

# TRUSTEE RECRUITMENT

## Sutton Coldfield Charitable Trust

Trustee recruitment information  
November 2023



Charity Number: 218627  
Website: [www.suttoncoldfieldcharitabletrust.com](http://www.suttoncoldfieldcharitabletrust.com)  
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Email: [info@suttoncharitabletrust.org](mailto:info@suttoncharitabletrust.org)

# Message from Chair and Chief Executive

Keith Dudley, Chair: centre  
Tina Swani, Chief  
Executive:  
2<sup>nd</sup> from left (in the hat)



## Trustee vacancies

Sutton Coldfield Charitable Trust will have two vacancies in early 2024 for Trustees with an excellent knowledge of financial/accountancy matters. We seek individuals who also have strategic and governance experience and who are committed to equality, diversity and inclusion.

**We also remain open to potential trustees that may bring other fields of knowledge, skills and experience that will benefit the Trust and encourage such applications as we may have further vacancies over time.**

## Diversity in the boardroom

We continually seek to diversify, balance and complement the range of backgrounds, attributes and skills on the board of trustees. Perpetually striving to achieve diversity in the boardroom aims to strengthen the Trust's success and benefit to those we serve. New trustees are assisted by the Trust's staff and other trustees to gain knowledge of the Trust and to fulfil their roles.

## How to apply

We hope the trustee recruitment information gives you an insight into the Trust and the responsibilities of its trustees. If you have the expertise and qualities we seek and share strong commitment to the vision, mission and values of the Trust, we will be delighted to hear from you.

Please contact Helen Kimmet on [info@suttoncharitabletrust.org](mailto:info@suttoncharitabletrust.org) to request an application pack.

If you would like to speak with our Chief Executive, Tina Swani, about these vacancies please feel welcome to call the Trust's main number on 0121 794 0970.

We very much look forward to hearing from you and send our thanks to you for your interest.

**Keith Dudley, Chair**

**Tina Swani, Chief Executive**



## Introduction to the Trust

Sutton Coldfield Charitable Trust (SCCT/the Trust) can be traced back to Tudor times from 1528. The principal objectives are the relief of hardship through the provision of almshouses and grants to improve the quality of life for those living within the boundaries of the former Borough of Sutton Coldfield. This charitable purpose is reflected in the Trust's vision, mission and values:

### **Vision**

Enhancing the quality of life for all in Sutton Coldfield

### **Mission**

The Trust aims to alleviate hardship and improve the quality of life for residents of the Royal Town of Sutton Coldfield through the provision of housing and grant awards to support individuals and community organisations

### **Values**

Responsible; Inclusive; Caring; Transparent; Sustainable

SCCT awards over £1m grants per year and provides 46 homes on Lingard House almshouse community in Walmley. We have increased our grants budget to £1.5m due to the cost of living crisis and ongoing adversity. The income to support the Trust's charitable purpose comes from its endowment that is held within a portfolio of assets worth around £75m.

These assets include approximately 1,000 acres of land, including farmland, farm buildings and 45 acres of woodland. Within the Trust's property portfolio, there are 14 commercial properties, that cover a range of industries including retail; warehousing; hospitality; residential; and construction.

The Trust's website ([click here](#)) gives an overview of the Trust, the annual review, SCCT five year plan, and much of the work taking place to achieve a progressive and more strategic direction. This includes information related to sale of land, as well as the Social Needs Review of Sutton Coldfield conducted on our behalf by a university research team. We strive to fulfil our responsibilities to the environment and to embed equality, diversity and inclusion in all we do. Following the pandemic, and escalating cost of living, the volume and range of grant applications is growing.

## Governance – the Board of Trustees

The Board is comprised of 16 trustees, comprising 12 co-opted trustees, who are appointed by the full Board for periods of five years, and 4 nominated trustees, who are appointed by Birmingham City Council and Royal Sutton Coldfield Town Council for periods of four years.

### **Trustee responsibilities**

The Board of Trustees is accountable for all of the Trust's activities:

- Ensuring all activities support the delivery of the charity's public benefit
- Compliance with the charity's Scheme and the law
- Acting in the best interests of the charity
- Managing the charity's resources responsibly
- Ensuring the charity is accountable
- Acting with reasonable care and skill

*Ref: Charity Commission – The essential trustee (CC3)*

**Trustees carry out these responsibilities as follows:**

- Meet quarterly to receive reports, make decisions and determine strategy
- Attend additional special board meetings as required to address specific issues or make timely decisions
- Oversee and monitor any risks to the Trust's assets and mitigation of risks to ensure efficiency and safety of activities
- Ensure the financial health of the Trust, ensuring that management of its investments (financial, land and property) and accounts are robust and that the income is sufficient to meet the demands of the almshouse and grant-making programmes
- Ensure effective delivery of charitable benefit through the core purposes of almshouses and grants
- Review and set out the strategic direction of the charity, monitoring delivery of those plans
- Hold an away day at least once a year
- Uphold the vision, mission and values of the Trust

**Trustees are encouraged to:**

- Sit on at least one, if not two, of the following Committees:  
Finance | Property | Grants | Almshouse
- The Trust also has two Sub-Committees of the board for a) Risk and b) Remuneration
- Bring their skills to occasional task-and-finish groups that deal with specific developments and projects, for example, the Equality, Diversity, Inclusion and Social Media Group.
- Champion specific developments or priorities, such as the current two Board champions for equality, diversity and inclusion.

Meetings are generally face-to-face although some are occasionally held by zoom.

**Governance review**

During the past 3 years an extensive review of governance and compliance has been undertaken and many points actioned within the most recent 12 months. The governance review was expanded during last year to include diversity, inclusion and stakeholder communication.

**Appointment of Co-opted Trustees – requirements**

Co-opted trustees must have thorough knowledge of the Royal Town of Sutton Coldfield through residence, occupation or employment, or whose particular skills and/or knowledge will benefit the charity.

Each appointment of a co-opted trustee is for a term of 5 years.

The maximum number of terms of office that a co-opted trustee may serve is 3 after which they cannot serve again as a trustee (either as a nominated trustee or as a co-opted trustee) until they have ceased to be a trustee for at least 12 months.

The role is voluntary/unpaid.

We look forward to hearing from you and thank you for your interest.