



Dear Colleague

## **RBF Trustee recruitment**

Thank you for expressing an interest in the RBF Trustee Role. The RBF is the charity that supports current and ex-employees of the UK and Ireland's rail industry and their families facing hardship.

I enclose a copy of the recruitment pack and application form. Candidates are requested to submit a CV detailing their skills and experience in addition to completing the attached application form.

### **Trustee Role:**

To support the RBF moving forward, we are seeking a skilled, qualified and motivated individual to join the Board of Trustees. As a member of the Board, you will play a key role in developing RBF and its strategic direction, ensuring its sustainability, broadening its appeal and support and improving its services and governance. We have enclosed a fuller statement of the roles and duties of a Trustee as part of the application pack.

This role is being advertised to recruit a Trustee: we are however looking for a specific individual to ensure that the Board maintains the requisite level of experience, skills and expertise to enable it to fulfil its scrutiny and oversight role.

The individual should have knowledge of the UK Rail Industry and the issues faced by its staff, preferably gained within the rail supply chain sector. The RBF is seeking someone with practical experience and strategic vision, good judgement, and the ability to work as part of a diverse team. The role may appeal to someone seeking their first non-executive role.

### **Specific Skills Required:**

In particular we are looking for someone with sound financial management and accountancy skills. RBF is seeking an individual with financial expertise to take an active role in the Finance & General Purposes Sub-Committee as well as the Board. We would like to hear from you if you have:

- Financial planning and accountancy skills (essential)
- A professional accounting qualification (preferable)
- Experience of working in the UK Rail Industry (essential)
- Knowledge of the UK Rail supply chain (preferable)
- Demonstrable analytical skills and the ability to develop and inform strategy
- Effective communications skills

Above all, RBF seeks individuals who have availability and commitment and who share our values and wish to contribute to our on-going success and sustainability.

## What Does A RBF Trustee Do?

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As a Trustee of the RBF you will sit on the Board and will help develop the RBF's work to ensure that it can best meet its Charitable purpose of supporting railway staff and their families in need.

In terms of your main duties these are:

1. Ensure the RBF is carrying out its purposes for the public benefit.
2. Ensuring that RBF complies with its Royal Charter and in accordance with Charitable Law.
3. That you always act in the charity's best interest and recognise and declare any potential conflicts of interest
4. That the RBF's assets and resources are managed responsibly including finances, staff and volunteers
5. That you act with reasonable care and skill using your skills and experience and undertaking training to fulfil your duties where applicable.
6. Ensuring that the charity is accountable to its beneficiaries and supporters as well as under law through the relevant charity regulatory frameworks.
7. Promoting and acting as an advocate for the charity: including facilitating and encouraging others within the railway community to support the RBF's work and activities.

The Charity Commission has published a comprehensive guide to the duties of charity trustees, which can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/734288/CC3\\_may18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734288/CC3_may18.pdf)

## What does being an RBF trustee involve?

All trustees are required to participate in Board meetings and to help set and guide overall strategy and to assist the Chief Executive in developing the RBFs' work, whilst overseeing performance and progress against the objectives set. The Board is supported by a small number of sub-committees and board members are also expected to serve on one or more of these committees.

Whilst discussion and debate is actively encouraged at Board meetings, the Board is collectively responsible for guiding the Charity activities. You should not only provide input and opinion but also be prepared to listen to colleagues and work in a collegiate manner to reach consensus where possible. Trustees are expected to promote and advocate on behalf of the RBF and ensure that they promote the RBF in a positive manner.

All Board members must comply with the Charity's code of conduct that is enclosed within this recruitment pack.

There are four quarterly Trustee meetings a year along with an AGM and annual supporters meeting. In addition, Trustees are encouraged to participate in one of the three standing sub-committees that meet 3-4 times a year.

This recruitment seeks an individual to sit on the Finance & General Purposes Committee, that oversees the Charity's financial and investment performance, its risk register and the Charity's audited annual report and accounts.

Candidates are asked to submit a brief CV along with completing the enclosed questionnaire. Candidates are also asked to review the current Annual Report: <https://www.railwaybenefitfund.org.uk/media/1242/rbf-2017-annual-report-and-accounts-final-draft.pdf>



<b>Name:</b>	
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Skill/expertise/knowledge/qualification	How would you contribute your skills, experience or qualifications to the Board?	
Please score High (H), Medium(M) or Low(L)		
	H/M/L	
Knowledge of Current Rail Industry and issues affecting staff		
Knowledge of Rail Supply Chain		
Knowledge of Finance Planning & Accounting Practice		
Investment Knowledge		
Strategy Development and implementation		
Committee work eg chairing meetings or serving on boards/committees		
Charity/voluntary organisation governance		
Fundraising/Income Generation		
HR/Training		
Legal		
Marketing		
PR/communications		
IT/Systems & Technology		

### **Skills & Experience**

Please detail any other skills and experience that you wish to highlight as part of your application:

### **Motivation**

Do you have a particular interest or reasons for being/wanting to be a board member with the RBF?

### **Diversity**

A diverse board is able to reflect and support the delivery of an organisation's mission. Do you have specific service user experience, social or family experience; background or general interests that will help us better support the goals of the organisation?

### **Areas of work/interest**

Are there any areas of the work of the organisation you have a particular interest in and/or would like to become more involved in?

Completed application forms and enclosures should be forwarded to [jtetley@railwaybenefitfund.org.uk](mailto:jtetley@railwaybenefitfund.org.uk) by email.



## TRUSTEE CODE OF CONDUCT

This policy provides trustees with guidelines as to the standards and behaviours that the RBF expects from them, individually and collectively, when acting on behalf of, or representing, the charity.

This code of conduct should be read in conjunction with:

- RBF Royal Charter, Rules & Bye-Laws
- RBF mission, vision and values
- RBF policy and procedures
- Role descriptions for Trustees with specific roles.

The trustees of the RBF have ultimate responsibility for all actions carried out by staff and committees and volunteers throughout the charity's activities. This responsibility includes the stewardship of charitable resources and the provision of grants and services to the railway community.

The Board is determined to ensure the organisation inspires confidence and trust amongst its beneficiaries, members, staff, partners, supporters, funders and suppliers by demonstrating integrity and avoiding any potential or real situations of undue bias or influence in the decision-making of the charity and in dealings with staff and volunteers.

The RBF Royal Charter and Rules make provision for the appointment of trustees, practice and procedure of trustee decision-making, tenure of office and ultimately the removal of trustees. This code of conduct complements the Royal Charter and Rules.

### INDUCTION AND TRAINING

In order for trustees to be effective in performing their legal duties and responsibilities, it is essential that individual trustees, and the board as a whole, are aware of the nature of the work of the charity and its operating environment including the roles of staff and volunteers. In order to prepare and support trustees, the RBF will provide a comprehensive induction and ongoing development opportunities. Individual trustees are invited to speak to the Chairman about any further information or training needs.

Trustees are expected to attend induction and training programmes, given reasonable notice, in line with any individual or collective requirements identified by the Chairman.

The Board, through its Nominations and Remuneration subcommittee, undertakes a performance appraisal exercise to assess the skills set and competencies available to the charity and to identify areas for future development and training.

### ROLE AND FUNCTION OF TRUSTEES

The Charity will provide trustees with guidance outlining their specific role and responsibilities in a role profile. In fulfilling their general roles and responsibilities individual board members must:

- adhere to the charity's rules and policies, including the Royal Charter and Rules, any standing orders and bye-laws, and support its charitable objects

- act in the best interests of the charity at all times, taking professional advice where necessary
- contribute to the work of the board in order for it to fulfil its role and functions as defined in the governing document and legislation
- recognise that their role is a collective one and that any task or function delegated to an individual trustee or committee does not relieve the other trustees of the responsibility for that task or function
- support and assist the Chief Executive where applicable.

## **CONFLICTS OF INTEREST**

The board has a legal obligation to act in the best interests of the RBF, and in accordance with the Royal Charter, and to avoid situations where there may be a potential, real or perceived, conflict of interest.

Trustees should not exert any influence to garner any preferential treatment for themselves or their family, or other connected persons or organisations (refer to conflict of interest policy). Trustees should be aware of, and act in accordance with, the charity's policy and procedures on identifying and managing conflicts of interest.

Upon appointment, and at least annually, trustees are required to complete a declaration of interest form. This document must also be updated when a material change occurs. A register of interests will be maintained by the Chief Executive, in line with the charity's conflicts of interest policy.

Failure by a trustee to declare an interest, real or perceived, could result in the complaints process being instigated by the charity. Depending on the circumstances and severity of the conflict, this may result in the trustee being removed from office in accordance with the Rules.

## **STANDARDS OF CONDUCT**

Trustees are required to adhere to the highest standards of conduct in the performance of their duties. This code of conduct respects and endorses the seven principles of public life promulgated by the Nolan Committee and all board members are expected to perform their duties in accordance with them. The seven principles are:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership.

In addition, the charity requires trustees to perform their duties in accordance with the vision, mission and values of the organisation. Board members are encouraged to:

- value fellow trustees, even when there are differences in opinion
- treat the charity's paid staff and fellow trustees with respect and in accordance with the charity's policies.
- be mindful of conduct which could be deemed to be unfair or discriminatory

- conduct themselves in a manner which reflects positively on the charity when attending external meetings or any other events or any written communication.
- understand, agree and promote the charity's equal opportunities policy in every area of their work. The board's activities should not prejudice any part of the community on the grounds of age, disability, gender, gender reassignment, pregnancy and maternity, race, nationality, religion or belief, or sexual orientation. Any actual or perceived prejudicial action, views or comments shall be investigated and dealt with in line with the complaints procedure and could result in the trustee being removed from office.

## **STAKEHOLDER ENGAGEMENT**

Trustees are accountable to a range of interested parties for their actions and as such decision-making and governance issues should be as transparent as possible, except for when confidentiality is required or there is likely to be a breach of the charity's data retention and protection policies.

In order to demonstrate their accountability to the charity's wider community and the Charity Commission, trustees are encouraged to attend events and provide opportunities to meet, talk and listen to the members/partner organisations they represent and the public, in order to best understand their views and concerns.

Trustees should be fully aware of their representative functions and should not become personally involved in those operational matters that should rightly be handled by the appropriate member of staff or other designated person as detailed in the charity's policy. Trustees are advised to act as a conduit for forwarding public comments and concerns to the appropriate staff member, when presented with a complaint from a member, user, beneficiary or the general public.

## **VISITING THE CHARITY**

In fulfilling their core duties and responsibilities, trustees will be expected to visit charity property. For activities other than attending board or committee meetings or events organised by the charity, trustees are requested to follow the procedure below:

- for group visits, arrangements will be discussed and agreed between the Chairman and Chief Executive, in liaison with appropriate staff
- for individual visits, the trustee should speak directly to the Chief Executive.

The charity will make every effort to accommodate the request of the trustee, but may not always be able to agree to specific dates, times or site visits.

Personal visits to the charity, or volunteer activity or participation in fundraising events that is not related to the trustee role are not covered by this procedure but trustees must abide by the rules of the event.

## **EXPENSES**

The position of trustee is unremunerated, though reasonable out-of-pocket expenses are paid. Please refer to the RBF policy on board member expenses and how to claim for reimbursement for costs incurred on behalf of the charity.

Further information about expenses can be gained by speaking directly to the Chief Executive or Finance Manager. Trustees must not receive any financial or non-financial benefit that is not explicitly authorised by the Royal Charter or the Charity Commission.

## **MEETINGS**

Trustees have a responsibility to attend meetings of the board. When this is not possible they should submit an apology to the Chairman or the Chief Executive in advance of the meeting. Trustees are expected to attend for the duration of each meeting. Absence from the board meetings without good reason established to the satisfaction of the board could result in the individual trustee being removed from office, in accordance with the Rules.

Non-attendance of three consecutive board meetings will result in the trustee being deemed to have resigned their position, unless the grounds for absence are regarded as satisfactory by the board. An appeals process is available for a trustee wishing to argue against their removal.

If a trustee wishes to submit an item for inclusion in the board's agenda, they should forward their request to the Chief Executive at least 14 working days before the meeting. Late items of an urgent nature may be added to the list of any other business, at the discretion of the Chairman, in discussion with the Chief Executive.

Meetings of the board shall be held in private. The board may decide to invite named staff and other individuals to all or part of a meeting to discuss a particular item. All due consideration will be given to ensure that any confidential or sensitive items remain as such. Such invitations will be agreed by the Chairman and facilitated by the Chief Executive.

## **CONFIDENTIALITY**

All trustees are required to respect the confidentiality of the information they are exposed to as a result of their membership of the board. All trustees, when dealing with difficult and confidential issues, are required to act with discretion and care in the performance of their role.

Trustees should only speak to the media with the express permission of the Chairman or Chief Executive. In situations concerning potential whistleblowing matters, trustees are encouraged to adhere to the charity's whistleblowing policy to resolve the matter, in the first instance.

Any allegations of breaches of confidentiality will be investigated under the Disciplinary Policy and could result in the removal of any trustee involved in such a breach, in accordance with the Rules.

## **CEASING TO BE A TRUSTEE**

Trustees must continue to comply with the qualifications required to hold a trustee position throughout their period of tenure, as defined in the Rules. Any changes that would render the trustee ineligible to serve must be forwarded to the Chairman.

Failure to attend three consecutive meetings will result in the trustee being deemed to have resigned their position unless the grounds for absence are deemed to be satisfactory by the board. An appeals process is available for a trustee wishing to challenge such decisions.

Trustees may resign their office by writing to the Chairman. Depending on the reasons and circumstances of the resignation, the Chairman may decide to formally record those particulars in the minutes of the next board meeting.

The confidentiality requirements continue to apply after the trustee leaves office.

## **CODE NON-COMPLIANCE**

In addition to this code of conduct, a grievance policy operates to cover allegations made against trustees that appear to breach the spirit of the code or specific conditions of service. Ideally any penalties for non-compliance would never need to be applied.

Non-compliance with the code of conduct may result in action being taken as follows:

-where misconduct takes place, the Chairman may be authorised to take such action as may be immediately required, including the exclusion of the person concerned from a meeting

-where such misconduct is alleged, it shall be open to the board to decide, by simple majority of those in attendance, to lay a formal charge of misconduct. In such instances it will be the responsibility of the board to:

- inform the trustee in writing of the nature of the allegation of the breach, detailing the specific action or behaviour considered to be detrimental to the charity, and inviting and considering their response within a defined timescale
- inviting the trustee to address the board in person if the matter cannot be resolved satisfactorily through correspondence
- deciding, by simple majority of those present and voting, whether to uphold the charge of the breach and conduct detrimental to the charity
- impose such sanctions as shall be deemed appropriate. Sanctions will range from the issuing of a written warning as to the trustee's future conduct and consequences, and the removal of the trustee from office