

**Plunkett  
Foundation**

# Chair of Trustees

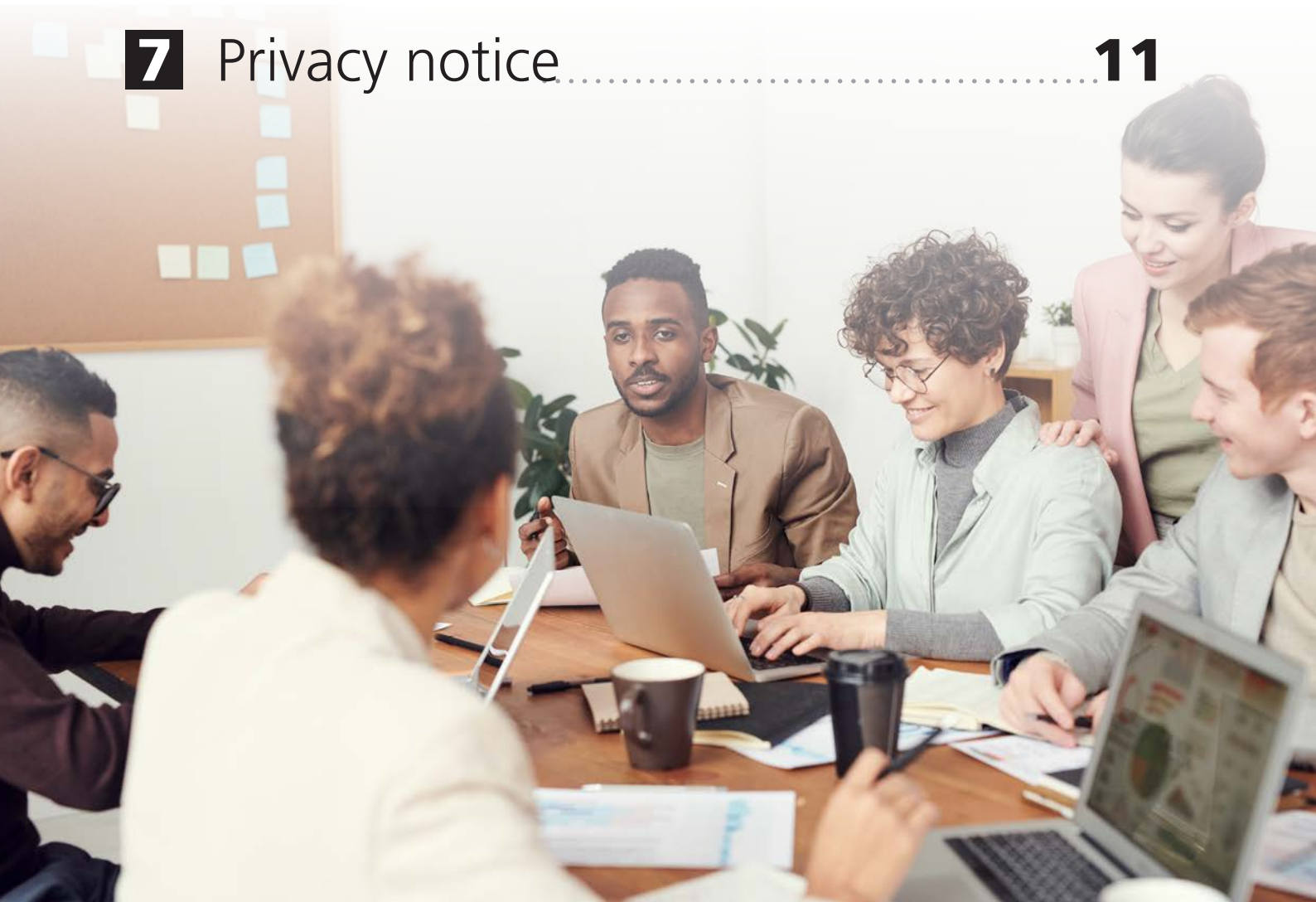
Recruitment Pack  
**DECEMBER 2019**



[www.plunkett.co.uk](http://www.plunkett.co.uk)

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# 1

## Introduction

Thank you for your interest in becoming a Trustee, and Chair of the Plunkett Foundation.

This appointment pack provides key information about the background to our organisation, our plans for the future and some of the challenges we face, to decide if you are the right person to support the CEO and Board to move the charity forward.

The Plunkett Foundation has a great deal of experience over many years of supporting rural communities to address the issues and challenges they face by setting up and running a community business. The organisation is modest in size but has an exceptional brand with UK-wide reach, supporting over 1000 community businesses at various stages in their life cycle. Our offer is delivered in a financially resilient way, underpinned by sound reserves and a turnover of around £1.2million annually.

A staff team of 15 supply principle services working out of an office in Woodstock, Oxfordshire supported by a national network of trained advisers. We deliver our work in partnership with several national funders, government bodies and the rural voluntary and community sector. Evidence shows that we have a high impact, an impressive media profile and punch above our weight.

We celebrated our centenary in 2019, which was also the first full year of delivery of our ambitious 2018-22 strategy. Our strategic focusses on growing the size, reach and relevance of the rural community business sector throughout the UK. We have set ourselves some major goals, including growing our support service significantly; establishing an information hub as a source of research, evidence and good practice; increasing our policy and advocacy work; and diversifying our income streams, through community fundraising, sponsorship and wider membership.

If this opportunity appeals to you, we very much look forward to receiving your application. You will find details of how to apply in Section 6, Application Process.

### **The Board of Trustees of Plunkett Foundation**



# 2

## About Plunkett Foundation

### ■ OUR VISION

*Resilient, thriving and inclusive rural communities*

### ■ OUR MISSION

*To Inspire and empower rural communities to work together to find solutions to their needs through sustainable community enterprise.*

### ■ OUR VALUES

*Inclusive, collaborative, innovative and accountable*

The Plunkett Foundation believes in equal opportunities in all it does, as an employer, an organisation and a partner. We care about people and communities and treat all those with whom we come into contact with respect, honesty and integrity. We value diversity and equality.

### ■ IN A NUTSHELL

The Plunkett Foundation helps rural communities UK-wide to tackle the issues they face, through promoting and supporting community business. Community businesses are enterprises that are owned and run democratically by members of the community and others, on behalf of the community. They come in many forms, including shops, pubs, woodlands and anything which lends itself to community ownership. In addition to developing and safeguarding valuable assets and services, community businesses address a range of issues including isolation, loneliness, wellbeing, work and training.

Plunkett's role is to advocate and champion the concept of community business to ensure communities throughout the UK are aware of the model and its potential; feel empowered to take action themselves; and operate in a supportive environment. Plunkett provides practical advice, support and training to help communities establish and run successful community businesses with long term survival rates and champions and gives voice to those already doing so.

Plunkett is proud of its roots; it was founded by the great Irish co-operative pioneer, Sir Horace Plunkett, in 1919. Whilst what we do and how we do it has evolved over the years to meet changing circumstances, we remain committed to our main purpose of supporting rural communities to co-operate and thrive through community business and to improve the quality of life for all. Today, it represents the interests of 600 rural community businesses that it has helped to establish and a further 400 in the process of setting up, as well as those who are just starting on the path.



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## Our strategy 2018 - 22

### ■ OUR STRATEGIC OBJECTIVES

The following five strategic objectives will guide our work over the next five years to enable us to achieve our mission.

1. **Growing the sector:** Helping more rural communities to succeed in opening community businesses and ensuring those already trading have the support they need to thrive.
2. **Extending our relevance and reach:** Ensuring the community business model and the support available are relevant and accessible to communities in all parts of the UK.
3. **Increasing social impact:** Helping prospective and existing community businesses to focus on the social impact they will have on all those living and working in their communities.
4. **Creating an enabling environment:** Advocating rural community business throughout the UK and championing their cause to create a supportive policy, funding, and advisory landscape for them to operate within.
5. **Improving Plunkett's sustainability:** Ensuring the long-term survival of our service and that of the wider rural community business movement.

### ■ OUR AMBITIONS

- Provide a high-quality service to assist rural communities to set up and run community businesses.
- Raise the profile of and champion rural community businesses.
- Establish an information and innovation hub to develop and share intelligence and expertise on the rural community business sector.
- Be a high-quality organisation through our people, our governance, our operations and our financial management.

### ■ OUR CROSS-CUTTING THEMES

- Growing the size, impact and UK-wide reach of the rural community business sector.
- Working in partnership and collaboration.
- Using our resources effectively and efficiently.

[A copy of our strategy is available here](#)



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## Finance and Governance

Plunkett Foundation is registered as a charity in England and Wales and in Scotland. It is also registered as a company limited by guarantee. Plunkett currently has two dormant trading subsidiaries, Plunkett Services and Plunkett Partnerships, both registered as CLGs.

The board meets formally between five and six times a year, with one of these meetings taking place over two days. Meetings are generally held in London, with the exception of the extended meeting, which takes place in Oxfordshire. The AGM normally takes place in July each year, and is in addition to the formal board meetings.

The term of office for the Chair is three years, with a maximum two terms permitted by our current Articles of Association. The Chair is supported by a Treasurer and Vice Chair who are elected annually, and by an Audit and Risk Committee which is chaired by another Trustee.

All Trustee roles are voluntary and unremunerated, with reasonable expenses reimbursed. Based on the current arrangements it is estimated that the role of Chair requires a time commitment of around 3-4 days per month.

Plunkett has an investment portfolio currently valued at approximately £1.5m, managed on our behalf by an independent investment management company. The organisation has turned over approximately £1.2m per annum in the last three years, and achieved a small surplus. A three-year plan is in place, to target new income generating activities with an overall aim of rebalancing Plunkett's income streams and being able to produce longer term forecasts.



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## Role Description

### ■ STATUTORY DUTIES

The Chair is a member of the Board of Trustees. The Board is responsible for the overall governance and strategic direction of the Foundation, developing the organisation's aims, objectives and goals in accordance with the governing documents, legal and regulatory requirements. The Board has adopted the current Charity Commission Code of Governance and this guides its activities.

The Board has a number of legal and regulatory responsibilities. Briefly, these include:

- Ensuring the charity is carrying out its purposes for the public benefit
- Complying with the charity's governing document and the law
- Acting in the charity's best interests
- Managing the charity's resources responsibly
- Acting with reasonable care and skill
- Ensuring the charity is accountable to its stakeholders, including the Charity Commission, Plunkett members, funders and other beneficiaries.

### ■ CHAIR ROLE

In addition to these specific statutory duties, and general responsibilities of a Plunkett Foundation trustee, the role of the Chair of Plunkett Foundation encompasses the following key areas:

- Leadership of the Board of Trustees and the organisation as a whole
- Planning and running meetings of the Board and the membership
- Representing and acting as a spokesperson/figurehead for the organisation

### ■ LEADERSHIP

In addition to these specific statutory duties, and general responsibilities of a Plunkett Foundation trustee, the role of the Chair of Plunkett Foundation encompasses the following key areas:

- To provide leadership to the Board and Plunkett Foundation by ensuring that everyone remains focused on the delivery of the organisation's mission and charitable purposes.
- To lead and enable the Board to set, update and implement the agreed vision and strategy in conjunction with the CEO and SMT.
- To lead the Board in overseeing and monitoring the performance of the Foundation, both financially and in terms of delivering on its objectives, strategy and charitable aims and where appropriate to challenge the CEO and SMT on the delivery and implementation.



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## Role Description

- To provide leadership so that the Board ensures good governance of the Foundation to satisfy all regulatory and legal compliance requirements
- To establish a constructive working relationship with and line manage the Chief Executive, offering support and guidance where appropriate, to lead the appraisal of the performance of the Chief Executive and to propose the remuneration of the Chief Executive for approval by the Board.

### ■ PLANNING AND RUNNING MEETINGS

- Working with the Chief Executive, to plan the annual cycle of Board meetings and other general meetings, for example the Annual General Meeting.
- To chair and facilitate Board meetings.
- Together with the Chief Executive, to set the agendas for Board and other general meetings.
- To initiate the establishment and membership of Board committees as appropriate, to approve their terms of reference and to attend meetings of such committees on an ad hoc basis.
- To provide leadership to ensure the effective and collaborative functioning of the Board, encouraging Board members to express their views at Board meetings in a mutually respectful way.
- To encourage and take the lead on Board development, including induction, training and appraisal of individual trustees and of the Board collectively, as well as succession planning.
- To chair the Foundation's Annual General Meeting and present the Trustees' Report.
- To chair appointment, disciplinary, grievance and whistleblowing panels when appropriate and in accordance with relevant policies.
- To keep the Board appropriately informed of important matters arising between meetings.
- Where the situation demands, if possible in consultation with an appropriate Board member and/or the Chief Executive, to take urgent decisions outside of Board meetings, ensuring that such decisions are presented to the Board for subsequent ratification
- To address any conflicts within the Board and, where appropriate, within the organisation in liaison with the Chief Executive.
- To act as a sounding board for individual Board members where necessary, offering appropriate advice, guidance and support.





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## Role Description

### ■ REPRESENTING PLUNKETT FOUNDATION

- In liaison with the Chief Executive, to develop and nurture relationships with key figures and stakeholders operating at senior levels across the sector and beyond.
- To represent, promote and act as an ambassador for Plunkett Foundation and rural community business more generally within and beyond the sector.

Other recurrent duties include regular liaison with the Chief Executive and ad hoc with Board members as necessary, attendance at the annual Away Day, and attending/speaking at appropriate events within and beyond Plunkett's sector.

### ■ PERSON SPECIFICATION

- Leadership skills and experience at senior organisational level.
- Experience of chairing (board) meetings in relevant sectors.
- Ability to build, develop and maintain networks and relationships at senior levels within and beyond the sector, including with opinion-formers and political leaders.
- Excellent communication and interpersonal skills.
- Ability to manage conflicting views.
- Articulate, and comfortable with public speaking to a variety of audiences.
- Ability to devote the necessary time and effort to a challenging and demanding role.
- Ability to be impartial, objective and decisive.
- Ability to act with tact and diplomacy.
- Strategic vision.
- Genuine commitment to and belief in Plunkett and its ideals, purpose and objectives.
- Ideally, a sound knowledge of community business as well as rural issues in general.
- Ideally, a recognised profile within and beyond the sector.

Plunkett Foundation adopts a positive approach to diversity and inclusion.



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## APPLICATION PROCESS

### ■ HOW TO APPLY

If you are interested in applying for the role of Chair of Plunkett Foundation, please send a copy of your CV, together with a brief supporting statement setting out why you would like to join the Board with a view to becoming Chair, and what specific skills you feel you would bring, as well as a list of any Directorships or Trusteeships that you currently hold. Please ensure that your application addresses the requirements for the role.

Please let us know if you would require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included your telephone numbers and other contact details, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Applications should be made to Plunkett's Compliance Manager at [victoria.smith@plunkett.co.uk](mailto:victoria.smith@plunkett.co.uk)

### ■ RECRUITMENT TIMETABLE

- Deadline for applications: 28 February 2020
- Interviews will take place in Westminster, London on 19 March
- Notification of successful applicants by end of March 2020
- The successful candidate will be invited to attend a Board meeting as an observer on 27 May 2020
- Subject to the agreement of the Board, the successful applicant will be formally elected to the Board at the AGM on 8 July 2020. Election to Chair would be expected to follow at the next scheduled Board meeting, on 29 July 2020.

### ■ QUERIES

If you would like to have an informal discussion about this role, have any queries on any aspect of the appointment process, or would like additional information, please contact [victoria.smith@plunkett.co.uk](mailto:victoria.smith@plunkett.co.uk) or on **01993 810730**.





# Trustee Privacy Notice

Plunkett Foundation recognise that your privacy is important, and we take our responsibility for the safety of personal data seriously. We are also committed to being transparent about how we collect and use your data and to meeting our Data Protection / GDPR obligations. As a voluntary Trustee of the Foundation, we need to keep and process information about you for governance purposes. This Privacy Notice sets out the basis by which we collect, use and disclose that personal data as well as your rights in respect of such personal information.

## Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## Data protection contact

- The Plunkett Foundation has appointed Victoria Smith, Compliance Manager as the person with responsibility for overseeing data protection compliance within the Plunkett Foundation. She can be contacted at: [victoria.smith@plunkett.co.uk](mailto:victoria.smith@plunkett.co.uk). Questions about this notice, or requests for further information, should be directed to her.

## What personal data does the Plunkett Foundation collect?

- Personal data is any information about an individual from which that person can be identified. It does not include data where an individual cannot be identified (anonymous data). The Plunkett Foundation collects and processes a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number; date of birth and gender;
- the terms of your Trustee engagement;
- details of your qualifications, skills, experience and employment history;
- details of membership of any professional bodies, political / special interest groups or mutual support organisations;
- details of any other appointments you hold; such as trusteeships, directorships, local authority memberships;
- details of any investments in either listed or unlisted companies, major shareholdings or partnerships or other forms of business or beneficial interests;
- information about your claims for expenses;
- details of your bank account (for the purpose of paying expenses);



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## Trustee Privacy Notice

- information about your marital status, next of kin and emergency contacts;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- information about your nationality and entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Plunkett Foundation may also collect personal data about you from third parties, such as references. The Plunkett Foundation will seek information from third parties only once a role offer has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in organisation governance systems and on other IT systems (including email).

### **How is your personal information collected?**

Much of the personal information we hold will be collected directly from you, in the application process and during your tenure as a Trustee. For example, from your CV, identity documents – such as passport / driving licence, forms completed by you while volunteering, from correspondence with you, interviews, meetings and other assessments.

### **Why does the Plunkett Foundation process personal data?**

The Plunkett Foundation needs to process data in order to make an assessment of your qualifications, skills and experience related to the role you have applied for.

In some cases, the Plunkett Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Plunkett Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from role applicants allows the Plunkett Foundation to manage the recruitment process, assess and confirm a candidate's suitability for volunteering and decide whom to offer a role. The Plunkett Foundation may also need to process data from role applicants to respond to and defend against legal claims.

The Plunkett Foundation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics with a view to promoting equality of opportunity. It may also collect information about whether or not applicants are disabled so that reasonable adjustments can be made for candidates who have a disability. The Plunkett Foundation processes such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Plunkett Foundation may keep your personal data on file in case there are future volunteer opportunities for which you may be suited. The Plunkett Foundation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.



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## Trustee Privacy Notice

### **Who has access to your data?**

Your information may be shared internally for the purposes set out above to staff involved with HR and finance. IT staff may also have access to the data by virtue of their access to IT systems but would not access the data other than is necessary for the performance of their roles.

Your data will also be shared externally where part of our recruitment activity is outsourced, for example, the HR Services Partnership Ltd who assist us with the administration and management of the recruitment process.

The Plunkett Foundation will not share your data with other third parties, unless your application for volunteering is successful and it makes you a role offer. The Plunkett Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Any providers are required to take appropriate security measures to protect your personal data in line with Data Protection legislation. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

The Plunkett Foundation will not transfer your data outside the European Economic Area.

### **How does the Plunkett Foundation protect data?**

The Plunkett Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the Plunkett Foundation keep data?**

If your application for volunteering is unsuccessful, the Plunkett Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future volunteering opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for volunteering is successful, personal data gathered during the recruitment process will be transferred to your Trustee file and retained during your volunteering. The periods for which your data will be held will be provided to you in a new privacy notice.

- information about your marital status, next of kin and emergency contacts;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- information about your nationality and entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.



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## Trustee Privacy Notice

### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Plunkett Foundation to change incorrect or incomplete data;
- require the Plunkett Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Plunkett Foundation is relying on its legitimate interests as the legal ground for processing and there is no overriding legitimate interest to continue this processing.

If you would like to exercise any of these rights, please contact Victoria Smith, Compliance Manager. If you believe that the Plunkett Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Plunkett Foundation during the recruitment process. However, if you do not provide the information, the Plunkett Foundation will not be able to process your application properly or at all.

### Automated decision-making

Recruitment processes are not based on automated decision-making.



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