



Victim Support Scotland

Surviving Crime by Making People Stronger



Treasurer and Trustee roles

Information pack

February 2017



LETTER FROM ALASTAIR MACDONALD

CHAIR OF Victim Support Scotland (VSS) BOARD OF TRUSTEES

February 2017

“Without you we had lost hope, thank you so much for your help.”

“From the first day, the Victim Support Scotland team were excellent and gave us a lot of reassurance during this difficult process. Myself and my family are incredibly grateful for all the support offered throughout the court case”

“You made a horrible time more manageable.”

“The court service is amazing; I could not have been a witness without their help.”

“At a time of great stress and worry, we were given all the relevant information, guided through what would happen once in court and afterwards, given time to talk/ask questions and have these answered honestly”

Thank you for expressing an interest in becoming a Trustee of Victim Support Scotland. We are a charity which provides victims of crime with free, confidential, emotional and practical assistance and information, delivered through a Scotland-wide network of trained volunteers and staff. We also provide help and support for witnesses of crime attending court. Our services are completely confidential, free of charge and independent. You can find examples of our work and impact on our website. <https://www.victimsupportsco.org.uk/>

Being a Trustee of a charity is a serious responsibility, with duties set out in legislation. A Trustee is entrusted to look after the charity's assets and is responsible for ensuring it fulfils its charitable purpose. One is expected to act in good faith, impartially and with care and diligence. It involves more than simply attending Board meetings; the average time

commitment of a Trustee is an average of 2 days a month and can include attending events, visits or interviewing as well as meetings.

This is a great time to consider joining our Board, which consists of a mix of Trustees and executives. As the recently appointed Chair, I am keen we jointly develop as a diverse, committed and imaginative team, who can set the strategic direction of our efforts for some time to come. The environment is challenging; public confidence in charities cannot be taken for granted and people need our services more than ever. Resources are always tight, but there are clear opportunities to continually improve, be efficient and effective and stay relevant to the rapidly changing world. Our aim is to provide the best services we possibly can and be at the heart of the criminal justice world in Scotland.

If you think you have the qualities and commitment to fulfil such a role, please consider applying. There's no pay, the challenges are significant and we will ask you to give us a fair amount of your time, but doing so can be highly rewarding.

If you have any further questions about the application process or the role, please contact Louisa King, PA/ Executive Secretary at Louisa.King@victimssupportsco.org.uk or on 031 662 5402. In particular, should you wish to talk to a Trustee, which I would recommend, then Louisa will arrange this.

Yours sincerely,



Alastair MacDonald

National Chair

Victim Support Scotland

THE RECRUITMENT PROCESS

This appointment is being made by the VSS Board of Trustees.

If you are interested in applying, please read this pack carefully in the first instance.

If you have any queries, please contact Louisa King, Executive PA, at

Louisa.King@victimsupportsco.org.uk

If you decide to apply, then please send your completed application form and disclosure self-declaration form to our HR team at:-

volunteers@victimsupportsco.org.uk or by post to Human Resources, Victim Support Scotland 15/23 Hardwell Close, Edinburgh, EH8 9RX.

Applications will be assessed using selection criteria reflecting the skills and experience required.

ABOUT THE ORGANISATION

The Victim Support movement in the UK began in Bristol in 1974, when people from the local community came together to help victims of crime. This was in recognition of the fact that, as that time, the needs of victims of crime were largely unrecognised by the criminal justice system and there was little formal support for victims.

In 1978, the National Association of Victim Support schemes (NAVSS) was established as an umbrella organisation for local victim support schemes throughout the United Kingdom.

In 1981, the first Scottish victim support scheme was established in Coatbridge. By the mid-eighties, many local communities across Scotland were coming together to set up local victim support schemes. It was decided to set up a separate national association for Scottish schemes, separate from NAVSS, in recognition of the geographical distances involved and the separate Scottish legal system. The Scottish Association of Victim Support Schemes (now Victim Support Scotland) was established in 1985. There are strong working links with Victim Support organisations throughout the UK, Northern Ireland and southern Ireland.

Victim Support Scotland has had charitable status since 1985 and was established as an independent company limited by guarantee in 1989. Since it was established, Victim Support Scotland has become the lead organisation in Scotland providing emotional support and practical assistance to all victims of crime.

The community- based Victim Service exists in all local authority areas in Scotland. Trained volunteers and staff deliver services to victims of crime, working to national occupational standards for these services.

The Witness Service is based in the Sheriff and High courts. Trained volunteers, supported by paid staff, offer a service to all witnesses who attend court, both for the defence and the prosecution.

Victim Support Scotland works to improve and increase knowledge about victims and witnesses through research studies, projects, appropriate publicity and information materials. The organisation has been instrumental in raising the profile of victims and witnesses in the public, parliamentary and criminal justice arenas. The organisation has become a major voice in the criminal justice system, influencing government policy and helping to improve the experience of victims and witnesses of crime.

EXECUTIVE BOARD REMIT

Background

Victim Support Scotland is a leading independent voluntary organisation. Its mission is to improve the wellbeing of people in Scotland affected by crime by providing practical and emotional support through a range of services. Victim Support Scotland is both a charity registered with OSCR under the Charities and Trustees Investment (Scotland) Act and a company limited by guarantee. It is core funded by Scottish Government; accountable to its funder and other stakeholders. As such, its trustees must conduct the organisation's affairs in accordance with charity and company legislation and consistent with best practice in governance within the public and third sectors. Governance of VSS is set out in its Memorandum of Understanding and Articles of Association.

A trading company, Victim Support Enterprise (VSE), exists to generate additional funds for the benefit of victims, through training and other commercial activities. VSS is an active member of Victim Support Europe

The Trustees are the Directors of the Company. They, together with the CEO, are responsible for the affairs of Victim Support Scotland under charity and company legislation. This responsibility is carried out with the guidance and support of the organisation's paid staff and the Executive Board and members of VSS.

Overall Purpose

In collaboration with the Chair, the Executive Board of VSS will provide vision, leadership and stewardship of VSS, guiding its strategic direction. Trustees of the Board have a duty to represent VSS to the Government, its funders, other organisations and stakeholders nationally and internationally; and to model the core values of the organisation to its staff and volunteers.

Membership of the Board requires

- Leadership
- Capability
- Accountability
- Integrity
- Independence of Mind
- High quality communication skills
- Selflessness
- Honesty and Integrity
- Service

Trustees will also take action on the duties laid upon all publicly funded bodies by the Equalities Act (2010) requiring awareness raising at all levels of the organisation and that systems and procedures within the organisation reflect "due regard" towards those with protected characteristics.

Main Responsibilities

A Trustee of the Board of VSS will, in collaboration with other Trustees and the Chair:

- Decide the organisation's strategic direction, mission and priorities.
- Take all reasonable steps to achieve the organisations strategy, mission and priorities.
- Ensure that VSS complies with its governing documents, charity and company law and other relevant legislation.
- Ensure that the organisation is managed in accordance with the decisions of the Board and its strategic priorities, making effective use of resources.
- Ensure that all staff, volunteers and members act in a manner consistent with the charitable purposes of VSS.
- Scrutinise, evaluate and account for the organisation's performance.
- Ensure that there is an effective risk management system in operation to safeguard the organisation's sustainability, financial and otherwise and to protect its assets and reputation.
- Maintain open and transparent methods of selection for Board and Office Bearer appointments and that of staff at all levels.
- Regularly review the performance of the Board, the Chair and individual Trustees.
- Maintain a code of practice of leadership, capability, accountability, integrity, independence of mind, high quality communication skills, selflessness, honesty and integrity and service, where each Board member strives to maintain his/her capability to govern and establishes an ethos of accountability and self-reflection.
- Deal with any breach of the code of practice.
- Take appropriate disciplinary action as required in relation to any member who is in serious or persistent breach of that code.
- Always act in the interests of the organisation.

TREASURER REMIT

Overall Purpose

To oversee and monitor the financial affairs of Victim Support Scotland, and in collaboration with senior staff, ensure effective budgetary control. To report to the Executive Board and key stakeholders on the financial health of the organisation.

Main Responsibilities

- To provide the Board with assurance that there are sufficient financial resources in place to support the strategy and direction of the organisation.
- To ensure that budgets are controlled in accordance with the decisions of the Executive Board, the governing documentation and statutory and legal requirements of a registered charity. To work with the Director of Finance to ensure that Victim Support Scotland's financial affairs, budgets, accounts and financial statements are managed in a effective and efficient manner following best accounting practice.
- To ensure that the implications of strategic and local plans and direction are fully costed and viable.
- To ensure assessment and overall monitoring of the budgets within each Directorate. To ensure that appropriate financial controls and systems are in place and adhered to and that there are effective policies relating to finance, reserves, insurance, risk, trading and investment of public monies.
- To keep the Board informed about its financial duties and responsibilities.
- To ensure an appropriate fund raising strategy for the organisation.
- To ensure that VSS equipment and assets are well maintained and insured.
- To formally present the Annual Accounts at the Annual General Meeting and other formal events.
- To represent Victim support Scotland nationally, internationally and as required by the Chair.

TIME COMMITMENT

The board has the following expectations of trustees-

- Attend Executive Board meetings in person bi-monthly
- Participate in conference call meetings bi-monthly
- Attend sub-committee meetings as appropriate
- Participate in events, interview panels and visits e.g. to local offices
- Be available via email, phone and social media communications

Board meetings in person are normally held in central Edinburgh or Glasgow but it is planned to hold some meetings through the year at other locations in Scotland. Conference calls are normally at 4pm.

Trustees will be offered a full induction programme, accredited training and other developmental opportunities. The Executive Board is also undertaking a developmental programme, which includes appraisals, 360 degree feedback and opportunities for personal development.

Trustee posts are unremunerated, but reasonable expenses can be reimbursed.

THE BOARD OF TRUSTEES

Our Board has up to 12 members and is currently comprises the following-

Alastair MacDonald (National Chair)

A retired senior civil servant/ Economic Development advisor/ Associate Inspector of Constabulary

Liz Taylor (Vice- Chair)

Marketing Consultant & VSS service volunteer

Desmond O'Brien

A retired Accountant/ Finance Director

Fiona Young

Community Justice Authority Chief Officer

Alex Gauld

Retired Civil Servant who has worked in a variety of roles (Statistics, Finance, Training and HR) for the Department for Work and Pensions.

Kirsten Gilbert

Financial services consultant with a financial services background and has contributed to and participated in a variety of steering groups, project boards and workstream leadership.

For further information about our trustees go to:

<http://www.victimsupportsc.org.uk/about-us/our-people/>

STANDARDS OF GOVERNANCE AND CODE OF CONDUCT FOR TRUSTEES OF VSS

Trustees of Victim Support Scotland are required to comply with the principles set out below. Breaches of this Code of Practice will result in actions as set out within VSS Standing Orders.

Selflessness

You must act in the best interests of Victim Support Scotland at all times, taking decisions that support and promote the Strategic Plan, aims and objectives of the organisation.

Trustees should not promote the interests of a particular group or body of opinion to the exclusion of others. You must take responsibility for all decisions properly reached by the Executive Board and support them at all times even if you did not agree with the decision when it was made. You must consider and respect the opinions of others and be tolerant of differences. You must not seek to use your influence or external contacts for your own benefit or for the benefit of someone else.

Openness

You must be transparent in all of your actions and you must declare and record all relevant personal and business interests and must be able to explain your actions.

You should exercise reasonable skill and care in the conduct of your duties, avoiding any situation which could give rise to suspicion or suggest improper conduct.

Honesty

You must ensure that you always act in the best interests of VSS and that all your activities are transparent and accountable.

Always act in good faith, using your skills, knowledge and judgement effectively to support VSS and its activities. You must ensure that there are effective procedures within the governing documentation of VSS to enable any member of staff or Trustee to report any concerns they may have regarding corruption or wrongdoing and that systems are in place to allow appropriate action to be taken.

Objectivity

You must consider all matters on their merits; you must base your decisions on the information and advice available and reach your decision independently.

You must ensure that your decisions are based on the aims and objectives of VSS and with the relevant legal and statutory requirements. You must prepare effectively for meetings to ensure that you make a well-informed decision. You must monitor Trustee performance effectively to ensure that the aims of the organisation are best served and take timely and effective action to address any weaknesses or failures. You should use your skills, knowledge and judgement to review all information carefully, taking account of additional external information or advice as required, appropriate and agreed by the Executive Board. You should ensure that all policies and procedures are adhered to and implemented. You

should contribute to the identification of training needs of the Board and its Office bearers. You must ensure that you undertake regular training in order to carry out the role of trustee effectively and to the best of your ability.

Integrity

You must actively support the core values of VSS and be seen to do so. You must not be influenced by personal interest in exercising your role and responsibilities, putting the organisation first at all times.

You must always treat your fellow Trustees and VSS staff with respect. You must always conduct yourself in a courteous and professional manner. You must not, by your behaviour or actions, cause distress, alarm or offence to anyone. You must declare any interests and in the event of a conflict between your interests and that of the organisation, you must resign from the Board. You must maintain professional, constructive and well intentioned relationships. You must uphold the commitment of VSS to equality and diversity and take positive action in that regard. You must maintain confidentiality and not disclose any information to anyone who is not entitled to receive it either while you are on the Board or after you have left. You must avoid any situation which is intended to influence your independent judgement.

Accountability

You must take responsibility for and be able to explain your actions and demonstrate that your contribution to VSS is effective.

You must actively participate in the activities of VSS which relate particularly to the governance and stewardship of the organisation, regularly attending and actively participating in Board meetings. You must participate in the regular review of your contribution to VSS and its board and in that of the Board, the Chair and the CEO.

Leadership

You must model and uphold the core values of the organisation and the principles of good governance as set out here.

You must always be a positive ambassador for VSS. You must not criticise the organisation or its staff and Board in public. Any concerns about a member of staff or a Board member should be dealt with in accordance with VSS constitution, standing orders and internal policies. You must be vigilant in your use of social media and email and comply with organisational policy. You must not act in a way that puts the organisation at reputational risk.