

'Trust in Leigh' Governance Policy Statement



1. Introduction

1.1 It is important that 'Trust in Leigh' has governance structures that support accountability and transparency of operation that is independent and not beholden to any one vested interest.

1.2 'Trust in Leigh' has applied to the Charity Commission to be a Charitable Incorporated Organisation (CIO). A CIO is a new form of legal entity designed for non-profit organisations in the United Kingdom. The main intended benefits of the new entity are that it has legal personality, the ability to conduct business in its own name, and has limited liability.

2. Independence of Operation

2.1 'Trust in Leigh' as a CIO has a Constitution signed by the Trustees that sets out the organisation's Objects (purpose) along with rules of operation.

2.2 This policy statement is in furtherance of the Constitution and sets out how the Trustees want the organisation to be governed both strategically and day to day.

2.3 In setting out this policy the Trustees want to overtly document the independence of 'Trust in Leigh'. The Trustees recognise that this independence will be about balancing the financial and stakeholder ties that reduce organisations from being beholden to any one vested interest. But the Trustees will operate 'Trust in Leigh' with:

An independence and freedom to do the right thing for beneficiaries; to speak the truth to the powerful; to have financial and strategic flexibility to change for the better.

2.4 The following Terms of Reference for 'Trust in Leigh' Governance Boards / Groups will support this policy statement of governance.

3. Board and Group Role and Membership

3.1 Trustee Board

3.1.1 Role - Responsible for controlling the management and administration of 'Trust in Leigh' in line with its Constitution. Ensuring that it is solvent and well-run, delivering development in line with the Business Plan as well as producing the charitable outcomes and benefit as originally outlined. It will also be responsible for ensuring compliance with the law and the activities of 'Trust in Leigh' are within its charitable purpose and objects. The Trustee Board will meet monthly and all meetings will be minuted.

3.1.2 Membership – Trustees are the only voting members but any person can be invited to attend to assist the Trustees.

3.2 Strategic Board

3.2.1 Role - The Strategic Board will challenge and support the Trustees with the strategic development (Business Plan), financial planning, performance management,

and the Implementation Plan covering development of the Organisation. The Strategic Board will meet quarterly.

3.2.2 Membership – Membership of the Strategic Board will be made up of key stakeholders within Leigh. This will include representatives from appropriate public social agencies.

3.3 Members Board

3.3.1 Role- the day-to-day work of ‘Trust in Leigh’ will be reported to and consulted with the board. This board will be an important means of communication and conversation with the social enterprises of Leigh to ensure that ‘Trust in Leigh’ supports them and responds to their needs to capacity build. The Members Board will meet quarterly and all meetings will be minuted.

3.3.2 Membership - made up of representatives from ‘Trust in Leigh’ staff, each of the clubs, bodies and partners with whom ‘Trust in Leigh’ works. This membership board will be an opportunity for local councillors and officers to connect, consult, inform and converse with local clubs, bodies and other social enterprises active in their area.

3.4 Steering Groups

3.4.1 Role - Trust in Leigh will adopt a flexible approach to organisational structures that will include establishing project steering groups as and when the need arises. These will be important to ensure appropriate representation across the various sections of the voluntary sector of Leigh. Project Steering Groups will be commissioned by any of the Trustee, Strategic or Member Boards of ‘Trust in Leigh’. Each Steering Group will determine the frequency of meeting and all meetings will be minuted.

3.4.2 The establishment of Project Steering Groups will be to allow:

- Individual social enterprise initiatives to be developed and managed; with membership being drawn from relevant stakeholder clubs, bodies or organisations, including social agencies when appropriate;
- Appropriate member or stakeholder involvement in ‘Trust in Leigh’ development, for example a group of members/stakeholders may be established to support development of a communications strategy;

3.4.3 Steering Groups will report as appropriate to Boards in line with the original commissioning.

3.4.4 Membership – made up appropriate members or stakeholders relevant to the initiative, theme or development.

Approved	15th December 2013		
Review Date	June 2014		
Signed (Lead Trustee)	<i>Mike Baker</i>	Name	Mike Baker
Signed (Chair Trustees)	<i>Trevor Barton</i>	Name	Trevor Barton
Signed (Trustee)	<i>Les Thomas</i>	Name	Les Thomas