

Governance and Leadership Policy

May 2023

1. Introduction

This policy describes the arrangements ADCA has in place to ensure that its charitable objectives, financial accountabilities and duty of care to its members, carers, volunteers and staff are effectively discharged.

2. Leadership of ADCA

1. Trustees will discharge their duties within the guidance of the Charity Commission, which requires that trustees must:
 - be clear what ADCA does and support its purposes and benefits to the public
 - check that decisions made are within the rules for ADCA as a charity and within the Objects and Powers set out in its Articles of Association
 - ask what's best for ADCA and the people it helps
 - satisfy themselves that the charity's funds, people and reputation are used sensibly and are protected from undue risk
 - be prepared for their role by
 - having the information needed, in the format needed
 - setting aside time to read this information before meetings
 - ensure that ADCA's accounts and reports are submitted to the Charity Commission and Companies House on time to the standard required and that these are clear about the charity's achievements.

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2. ADCA has established clear roles for Trustees, as follows:

Trustee Role	Responsibilities
Chair	Strategy; Grant Applications; Human Resources.
Vice-Chair	Oversight of Operations; Line Manager for Community Services Manager; Deputising for Chair.
Company Secretary	Reporting to the Charity Commission and Companies House; Agenda and Minutes for AGM, Committee and Team Meetings; Ensuring all policies are in place and updated as necessary; Publicity.
Treasurer	Preparation of Annual Accounts; Year End Financial Projections; Preparation of Budgets; Lead for Financial Governance; Ensuring Grant Submissions contain accurate financial information; Insurance; Day-to-day management of ADCA's bank accounts, payments and invoices.
Assistant Treasurer	Management of day-to-day financial affairs including checking and paying in cash receipts, dealing with staff and volunteer expenses; Liaising with Treasurer on a monthly basis.
Carers Lead Trustee	Oversight of carers group and carers breaks activity with staff; Ensuring carers are actively involved in running and direction of carer services; Contributing to carers strategy, grant submissions and monitoring returns.
Fundraising Lead Trustee	Organising and leading on charitable fundraising events; Leading the Fundraising Sub-Committee.
Office Lead Trustee	Routine oversight of ADCA's administrative functions, the smooth running of the ADCA office and the Medical Transport service.
ADCA Representative on Public Hall Committee	Representing ADCA with regard to the running of the Town Hall and Annexe. Ensuring that ADCA's interests as a main user are fully taken into account and that good communication continues.
All Trustees	Effective discharge of Trustee duties for a registered Charity/Company.

3. A representative from Audlem Parish Council also attends ADCA Committee meetings. The purpose of this is to ensure good working relationships and funding support as necessary.

3. Operational structures

1. **Committee Meetings**, in which staff are fully involved, are held every two months and include the following standing items:

- Services Report
- Financial update
- Fundraising
- Report on Grant Funding
- Report on any serious/untoward incidents
- Review of Organisation Risks.

2. **Team Meetings** are held every two months and are led by the Chair or Vice-Chair and involve other trustees as appropriate. They include:

- updates on all individual services and day-to-day challenges
- training opportunities
- individual support
- support for day-to-day decisions needed to run ADCA services effectively
- participation in operational decision making
- forward planning for operational purposes
- timely referral of issues or decisions requiring approval to the ADCA Committee
- circulation of team meeting minutes to ADCA trustees.

3. **Staff roles** are laid out within clear job descriptions. Staff appraisals are undertaken annually. Good induction is provided for new staff.

4. **Interviews** for staff appointments involves:

- external advertisement to ensure wide range of candidates can express interest and that at least two people are interviewed if possible
- clear person specifications
- objective interview format and careful scoring of candidate suitability
- a minimum three people on interviewing panel, with mixed gender and a suitable combination of staff and trustees.

Approved by the Trustees on 26 May 2023