



## ***Trustee Recruitment Information Pack, 2019***



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Tel: 0121 459 7670 Email: [general@bcop.org.uk](mailto:general@bcop.org.uk)



## **Trustees**

### **Broadening Choices for Older People, Birmingham**

*This position is not remunerated but reasonable expenses (e.g.travel) will be paid*

BCOP (Broadening Choices for Older People) was founded over 70 years ago to support older people living in Birmingham with their housing needs. Today it continues to provide a range of services, including independent and supported housing, care homes with nursing, as well as additional services such as welfare guidance and a handyperson scheme. BCOP nursing homes have dementia care provision with therapeutic activities such as animal assisted therapy and Sensory Street.

The Board wishes to recruit new trustees who can bring passion and commitment to the role and who will relish the opportunity to help shape the future strategy and direction of the charity. We are very interested in welcoming applications from those who have been affected by the services we offer. It is not necessary for applicants to have been involved in Board level roles previously. We particularly welcome applications from individuals with skills in the following areas:

- Health settings & commissioning
- Business development & strategy
- Communications/ fundraising
- Digital/ technology
- Social housing

All trustees will have the opportunity to take part in a development programme so they get to know the organisation, the Executive and fellow Board members and acquire the information they need to fulfil their role as a trustee.

**Closing date for applications:** Friday 24<sup>th</sup> January, 2020. Please submit your application at the earliest opportunity as we will consider applications upon receipt on an on-going basis.

More information about BCOP is available on our website at [www.bcop.org.uk](http://www.bcop.org.uk)



4 December 2019

Dear Applicant

Thank you for your interest in joining the Board at BCOP where we are committed to broadening the lifestyle opportunities for older people.

As Chair of the Board, I am delighted that you are considering applying for the position of Trustee in BCOP. We are a small but innovative organisation that has operated for over 70 years and recently described by a stakeholder as the "*... best care organisation we have ever dealt with.*"

BCOP has consolidated its position and reputation over the past few years, and we are looking forward to a continued bright future. We intend the charity to play an increasing key role in the provision of high quality care and overall services, improving the health and wellbeing of our residents and tenants.

The remit of the Board is varied and challenging, especially in the current economic climate and given the growing needs of an increasingly ageing population, but ultimately it is very rewarding work. I would warmly encourage you to consider applying for a trustee role if you feel suited to our mission, values and objectives and you have experience and skills which will benefit BCOP.

I hope that you will find the information in this pack comprehensive. If you have any questions about the role of trusteeship, please don't hesitate to contact the CEO, Caroline Cooban, by phone 0121 459 7670 or email: [caroline.cooban@bcop.org.uk](mailto:caroline.cooban@bcop.org.uk) to arrange an informal chat.

We look forward to hearing from you.

With best wishes

Brian Toner  
**Chair**



## **About BCOP**

BCOP was originally founded in May 1946 as the Birmingham Development Council for Old People's Welfare. Early in 1947, the name was simplified to Birmingham Council for Old People, until the present day when the organisation is simply known as BCOP, with a registered name of Broadening Choices for Older People.

Since its early days BCOP has been actively involved in the raising of funds to benefit older people, initially in the form of accommodation and care, expanding its latter day operations into:

### **Care homes with nursing**

High quality care services in our well designed, modern care homes. We have well-motivated and trained staff, enabling us to create as homely and non-institutional environment as possible.

### **Dementia care**

Dementia units based at two of our care homes, with highly trained staff, drawing on the most recent research in how best to deliver services for people living with dementia.

### **Animal assisted therapy**

Research has shown that regular interaction with animals can enhance the lives of older people, particularly those living with dementia. It often improves social, emotional or cognitive functioning.

### **Supported housing**

Mainly one-bedroom flats for older people who do not need residential care, but due to poor health or mobility, they do need extra support and security. Each scheme benefits from the involvement of a scheme manager.

### **Independent living**

Self-contained flats and bungalows for people over sixty who wish – and are able – to lead a completely independent lifestyle, but with the security of an alarm call system.



### **Welfare guidance**

BCOP offers a wide range of information services for older people, such as a list of reputable contractors, telephone numbers of health services, housing and public health departments and where to purchase aids and adaptations.

### **Grants facilitation**

BCOP can help older people in financial difficulties by securing grants for them from various charities to purchase items such as cookers and fridges and to have essential repair work carried out on their property.

### **Handyperson scheme**

Our aim is to increase safety and prevent falls by carrying out small, minor repairs for older people living in their own homes.

### **Staff training**

BCOP provides high quality training for staff, using our own internal expertise, in addition to using external training providers. This allows us to frame our learning opportunities to the specific needs identified by our operational managers.

### **Research and practice development**

BCOP is constantly striving to develop new and innovative approaches to care, working with partners in both service provision and academia.

Throughout its history BCOP has recognised the need to ensure that maximum available resources are directed to those most in need.



### **What our service users say:**

*"What surprised me the most is that they've got up to fifty residents but they treat each one, in my eyes, as the only person here when they're with them.*

*When I come I don't see uniforms, I see friends. To Mom, she sees them as family.... It's like a little village, it's amazing. The environment is just right to make them feel like they're not in a home."*

**Quote from daughter of a resident at Neville Williams House**

### **What our Trustees say:**

*"I enjoy the discussions around inclusivity, enablement and fairness for all. I truly believe that the board have the people that they serve at the very heart of what they do. This role is vital in the overseeing of services and corporate development. It is also vital to ensure that the reputation of the charity is upheld to the highest professional standards."*

**Gill Maidens, Dementia UK: Admiral Nursing**

*"In a small organisation, the non-executives on the board offer the executives a pool of people with a variety of expertise and experience which they can use to help the organisation."*

**Adrian Jones, Chartered Accountant (retired)**

*"Being a Board member allows me to maintain a role in influencing the delivery of quality services to older people without making too many demands on my time.*

*I enjoy the stimulation of the meetings and the company of the other Trustees and the officers of the organisation."*

**Dr Nicky Bradbury, Former Clinical Director for older peoples' mental health services**



## Our Values



**Compassion:** We will deliver our services with compassion and understanding where people are valued and we will act in their best interest. We will respect and value each other within the work environment.

**Innovative:** We will be creative and think of things in different ways as individuals and as a group in our thoughts, ideas and delivery that makes a positive difference to people's lives

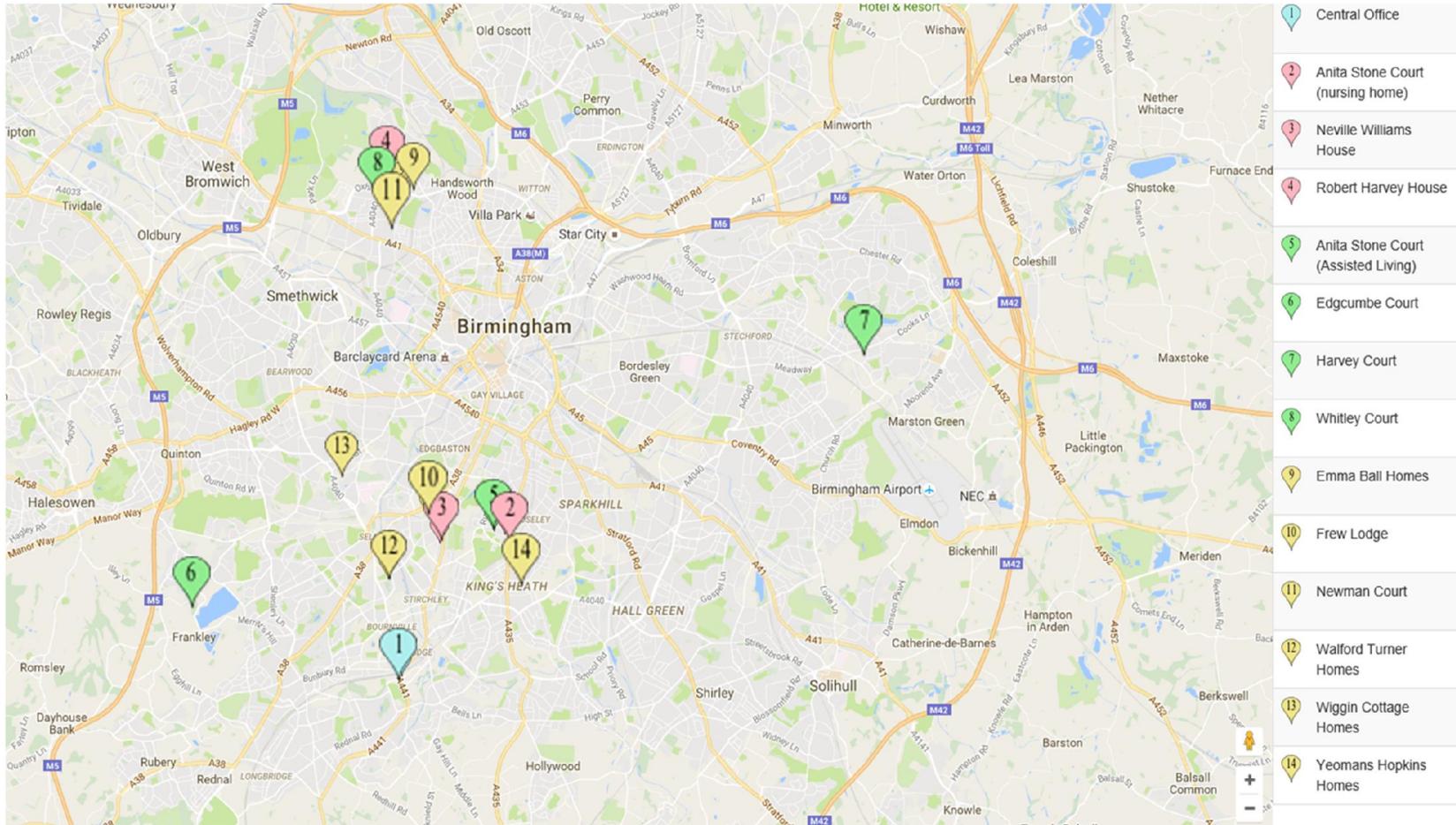
**Quality:** We will provide personalised care to the highest standard, providing information to support our clients and their advocates to help them make informed choices

**Dignity:** We promote a culture of dignity and respect, aiming to make fair and honest decisions whilst being open and transparent.

**People Focused:** We celebrate equality and diversity, listen to and work with our clients and advocates to ensure individual needs are met.

**Commitment:** We will strive to make a positive difference in people's lives through our actions. We will value our staff, their commitment, and the contributions they make.

# Our Locations



 Sheltered Housing
  Nursing Homes
  Independent Living
  Head Office



## **The Role of Trustee**

The most effective Boards are ones which benefit from the input from individuals from a diverse range of backgrounds, experiences and skill sets. We are particularly interested in applicants with one or more of the following skills and/or experience:

- Healthcare settings & commissioning
- Business development & strategy
- Communications/ fundraising
- Digital/ technology
- Social housing

## **Key responsibilities and accountabilities**

Trustees are expected to:

- Ensure that the charity complies with its governing document; the Memorandum and Articles of Association, and adheres to all relevant legislation and regulations
- Contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and evaluating performance against agreed targets
- Ensure that the charity uses its resources wisely and in pursuit of its objectives
- Safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation
- Protect and manage the assets of the organisation and to ensure the financial stability of the organisation
- Act in the best interest of the charity and not for their private interest or gain.

In essence, the trustees of the Board hold the charity "in trust" for current and future beneficiaries by:



- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for its "corporate" behaviour
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the charity's governance is of the highest possible standard.

### **Person specification**

Trustees of BCOP must offer the following:

- Commitment to BCOP's remit and objectives and to the organisation's values
- An interest in accommodation, support and care for older people
- Basic IT skills and access to email
- A willingness to devote the necessary time and effort to their duties as a trustee, including attendance at regular Board meetings
- A willingness and ability to work constructively as part of a multi-disciplinary Board

All Trustees are expected to act with integrity and as Ambassadors for the charity to support and promote its objectives more widely.

### **Terms of appointment**

**Time commitment** We hold four Board meetings per year.

Each Board meeting lasts about 3 hours plus preparation time. Refreshments are provided.

Board meetings are typically held on a Wednesday morning, starting at 9.30am.



New trustees will also be invited to join one of the Committees. BCOP runs two Committees (Audit and Operations), which meet quarterly, to support the work of the Board. Each Committee meets in advance of the quarterly Board meetings, on a Wednesday morning for 2-3 hours.

In addition, trustees are expected to participate in an annual planning event to discuss the strategic direction of the charity, and a mid-year event bringing together Board and staff.

Commitment would be equivalent to a day per month.

Finally, dedicated time would also be required from new Trustees for induction activities upon joining the Board.

**Venue**

Board and Committee meetings are held in Birmingham; at one of our sites including our Central Support Services, currently located in Kings Norton, Birmingham.

**Remuneration**

The role of Trustee is voluntary, however, reasonable expenses, e.g. travel, can be claimed.

**How to apply**

If you are interested in becoming a Trustee at BCOP, please complete the application form. Instructions in completing the form have been provided. However, if you would like further assistance, please contact Finola Jennens, Executive Assistant at BCOP, on 0121 459 7670 or [finola.jennens@bcop.org.uk](mailto:finola.jennens@bcop.org.uk).

If you would like to submit an up-to-date CV as well, that would be welcome, however, please keep this to no more than two pages. If you wish to send us a CV, please note that we do need to have your completed application form too.



Your completed application form (together with your CV if you are submitting one) should be sent by email to [finola.jennens@bcop.org.uk](mailto:finola.jennens@bcop.org.uk). Please title your email "**BCOP Trustee Application.**"

**Closing date:** Friday 24<sup>th</sup> January, 2020.

Applications will be reviewed on an ongoing basis.