to commit to our meetings and training, as well as to reading Board papers and associated documents
- Trustees must have access to the internet and be able to receive and send emails.

### Specific: we'd like new Trustees to have one or more these skills

- Management or lived experience of small or grassroots charities, including Black-led charities and community groups, and people with experience of improving inclusion and equity to help us understand the challenges of the charities we fund – and to help us ask the right questions as we develop partnerships with these charities.
- Experience of Finance and Audit including monitoring management accounts, forecasting, annual audited accounts – to help the Board further support the Director, bookkeeper and auditor's work in this area and give oversight. A knowledge of investments would be an advantage, to support our lead Trustee on investments.
- Experience as a Trustee or employee of a funder with experience of strategic development.

## Your commitment:

**Trustee Code of Conduct:** All Trustees sign the Trustee Code of Conduct on becoming a Trustee that sets out behaviours and responsibilities to follow as a trustee.

**Time commitment, meetings and terms:** The time commitment averages across the year at up to 8 hours per month, usually during the evening, focused around the quarterly meeting cycle. Meetings are held in-person at the Trust's office in Newcomen Street in Southwark during the early evening, and there is also a full day (or 2 half days) for a Trustee "awayday" for strategic development. Induction and training will be provided for new Trustees. The term of office is 5 years, after which Trustees can be re-appointed for a second 5-year term

**Trustee Training and Induction:** New trustees will be asked to attend a one-day external or remote Trustee Training Course delivered in central London or remotely. The Director will provide a 2-hour induction and there is likely to be a further full or half day's training each year for all trustees on a specific area of trusteeship eg:in 2022 this was Trans and Non-Binary Awareness Training.

**Other meetings:** Depending on your interests, you'll be invited to attend other occasional events. For example, if you get involved with visiting our charity partners with our Director, this will involve minimum of half a day, mid-week once a year to visit two charities. If you get involved with our investments, this will mostly involve reviewing reports by email, but also a couple of meetings a year with our fund managers and attending their annual seminars for charity clients.

**Events:** Once or twice a year, we may arrange an event for our charity partners, perhaps along with other local funders, and we'll ask for at least two or three trustees to come.

**Trustee Papers:** You should make time to review the papers carefully. Papers are emailed to Trustees at least 7 days before each meeting.

**Location of meetings:** These will either be at our offices in Marshall House, 66 Newcomen Street, SE1 1YT or nearby. The office is on the first floor up three short flights of stairs, but meetings can easily be held nearby on the ground floor or somewhere with a lift.

## Other opportunities we offer you:

**Charity Partner Events:** We'll pass on invitations we receive for events run by our charity partners.

**Trustee development:** You'll be invited to London-based events run by partners in the sector. We also pay for one Trustee to go to the Association of Charitable Foundation's annual conference.

**Networking locally:** we'll pass on invitations to a range of local events run by other funders, charities and Lambeth and Southwark Councils' partners, *Community Southwark* and *Integrate* that support the voluntary sector locally.

## Trustee Expenses, Safeguarding, Accessibility:

**Remuneration:** The trustee role is unpaid, but we cover reasonable travel expenses for meetings and events related to Peter Minet Trust.

### Assurance:

We take out Trustee Indemnity Insurance as part of our annual insurance policy.

We have a Lone Working Policy and are currently developing our overall Safeguarding Policy setting out what we do to keep our staff and Trustees safe.

Our offices are up one flight of stairs, but meetings can easily be arranged close by on the ground floor or where there's a lift. **Please let us know if you have any special requirements.**

## Eligibility

Trustees must be over 18 years old.

A small number of people are barred from serving as Trustees eg: people with unspent convictions or people on the Sex Offenders Register. Information is on the Charity Commission website

All applicants will be asked to confirm their eligibility and all Trustees need to complete an Enhanced DBS check (Disclosure and Barring Service) if they don't have one already. We will pay for this.

## Process, timescale and contact details

<b>Application Deadline</b>	<b>Mon 5 Dec 2022 9am</b>
<b>Meeting You</b> – interviews at Marshall House, Newcomen Street, London, SE1 1YT	<b>Wed 18 Jan 2023</b>
<b>Appointment</b>	<b>Feb 2023</b>
<b>Induction</b> – successful candidates will be invited to a Trustee induction. This will include a chance to talk through and sign the Trustee Code of Conduct ahead of first Trustee meeting. We'll work out other briefings as needed.	<b>Feb 2023</b>
<b>First Trustee meeting</b>	<b>Mar 2023</b>

## Key information:

**[www.peterminet.org.uk](http://www.peterminet.org.uk)**: Our website includes information about our new funding programmes, as well as Trustee biographies, links to accounts and our partners and key policies.

**[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)** – see our record (charity no: 259963)

Research published by Peter Minet Trust and United St Saviour's Charity March 2018 is available on our websites ([www.peterminet.org.uk](http://www.peterminet.org.uk))

For more detailed information on being a charity Trustee, see the Charity Commission's site below and in particular the publication CC3 *The Essential Trustee*:

<http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/the-essential-trustee-what-you-need-to-know-cc3/>

## We look forward to hearing from you



# Appendix 1:

## Peter Minet Trust: Trustee Code of Conduct

### Introduction:

This Trustee Code of Conduct ('the Code') is an agreement between the Peter Minet Trust ('the Trust') and individual trustees that sets out the conduct and standards of behaviour expected from trustees. Trustees sign up to the Code when they are appointed as a trustee of the Trust. When they do so, they are pledging to act in accordance with the Code. The Trust will provide suitable training and an induction for new trustees covering the responsibilities of trustees and the work of the Trust. This Code requires some actions of trustees to be authorised by the Chair. In relation to the Chair, the role of Deputy-Chair should be substituted for Chair in this document.

This Code may be amended from time to time if authorised by a majority of the trustees.

### 1. Duties and responsibilities:

- I will read and familiarise myself with the Charity Commission's guidance CC3: The Essential Trustee which sets out the key legal duties of charity trustees ([www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do))
- I will undertake my duties of compliance with the law and the requirements of the Charity Commission as regulator (and any other relevant regulators), undertaking my responsibilities and duties as a trustee in good faith.
- I will comply with the Trust's governing document, policies and procedures, and remain true to its charitable purpose and objects.
- I will ensure Trust is well run and will raise issues and questions in an appropriate and sensitive way to ensure that is the case.
- I will be active using my knowledge, skills and experience to take the best decisions I can in the interests of the Trust.
- I will promote and support the principles of good governance by leadership and example.
- I will seek professional advice when necessary, in order to make decisions in the best interests of the Trust.

### 2. Values:

- I will act in the best interests of the Trust, promoting the values of the Trust, demonstrating a meaningful commitment in my actions and decisions to equality, diversity and inclusion, and to learning.
- I will promote an open and positive culture within the Trust.
- I will act in accordance with the Nolan principles of good conduct in public office which are set out in Appendix 2 of this Code.

### 3. Respect and relations with others:

- I will treat my fellow trustees, members of staff and volunteers and all those that I come into contact with in my role as trustee considerately and respectfully.
- I understand that my role as trustee is a strategic role and I will not unnecessarily involve myself in the day to day operations of the Trust which are delegated to the Director.
- I will act fairly and in accordance with equality principles and employment law and good practice, in the selection, appointment, development, remuneration and performance management of the Director and other staff.
- I will respect the authority of the Chair and their role as meeting leader. I understand that trustees participate in collective decision making, accept a majority decision of the board and do not act individually unless specifically authorised.

**4. No personal benefit and conflicts of interest:**

- I will take decisions solely in terms of the best interest of the Trust and will not benefit from my position as a trustee to gain financial or other material benefits for myself, my family or friends.
- I will identify and promptly declare any actual, potential or perceived conflict in line with the Trust’s Conflict of Interests Policy, removing myself from any discussion where there is such a conflict. I will accept the judgement of the board regarding conflicts and complete the Register of Interests.
- I will document expenses and seek timely reimbursement in accordance with the Trust’s policies and procedures.
- I will not accept gifts or hospitality without the prior consent of the Chair excluding modest refreshments offered at a meeting or event linked to my Peter Minet Trust role (ie: refreshments at a partner’s AGM)

**5. Openness, accountability and communication:**

- I will be open, responsible and accountable to other trustees, members of staff and other stakeholders about trustee decisions, actions and work, including my use Trust resources.
- I will ensure that my social media accounts are identified as personal and do not include reference to Trust in the profile. My profile will make clear that opinions are my own (i.e.: ‘Views my own’ in profile). I can include reference to my role at the Trust on my LinkedIn profile or other professional (as opposed to personal) accounts, but will follow the provisions of this Code when posting on my account.
- Where I communicate publicly on my own behalf on issues relevant to Trust, I will uphold the reputation of the Trust and make it clear their views are my own.
- I will not comment publicly (in person, print, digital or social media) about the Trust unless authorised in advance by the Chair and Director. When I am authorised to comment, I will ensure that these comments reflect the Trust’s aims, principles and values agreed by the board, whether these comments are made as an individual or a trustee (even when these do not conform to my own personal views).
- I will agree first with the Chair or Director before attending events in their capacity as trustees and declare attendances in the Trust’s Register of Interests.

**6. Confidentiality:**

- I will respect Trust, the board and individual confidentiality.

**7. Commitment:**

- I will do my best to keep myself informed about the Trust’s activities, including via its website, publications and other resources.
- I will give sufficient time preparing for and attending meetings to ensure I add value to the board’s work. I understand that trustees are expected to read paperwork provided to them in advance of meetings. I will participate in induction, training and development activities for Trustees.

**8. Statement of Acceptance:**

I have read and understood the above Code of Conduct and Agreement. I agree to abide by the standards set in the Code and understand that breaches of the Code may result in my removal from the board of trustees.

In consideration for being appointed as a trustee, I undertake to fellow trustees that if asked by a majority of the trustees to resign for a breach of this Code (as amended from time to time) I will resign immediately. I understand that I will be given an opportunity to be heard before the trustees vote on my removal.

If I am disqualified to act as trustee under charity law, I will immediately notify the Chair.

Signed.....Name (please print).....Date.....

**Nolan Principles overleaf/**

## **Nolan Principles: The Seven Principles of Public Life**

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

**These principles apply to all aspects of public life for the benefit of all who serve the public in any way.**