

# Trustees



## Trustee Handbook



# hello

I'm Tom, the chair of trustees for The Brunswick Centre. We've put together this handbook for anyone considering taking on the role of a trustee for The Brunswick Centre, and we hope you find it informative and useful in making up your mind.

As a trustee you'll be able to use your skills and experience to have a direct influence on the governance, strategic objectives and running of The Brunswick Centre and the amazing work that we do.

It's a very rewarding role that will give you the opportunity to influence and guide the development and success of the charity for years to come.

This handbook has been designed to help you understand the role and responsibilities of being a trustee. It also tells you what to expect from us and where to go for further advice and guidance should you need it.

We look forward to welcoming you to The Brunswick Centre!

**Tom Mapplethorpe,  
Chair of Trustees**



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# Meet the Board

## Tom Mapplethorpe, Chair

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Tom is our chair of trustees and takes the lead on engagement. Tom currently works for Public Health England and has previously worked and volunteered in sexual health, mental health and substance misuse settings.

Tom completed his BSc in Psychology in 2004 and is currently studying for a master's in public health. Tom lives in Calderdale and, in the short periods of time when he's not working or studying, he loves to get out and about, bake, read and drink copious amounts of tea!

## Graham Brown, Company Secretary

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Graham is our company secretary who also takes the lead on funding and bid writing and policy. A freelance proofreader and copy editor with a background in business and the private sector, Graham is committed to working against stigma, judgement and the persecution of minority groups. He jumped at the chance to work with The Brunswick Centre as a member of the board of trustees. He has been bowled over by the passion, commitment and drive of all the staff and volunteers who work for the Centre.

As a self-professed geek, he enjoys computer gaming, reading science-fiction novels and trying to get others to play board games with him. Don't get him started on Star Trek as he'll never shut up!

## Ben Whalley, Vice Chair

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Ben Whalley is vice chair and takes the lead on information governance and IT. As a qualified and registered social worker, Ben initially began his career working in school settings, eventually moving into child protection and adoption and fostering. He has specialist skills in safeguarding, advocacy, policy, project management and HR.

Ben moved into the voluntary sector in 2010, working in support and prevention roles for HIV organisations across West Yorkshire before finally landing in Greater Manchester. From front line work, Ben's passion for charities and their governance saw him move into project management, overseeing a destitute refugee and asylum project and then moving into ensuring robust safeguarding policies and processes were in place.

He also worked as a development manager within a Big Lottery funded national project working with people with multiple and complex needs. His current role is the head of therapy and advocacy services for Gaddum, one of Manchester's oldest charities.

Ben was a trustee for a small charity working with men at risk of offending in Manchester for two years and was elected as a trustee of The Brunswick Centre in 2013, where he has stayed ever since.

Ben lives in Manchester and enjoys travelling, reading and gaming in his spare time.

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## **Gareth Cutter, Treasurer**

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Our treasurer is Gareth Cutter, who joined The Brunswick Centre as a trustee in July 2016 through a desire to donate time and skills to a charity supporting disadvantaged people and to develop professionally by working at board level.

Gareth has a diverse professional background; he spent nearly six years working in the commercial digital marketing sector before working freelance in the arts sector, including managing the activities of an LGBTQ arts organisation based in Manchester.

He currently lives and works in London for an arts-based charity, working in an area of extreme deprivation, responsible for increasing its funding base. He is also a performing artist with his own creative practice, sharing work at nationally recognised festivals. He is driven by a desire for equality - particularly in respect of sex, sexuality, gender and those living with HIV - and is exploring ways in which the creative arts can be used to challenge stigma and make positive social change.

When not working, you can find Gareth either at arts events, running in the park, reading a book, playing guitar or generally being sociable.

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## **Stella Mpofo, Communications**

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Stella takes the lead on communications. In the past, Stella has volunteered for the Red Cross; she did this for over 15 years when she was younger and worked with HIV charities in Africa during the 1990s. Her background is in advertising and marketing communications. She is currently working as a marketing executive for a specialist equipment company in the health sector.

After losing friends and family to HIV and AIDS, Stella decided to join The Brunswick Centre to give her time and skills to help people living with HIV.

Stella enjoys travelling, acting, dancing and listening to music in her spare time.

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## **Adam Savage, Board Member**

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Adam joined the board of trustees in 2018. He has worked in early years and primary education for many years and currently works in assessment and commissioning within special educational needs and disabilities within a local authority.

Adam's interests include cycling, playing squash and music. He plays the drums and has recorded an album in the US and UK! In his spare time, he is part of an acoustic punk band and has two very energetic children, who he describes as his pride and joy.

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## **Julie James, Board Member**

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Julie J joined the board in 2020. She lives in the Calder Valley but is from Leeds originally, where she loved her varied work supporting adults with learning disabilities and challenging behaviours. Now working in logistics, she sees being a trustee as continued work for people to live inclusively, with equality and without prejudice and stigma. Understanding and helping people is valuable to Julie as a person. Seeing other people thrive in life is part of her happiness.

Other happiness for her is her family; she also loves to be creative, having hobbies restoring furniture and art projects. She loves going to the gym, walking her dogs and good company.

# About The Brunswick Centre

The Brunswick Centre provides a number of community-based services across Calderdale & Kirklees. We are a registered charity and a company limited by guarantee.

## Our Mission Statement

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The Brunswick Centre enables people from the communities we serve to make informed choices, build healthier relationships and live positive lives free of stigma.

## Our Values and Principles

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### **SOCIAL JUSTICE**

We are committed to challenging oppression and social inequality on a range of levels, including personal, cultural and institutional.

### **EQUALITY**

We value and take account of differences in our engagement with individuals and community groups and work in a way that promotes, encourages and supports everyone to reach their full potential.

### **PROFESSIONAL BOUNDARIES**

We will maintain professional boundaries with all stakeholders.

### **HOLISTIC**

We are passionate about taking an approach that acknowledges the importance of the whole person and engaging on a number of different levels including physical, emotional, mental and spiritual.

### **SUSTAINABILITY**

We are committed to the effective use of financial and environmental resources to support long-term financial and ecological balance through recycling (wherever possible), efficiency savings and ensuring social value.

### **QUALITY**

We strive for excellence through a continual approach to service evaluation and improvement.

## Our Organisation

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### **We currently have a number of services:**

- HIV Services (prevention and support);
- LGBT young people's services (yOUTH – Youth Out service);
- Counselling service;
- Smoking cessation service; and
- Training service.

# The HIV Service

## HIV Prevention

We target interventions at communities most at risk of HIV. This includes gay and bisexual men, men who have sex with men who may not identify as gay or bisexual, black African and other communities at increased risk (including those working in the sex industry), substance users and people now living in the UK originally from countries with a high prevalence of HIV.



We aim to inform, empower and provide support to individuals from these at-risk communities in order to prevent HIV transmission. We use a community development model and individuals are encouraged to be actively involved in the identification and definition of the needs of their own communities.

We take a sex-positive approach and support people to make informed choices about the sex they want. We ensure that individuals have access to the latest information about HIV and sexual health, offering resources to adopt safer sex practices. The team seeks to redress the health and social inequalities experienced by our target groups.

The Brunswick Centre is a Local Activation Partner (LAP) for HIV Prevention England (HPE); we work together to reduce the incidence of HIV and the numbers of people with undiagnosed HIV in Calderdale and Kirklees.

### Prevention services include:

- Rapid and confidential HIV testing;
- Condoms by post scheme;
- Outreach in community settings including saunas, public sex environments and businesses;
- Community engagement on social networking sites and phone apps.

## HIV Support

We work with service users and carers in a holistic way, ensuring that their health and social care needs are met and their well-being maintained and improved.

We use needs assessment and outcome tools to work with service users to identify their needs, formulate an action plan and measure outcomes. We encourage and develop self-care management so that service users can take control of their own health and social care.

### Support services include:

- Welfare and benefits advice;
- Wellbeing services, including yoga and fitness sessions;
- Advocacy;
- One to one support;
- Support group for children and families;
- Dietician;
- Hardship support including applying for grants, emergency payments, food vouchers and personal hygiene packs for people with HIV who are destitute.

## yOUTH (Youth Out) Service

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The yOUTH service is funded by the National Lottery Community Fund and works across all of Kirklees providing support to LGBT young people, their parents and carers.



### **yOUTH services include:**

- One-to-one support for young people around their sexual orientation and/or gender identity;
- Support for parents and families of LGBT young people;
- LGBT youth groups;
- Support group for trans young people and their parents/carers;
- Schools and partnership work;
- Research into the further needs of LGBT young people.

The service engages LGBT young people in local service improvement, with the aim of ensuring that these services better meet their needs. We work with organisations locally, regionally and nationally to improve the health and wellbeing of LGBT young people and to make Kirklees a great place to be LGBT!

## Counselling

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We offer a counselling service across Calderdale or Kirklees.

### **The service is available to anyone who is:**

- HIV positive
- A carer, partner or family member of someone who is HIV positive
- A gay, or bisexual man, or a man who has sex with men or is attracted to men
- A woman in a relationship with a man who has sex with or is attracted to men

Counselling is provided by trained and qualified counsellors.

## Smoking Cessation Service

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We have trained smoking cessation workers who can support people to quit smoking.

### **We provide this service to:**

- People from LGBT communities
- People living with HIV

Support during an attempt to quit smoking includes prescribing nicotine replacement products, regular face-to-face meetings, and CO monitoring.

## Training Service

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We offer training to organisations and professionals on a variety of topics including LGBT young people; HIV (including stigma, living with & supporting people with HIV, transmission & prevention); drug use in a sexualised context (Chemsex), Benefits & Welfare Rights.

We have an established wellbeing service, supporting people to self-care and manage long term conditions so we have the skills and expertise to offer workplace support to organisations too.

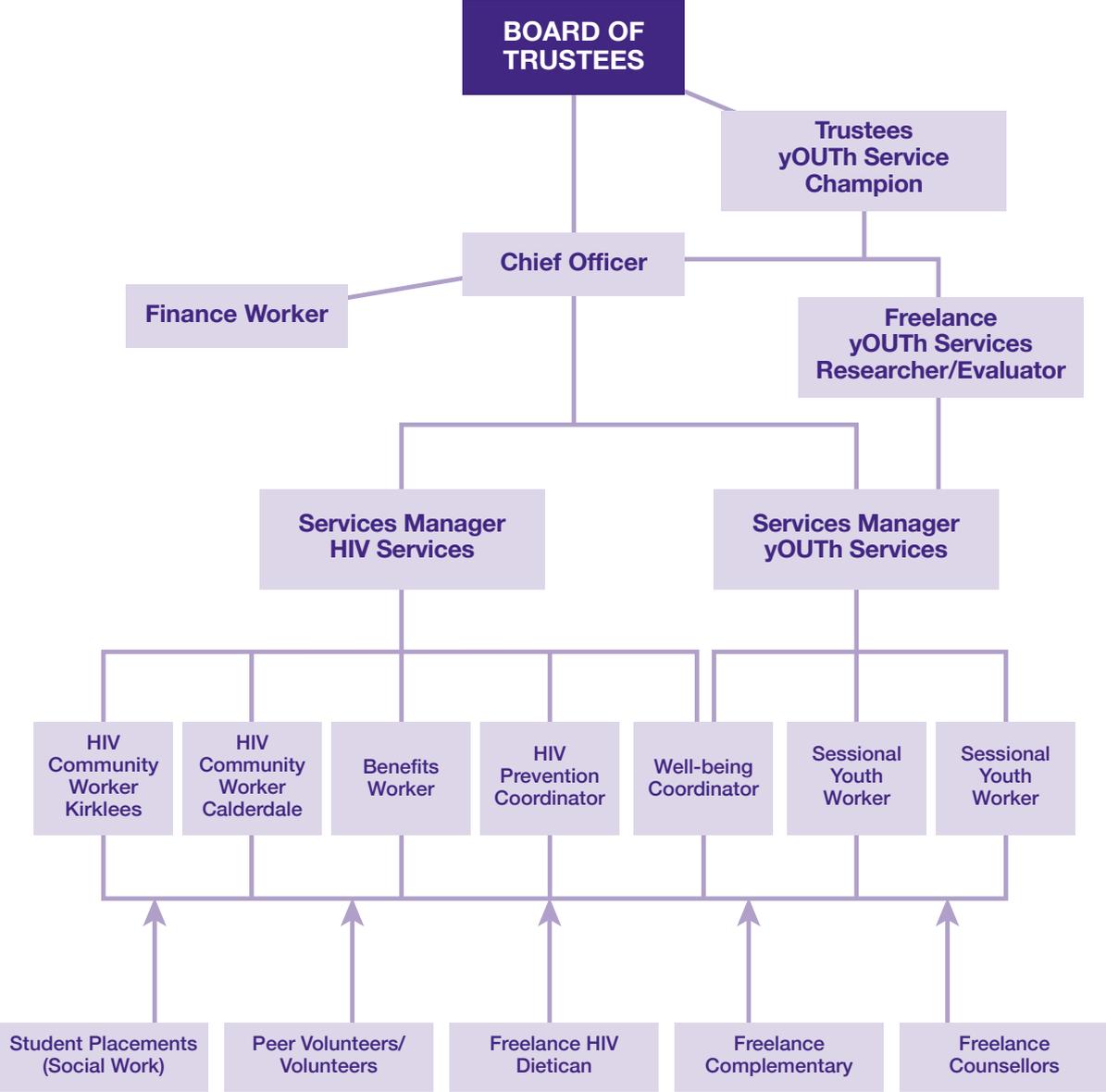
### What we can offer:

- Briefings
- Basic awareness sessions
- Information around our work and services
- Bespoke in-depth sessions to meet your specific requirements

Check out our website for more details of the services we offer – [www.thebrunswickcentre.org.uk](http://www.thebrunswickcentre.org.uk).



# Organisation Chart



## What is a Trustee?

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The board of trustees of The Brunswick Centre is responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and the development of the organisation's aims, objectives and goals in accordance with our governing documents and legal and regulatory guidelines.

The role of a trustee is to ensure that The Brunswick Centre fulfils its duties to its beneficiaries and delivers on our vision, mission and values.

Our trustees act as ambassadors for The Brunswick Centre and maintain close relationships with stakeholders including, but not exclusive to, staff, service-users, young people and volunteers

A trustee acts as a spokesperson for The Brunswick Centre when appropriate and will represent us at external functions, meetings and events.

Being a trustee is a voluntary role, though expenses are reimbursable. The minimum time commitment is four board meetings a year. The board meets every two months at the main office in Huddersfield and you have the opportunity to Skype into every other meeting.

We expect our trustees to respect each other and all members, staff and volunteers. All trustees must adhere to our policies and procedures.

All our trustees have a good relationship with the chief officer, the wider management team and the staff. The Brunswick Centre arranges annual full team away days where staff, volunteers and trustees meet to formulate action plans. These are a great opportunity to get to know colleagues on an informal basis and we strongly encourage trustees to participate.

We encourage our trustees to establish and build a strong, effective and constructive working relationship with the chief officer, ensuring they are held to account for achieving agreed strategic objectives. They should also support the chief officer whilst respecting the boundaries which exist between the two roles.

Our trustees have regular contact with the chief officer and develop and maintain an open and supportive relationship within which each can speak frankly about concerns, worries and challenges. The trustees are responsible for conducting an annual appraisal and remuneration review for the chief officer and ensure that they have the opportunity for professional development and appropriate external professional support.

## Statutory Duties

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When you become a trustee of a charity there are some statutory duties to observe, as laid out by the Charity Commission of England and Wales.

### These are:

- To ensure the organisation complies with its governing document, i.e. the Articles of Association;
  - To ensure that the organisation pursues its objectives as defined in the articles of association;
  - To ensure the organisation applies its resources exclusively in pursuance of its objectives;
  - To contribute actively to the board of trustees role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
  - To safeguard the good name and values of the organisation;
  - To ensure the effective and efficient administration of the organisation;
  - To ensure the financial stability of the organisation;
  - To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds;
  - To monitor the performance of the chief officer and provide support and guidance when needed;
  - To be responsible for the performance of the charity and for its behaviour;
  - To be sure that the charity complies with all legal and regulatory requirements;
- To ensure that the charity's governance is of the highest possible standard.

In addition, trustees have a duty to act in the best interest of their charity. If there's a decision to be made where a trustee has a personal or other interest, this is a conflict of interest. In order to comply with their duty and avoid risking their charity's reputation, trustees should follow the 3 step approach.

### 3 STEP APPROACH

- 1. Identify a conflict of interest**
- 2. Deal with a conflict of interest**
- 3. Record a conflict of interest**

As well as the various statutory duties, trustees are encouraged to make full use of any specific skills, knowledge or experience to help the board make good decisions. It is the practice of The Brunswick Centre to appoint a trustee for each area of work e.g. communications, safeguarding or engagement.

## What Make a Good Trustee?

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- A commitment to the mission and values of The Brunswick Centre;
- Ability to demonstrate impartiality, fairness and the ability to respect confidences;
- A commitment to understanding and promoting equality and diversity;
- Willingness to devote the necessary time and effort to the role;
- Prepared to make recommendations to the board, and a willingness to speak their mind;
- Willingness to be available to staff for advice and enquiries on an ad hoc basis as appropriate;
- Good, independent judgement and strategic vision;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team;
- Ability to demonstrate a strong and visible passion and commitment to The Brunswick Centre, its strategic objectives and cause;
- Ability to exhibit strong interpersonal and relationship-building abilities and to be comfortable in an ambassadorial role for the charity;
- Ability to demonstrate tact and diplomacy, with the ability to listen and engage effectively;
- Strong networking capabilities that can be utilised for the benefit of The Brunswick Centre;
- Ability to foster and promote a collaborative team environment;
- Ability to commit time to conduct the role well, including travel and attending events out of office hours;
- A good understanding of charity governance issues.

## The Role of The Chair of Trustees

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The chair holds the board and senior management team to account for our mission and vision, provides inclusive leadership to the board of trustees and ensures that each trustee fulfils their responsibilities for the effective governance of The Brunswick Centre.

The chair supports and, where appropriate, challenges the chief officer whilst ensuring that the board functions as a unit and works closely with all stakeholders to achieve agreed objectives. They act as an ambassador and the public face of The Brunswick Centre in partnership with the chief officer.

The chair is also responsible for chairing meetings of the board of trustees, ensuring that trustees are fully engaged, that decisions are taken in the best long-term interests of The Brunswick Centre and that the board takes collective ownership of those decisions.

They work closely with the chief officer to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees. They also ensure that decisions taken at meetings are implemented. The chair is responsible for ensuring that the Charity Commission and Companies House are kept up to date with current trustees.

Our current chair is Tom Mapplethorpe.



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## The Role of Vice Chair

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The role of the vice chair is to assume the responsibilities of the chair should they be unavailable.

Our current vice-chair is Ben Whalley.



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## The Role of Treasurer

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The treasurer oversees the financial matters of The Brunswick Centre in line with good practice and in accordance with governing documents and legal requirements. They report to the board of trustees at regular intervals about the financial health of the organisation.

The treasurer oversees, approves and presents budgets, accounts, financial statements and financial reports to the board of trustees after discussion with the chief officer and finance worker. They must be assured that the financial resources of the organisation meet its present and future needs and are within the objectives of The Brunswick Centre. They are instrumental in the development and implementation of appropriate financial measures, reserves policy and investment policies and ensure that the charity adheres to the financial manual.

Our current treasurer is Gareth Cutter.



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## The Role of Company Secretary

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As well as their statutory duties, the company secretary is responsible for ensuring that The Brunswick Centre complies with standard financial and legal practice and maintains high standards of governance.

The company secretary holds a strategic position at the heart of governance operations within The Brunswick Centre and acts as a point of communication between the board of trustees and other stakeholders. They oversee the preparation of agendas and papers for board meetings, committees and annual general meetings (AGMs). They also take the minutes at board meetings and circulate them in good time afterward.

Our current company secretary is Graham Brown.



## Eligibility Criteria and Personal Liability

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You must be at least 18 years old to be a trustee of The Brunswick Centre.

### **You cannot act as a trustee if:**

- You are disqualified or barred under the Charities Act or under the Safeguarding Vulnerable Groups Act;
- You have an unspent conviction for an offence including dishonesty or deception (such as fraud);
- You are bankrupt or have entered into a formal arrangement with a creditor (e.g. an Individual Voluntary Arrangement); or
- You have previously been removed as a company director or charity trustee because of wrongdoing.

It is extremely rare, but not impossible, for charity trustees to be held personally liable to their charity. Such examples would be if they cause a financial loss by acting improperly or to a third party that has a legal claim against the charity which the charity cannot meet.

It is a requirement of The Brunswick Centre that you sign a declaration of eligibility once appointed as a trustee, renewed annually.

### **In addition, you will need to sign our:**

- Code of Conduct;
- Confidentiality Policy;
- Hospitality, Gifts and Gratuities Policy;
- Information Governance Policy; and
- Safeguarding Policy, child protection and adults at risk policy.

We will also ask you to provide details of two references.

## Information Governance

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We take our responsibilities around protecting your data very seriously. When you join us, you will be given a copy of our Information Governance Policy. You will need to ensure that you read and understand it and you will be asked to sign it. We can only collect data that is required for corresponding with you and that is required by the Charity Commission and Companies House. Both publish the names of trustees as a matter of public record.

## Safeguarding

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Our trustees have a responsibility to ensure that The Brunswick Centre is a safe and trusted environment for everyone involved with it. As an organisation working with vulnerable groups, we need to prioritise safeguarding. It is an essential duty of trustees of a charity to take reasonable steps to safeguard all beneficiaries and protect them from abuse. Additionally, trustees must take reasonable steps to protect staff, volunteers and those connected with the activities of The Brunswick Centre from harm.

We ask that potential trustees disclose any cautions or convictions, with particular regard to the safeguarding of children and/or adults at risk. Individuals with a safeguarding conviction cannot act as a trustee.

Trustees have an important responsibility to report serious incidents to the Charity Commission. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant harm to our beneficiaries, work or reputation, loss of our money or assets or damage to our property.

Trustees regularly review and assess the risks faced by The Brunswick Centre in all areas of our work and plan for the management of those risks.

## Recommended Training

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**As part of your role, you will be encouraged to complete the following training:**

- HIV awareness;
- Health and safety;
- Information governance and data protection;
- Equality and diversity;
- Safeguarding: children and vulnerable adults.

We encourage trustees to attend any additional training relevant to their specific role and have provided courses in bid writing, communications, GDPR and finance.

We also encourage trustees to spend at least one day with the staff as part of their induction to the charity. This can involve visiting other agencies, sitting in on HIV testing sessions, attending group session and/or litter picking at public sex environments. We want our trustees to fully understand our work and engage with our team on a regular basis.

## Expenses and How to Claim

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We will pay any reasonable expenses associated with your role as a trustee. This includes travel expenses to and from meetings. We encourage you to use the cheapest form of transport but recognise that this needs to be balanced with the practicalities of meeting times. In order to reduce costs, and for ease of meetings, we alternate between face-to-face and Skype board meetings.

The mileage rate for car travel is 45p per mile and we will pay up to £5.00 for meal expenses when trustee meetings are held across a mealtime. If you incur childcare costs (only with a registered childminder), these can be reimbursed when agreed with the chair as and when the need arises.

All receipts (including bus tickets, parking tickets, receipts for food) must be submitted with an expense claim form. Monthly claims must be submitted to the finance worker as soon as you can after month end but no later than the 10th of the following month so you can get paid by BACS on the 17th of that month. Where the 10th falls on a weekend, expenses must be submitted by the Friday before that weekend.

Your bank account details will be kept confidential and should be given to the finance worker personally.

## Trustee Mentoring Scheme

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We appreciate that being a new trustee means agreeing to a number of responsibilities and can be a steep learning curve. There will be a great deal of reading up on the charity, our policies, governance and procedures plus general information about HIV prevention and support. It can be overwhelming and there is a lot to take in! Having the opportunity to talk in confidence to someone who has been through similar experiences can be invaluable.

You may have questions and not know who to ask, so as part of your induction we will appoint you a mentor. Your mentor will be an existing trustee and will guide you through your first 6-12 months depending on how much support is required.

We suggest up to four informal meetings with your mentor plus email and telephone support if needed. Your mentor is there to help with any issues you may encounter as a new trustee and will help you build confidence in the role. We hope that you will learn from your mentor and their experience of being a trustee for the charity.

This mentoring partnership is a confidential, one-to-one relationship that can help you develop in your role. Through listening, asking questions and experience your mentor will provide a space for you to reflect on your role as a trustee. You will be able to draw on your mentor's experience and perspective.

You can meet with your mentor either face-to-face or virtually and they will be on hand to guide you through your first 6-12 months. We want your mentor to be a source of inspiration and motivation for you. Your mentor will not tell you what to do but will help you think through challenges and develop your own solutions.

Many new charity trustees can feel isolated and burdened by responsibility. Talking through such issues with your mentor can help relieve the pressure, as well as encourage the development of fresh skills and perspectives that can enhance your role and contribution to the charity.

All our trustees have received training on how to be an effective mentor.

Your mentor is someone who has experience as a trustee in The Brunswick Centre and who will act as a trusted confidante.

### Your mentor will:

- Provide perspective on The Brunswick Centre;
- Listen, confidentially, to the things that may be worrying you as a new trustee;
- Help by sharing their own experience of both failures and successes;
- Give friendly, unbiased support and guidance;
- Provide honest and constructive feedback;
- Be a sounding board for ideas;
- Provide ongoing support and encouragement.

### Your mentor will not be expected to:

- Provide a counselling service;
- Provide a training service;
- Provide a coaching service (relating to specific business-related tasks, goals and objectives);
- Provide therapeutic interventions.

Once we have assigned your mentor, a mentoring agreement will be signed by both parties. We will ensure that you have read and understood our code of conduct.

The frequency of meetings is expected to be every couple of months, but if you need more support this can be arranged if possible. It may be that a face-to-face meeting is not possible or not needed, in which case communication via other means will be agreed.

All relationships need boundaries so you and your mentor will be encouraged to think about:

**TIME:** mentoring works best when you've talked about how many hours you'll undertake and when it's most convenient for you both to meet. That way, you're both clear about timings.

**PLACE:** we recommend that you meet in public places, such as a coffee shop or library. It's our policy that you shouldn't meet at each other's homes. Do be mindful of discussing confidential matters in a public place, though!

**GETTING IN TOUCH:** it's up to you both to decide how it's best to keep in touch. Let your mentor know which number or email address is most convenient and chat about which times you'd both prefer to be contacted.

**EXPENSES:** you can claim for refreshments and parking charges through the expenses process outlined earlier in this handbook.

**CONFIDENTIALITY:** it's vital that you respect each other's confidentiality. Remember that anything you talk about when you meet up is between the two of you so you shouldn't talk about it to someone else. But, legally, you should report any criminal conduct or possible harassment or bullying. Please contact either the chair of trustees or the chief officer if you're worried about anything like this. We would disregard confidentiality if there were safeguarding issues.

## What to do Next?

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We hope you've found this handbook useful. If you're interested in becoming a trustee we recommend attending one of our bi-monthly meetings (with no obligation to take it further). This gives you a chance to meet the team and ask any further questions about the role.

To arrange this please contact our Chief Officer, John Mckernaghan, preferably by email;

**[john@thebrunswickcentre.org.uk](mailto:john@thebrunswickcentre.org.uk),**  
**or on 01484 469691 or 01422 341764**

If you decide to take it further, once you have been through the appropriate process, and are acting as a trustee, we need to register you with both the Charity Commission and Companies House.

For this we need the following information:

Name, address, date of birth, nationality, occupation, home address and country of residence.

This data will be kept secure under the terms of our data protection policy. However, do be mindful that the Charity Commission and Companies House will make your name public.

# We look forward to meeting you!

# Appendix 1

## KEY ELEMENTS FORM

### Trustee Key Element Form – New Trustee

Policy/Document	Completed? (Please tick and date)	Trustee's Signature	Chair's Signature
Trustee Expression of Interest Form received?			
Trustee declaration of eligibility completed?			
Membership form completed and approved by the Trustee Board?			
New trustee Check list completed?			
Trustee details registered with the *Charity Commission? Registration must be within 14 days of joining the Trustee Board.			
Trustee details registered with Companies House?			
Trustee details added to CIVI?			
Trustee equality and diversity information added to CIVI?			
CJSM email set up?			
Two referee contact details supplied to the Chair			
References received?			
Code of conduct signed			
Confidentiality policy signed?			
Hospitality, gifts and gratuities policy signed?			
Information Governance Policy signed?			
Safeguarding, child protection and adults at risk policy signed?			
Conflicts of interest explained and the need to declare any when they present?			

Policy/Document	Completed? (Please tick and date)	Trustee's Signature	Chair's Signature
Have the following polices been shared with the new trustee: 1. Communication, Representation and Computer Policy 2. Equal Opportunities Statement 3. Guidelines on Using Social Media 4. Habitual or Vexatious Complaints Procedure 5. Health and Safety Policy 6. Quality Management Systems Policy 7. Recruitment and Selection Policy 8. Risk Management Policy 9. Self-harm and Suicide Policy 10. Whistle Blowing Policy			

Training/Course	Provider	Date Completed?
Information Governance & Data Protection	<a href="http://www.melearning.co.uk">www.melearning.co.uk</a>	
Safeguarding Adults	<a href="http://www.i2comply.com/safeguardingadultstraining.aspx">www.i2comply.com/safeguardingadultstraining.aspx</a>	
Safeguarding Children	<a href="http://www.i2comply.com/safeguardingchildrentraining.aspx">www.i2comply.com/safeguardingchildrentraining.aspx</a>	
Health & Safety	<a href="http://alison.com/course/fundamentals-of-health-and-safety-in-the-workplace">alison.com/course/fundamentals-of-health-and-safety-in-the-workplace</a>	
Equality & Diversity	NCFE Level 2 Certificate in Equality & Diversity (National Awarding Body)	
HIV Awareness	<a href="http://www.sunderland.ac.uk/more/services-for-business/positive-allies">www.sunderland.ac.uk/more/services-for-business/positive-allies</a>	

If you wish to undertake the recommended training, please speak one of the team managers who can help set this up for you

# Appendix 2

## CASE STUDIES

### CASE STUDY 1

Service User C is a young person who was referred to The Brunswick Centre by a local school – the young person was struggling with their gender identity.

Their parents were aware but there was limited awareness of next steps needed to support the young person. They reported that the GP had not been entirely helpful and therefore were advised to seek another GP.

Multi-Agency meetings with the young person and their parents were set up by The Brunswick Centre at a venue which suited the family.

From this, the young person accesses regular 1-2-1 support from our Youth Worker and the parents attend the Trans Parents Support Group which meets on a monthly basis. The family have feedback that the support they have received from The Brunswick Centre has been really helpful.

### CASE STUDY 2

Service User B has been in the UK for around 5 years and is seeking leave to remain. They have no recourse to public funds and discovered they were HIV positive following a hospital admission for an opportunistic infection.

Service User B was being threatened with eviction and following their stay in hospital was in a poor state of physical health. Our team were able to halt the eviction, getting immigration support service in place, worked in partnership with the medical team to ensure their outpatient appointments were set up and that they attended.

Our team also supported Service User B with adhering to their HIV medication and refereed them to our Dietitian. Additionally, due to their destitution we supported Service User B with weekly food vouchers and personal hygiene products.

### CASE STUDY 3

Our HIV prevention coordinator was delivering HIV testing at a LGBT young people's group and had a conversation with a young gay man who worryingly, thought HIV developed like Cancer and was not aware that he could acquire the infection.

Our worker talked this through with the young man outlining how HIV is transmitted and what he can do to protect himself from HIV and other STIs. The young man was very engaging and asked lots of questions. Some support was also given around domestic abuse.





The Brunswick Centre enables people from the communities we serve to make informed choices, build healthier relationships and live positive lives free of stigma.

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The Brunswick Centre, Marten House, Fern Street East,  
St. Andrew's Road, Huddersfield HD1 6SB  
Tel: 01484 469 691/01422 341 764  
Fax: 01484 480 549  
[info@thebrunswickcentre.org.uk](mailto:info@thebrunswickcentre.org.uk)

Registered Charity No. 1015450 Company Registration No. 2764525.

