



Enfield Carers Centre
Empowering Carers

Enfield Carers Centre

INFORMATION PACK FOR POTENTIAL NEW TRUSTEES



Contents	Page
Vision and Aims	3
Background	3
Objectives	4
Services	4
Recent Developments	5
Trustee Role	7
Time Commitment, Location and Expenses	10
Contact Details	10



VISION AND AIMS

Enfield Carers Centre (ECC) is a local charity that offers support and advice for all unpaid **carers living in Enfield or else caring for someone who lives in the borough. Its mission is:** “To improve the lives of carers in Enfield by championing their right to have choice about how their needs are met and to have a voice in shaping how services are developed for those they care for”. The underpinning ethos is the provision of services which improve and enhance the mental, physical health and wellbeing of unpaid carers.

The Joint Carers’ Strategy produced by Enfield Council and NHS Enfield stated that “The development of Enfield Carers Centre aimed to provide a central focus for carers services and support to other organisations supporting carers. ECC also provides carers with a central point of contact within the Borough”. The Centre is therefore playing a key role in implementing the main strategic aims of enabling carers:

- To be respected as expert care partners and have access to the integrated and personalised services they need to support them in their caring role
- To be able to have a life of their own alongside their caring role
- To be supported so that they are not forced into financial hardship due as a result of their caring role
- To be supported to stay mentally and physically well and treated with dignity

BACKGROUND

A carer is someone of any age who provides unpaid support to family or friends who could not manage without help. Anyone can become a carer at any time in their life and it is estimated that around one in eight of the UK’s adult population is a carer. The latest Census has identified just over 30,000 unpaid carers living within the Borough of Enfield. However, in recognition that no two caring roles and no two carers are the same, ECC works closely with other local organisations to deliver a high quality service for carers that is responsive to individual carer needs.

ECC was set up as an independent Charity in 2009 with the assistance of funding from the London Borough of Enfield to facilitate implementation of Enfield’s Joint Carers Strategy. In 2016 the Council, as part of its Prevention and Early Intervention agenda, commissioned a new programme of preventative support in Enfield to replace the existing grants system for the voluntary sector. As a result of this ECC has been awarded a three year contract (plus two years based on performance) starting in 2018 to lead a consortium of voluntary organisations in delivering the required outcomes which are to see carers:

- Able to sustain their caring role safely
- Feeling supported in their caring role
- Feeling better informed about their rights and the support available to them
- Being identified at an earlier stage

OBJECTIVES

To deliver the outcomes required of its new Council contract for helping people continue in their caring roles, ECC is aiming to achieve:

- Increased numbers of carers identified and on the Carers Register
- Increased numbers of carers accessing support from the voluntary services sector
- Decreased numbers of carers accessing primary care and adult social care as a result of their caring roles
- Increased numbers of carers reporting that their health and wellbeing is maintained or improved
- A reduction in costs to health and adult social care attributed to carer breakdown



Since 2015 ECC has also been funded by Enfield Council as a “Trusted Assessor” to undertake carer assessments on its behalf as part of new duties it has under the 2014 Care Act.

SERVICE PROVISION

The Centre provides a holistic support approach which ensures access to practical and timely to services which include the following:

Benefits information & advice

Legal information sessions

Drop-in/support group meetings

Information & training sessions

Outings/social events

Support for working carers

Emergency respite care

Support for young carers

Counselling

Complementary therapy

Carer assessments

GP & hospital liaison service

The above services are provided by the following staff team members:

<ul style="list-style-type: none"> • Chief Executive Officer • Director of Services • Business Manager • 2 Carers Support Workers • Older Carers Benefits Advice Officer 	<ul style="list-style-type: none"> • GP Liaison Officer • Hospital Discharge Support Worker • 2 x Young Carers Worker • 3 Carers Assessment Workers • 2 Receptionist/Admin Workers
---	---

RECENT DEVELOPMENTS

ECC is continually looking to extend the range and coverage of its service. To achieve this aim it has established a successful track record of supplementing its core local authority funding by obtaining additional resources from a variety of national and local organisations. As levels of core funding will be decreasing in future years, one of the Centre's main strategic objectives is to continue finding ways of generating additional income in order not to be solely reliant on local authority contracts.

Fundraising is a key priority and a strategy is being developed to determine how resources to implement fundraising initiatives might be best directed. The Centre's new website, as well as helping to raise its profile, developing volunteer resources and generally offering better means of engaging with service users and other stakeholder groups, will also enable there to be a greater focus on fundraising initiatives.

Recent developments have included ECC being successful in attracting three separate 3 year grants from, respectively, the City Bridge Trust for a benefits advice & information post for older carers; the Henry Smith Foundation to enable a successful GP practice and hospital liaison service for carers; and BBC Children In Need to fund a project worker for young carers.

LATEST AUDITED ACCOUNTS


ENFIELD CARERS CENTRE
(A company limited by guarantee)
Balance Sheet at 31 March 2017


	Notes	2017		2016	
		£	£	£	£
Fixed Assets					
Tangible assets	11		662		994
Current Assets					
Debtors	12	29,885		170,537	
Cash at bank and in hand		<u>395,251</u>		<u>261,971</u>	
		425,136		432,508	
Less Creditors: amounts falling due within one year	13	<u>(25,115)</u>		<u>(18,513)</u>	
Net Assets			<u>400,021</u>		<u>413,995</u>
			<u>400,683</u>		<u>414,989</u>
Funds					
Unrestricted funds			313,379		288,162
Restricted funds			87,304		126,827
Total Funds	14		<u>400,683</u>		<u>414,989</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the board on 6 November 2017 and signed on its behalf by:


T Hellings
Chairman


J Raines
Company Secretary

The notes on pages 10 to 15 form part of these accounts

ROLE DESCRIPTION FOR TRUSTEE AND TREASURER

The Board currently comprises a Chair and 5 other Trustees and is looking for additional new trustees with personal experience as a family carer, an IT background or experience in fundraising or income generation. All trustees will be expected to take on the following responsibilities to meet governance requirements in accordance with Charity Commission guidance on good practice:

General Trustee Responsibilities:

- To ensure that ECC complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that ECC pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives
- To contribute actively to the Board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against these targets
- To safeguard the good name/reputation of ECC and its values
- To be collectively responsible for the actions of the organisation and other trustees
- To ensure the effective and efficient administration and management of ECC
- To ensure the financial stability of ECC
- To protect and manage the property of ECC and ensure the proper investment of its funds
- To ensure ECC's governance structure and arrangements are of the highest standard
- To appoint the Chief Executive Officer and monitor his/her performance
- In addition to the above statutory duties each trustee should be prepared to use any specific skills, knowledge or experience they have to assist the Board of trustees to reach sound decisions. This might include:
 - Providing guidance on particular issues or initiatives
 - Involvement in specific pieces of work and tasks as delegated by the Board

OPPORTUNITIES TO MAKE AN IMPACT

In taking on this role you will have an opportunity to make a significant impact by putting your expertise and experience to good use in helping a well-established and locally respected charity deliver much needed support to those undertaking a vital role as unpaid carers of often the most vulnerable members of the community. By providing advice and guidance on good financial management, you would be making a valuable contribution to the effective functioning and good governance of a charity with a strong reputation for delivering quality services to local residents.

As a Trustee you would have a challenging role to play in ensuring systems are in place to enable ECC's newly awarded local authority contract is delivered within the available funding and in helping to put together bids for additional sources of funding where such opportunities arise.



TIME COMMITMENT, LOCATION AND EXPENSES

Currently there are 6 Board meetings per year, each lasting about 2 hours and currently held alternately in afternoons starting at 2pm and evenings starting at 6.30 pm. In addition, trustees will be expected to have the capacity to commit some additional time between these meetings (for example on sub-committees) to provide input into the work of the Board in accordance with their particular experience, skills and interests. The successful candidate will require a CRB check to be undertaken and to demonstrate no conflicts of interest.

Board meetings will take place at: **Britannia House, 137-143 Baker Street, Enfield, EN1 3JL**

All travel related expenses for attendance at meetings will be reimbursed.

FURTHER INFORMATION

If you would like any further information or the opportunity for an informal discussion about a Trustee role then please contact either:

- TIM HELLINGS (CHAIR) – 07837 627773 or
- PAM BURKE (CHIEF EXECUTIVE) - 0208 366 3677