



BANANA ENTERPRISE NETWORK

TRUSTEE RECRUITMENT PACK July 2024

Trustee Roles – Join our Board!

Thank you for your interest in joining the Board of Trustees of Banana Enterprise Network. This document is intended to provide all the information you need to decide whether you wish to apply.

If you have further queries, please email our Chief Executive Jayne Allman at jayne@bananaenterprise.co.uk

About our Charity

The Charity was founded in 2014 as a social enterprise and became a Registered Charity in 2015. It originally specialised in providing business start-up training and support. We expanded into health and wellbeing training and community activities as part of our project to save the Grade 2 Listed Rock Hall situated in Moses Gate Country Park, Farnworth near Bolton, which our Charity started in January 2020. We secured initial funding from various organisations to make excellent progress with our plans and in September 2023, we successfully applied for a potential £4million funding from The National Lottery Heritage Fund, jointly with Bolton Council, for the next phase of our Rock Hall Revival Project.

Bringing Rock Hall back to life will bring joy and prosperity to so many people in Farnworth and beyond. It is already helping to restore local pride and is creating jobs and volunteering opportunities. Once the Hall is renovated and reopened it will create further volunteering opportunities, workspaces, visitor attractions, a function room and a catering facility as well as indoor and outdoor educational and health and wellbeing related facilities, plus much more!.

Banana Enterprise Network is a member of the Heritage Trust Network which provide support for organisations working to save Britain's heritage buildings. With their support, we have been working on our Rock Hall project since January 2020.

Thanks to funding from The National Lottery Heritage Fund, we have recently undertaken a Governance Review to ensure that our Charity is fully prepared and fit for owning and successfully managing a multi-use community focussed and historic building once the Community Asset Transfer from Bolton Council (who own the building currently) has been completed. We also want to improve our resilience. As a result of this Review, we have identified some skills gaps on our current Board of Trustees and are now looking to appoint at least 6 new Trustees to plug those gaps. We are growing and transforming to make our organisation more financially sustainable and less reliant on grants.

The role

Banana Enterprise Network exists to help combat poverty, improve health and wellbeing and save/restore Rock Hall and turn it into a valuable and vibrant community asset. The Trustee Board is there to ensure we are doing the very best we can to achieve that aim.

The Board and staff work as a team in an open and transparent way to improve the way the organisation works. Current Board members are experienced professionals, with relevant experience of our community work, but we still have some skills gaps which we need to fill in order to grow successfully. The culture of the Board is positive, friendly and inclusive.

Banana Enterprise Network is a company limited by guarantee and a registered charity. Members of our Board are therefore directors of the company and trustees of the charity, although we tend to refer to them simply as Trustees. Board members serve for three years, extendable to six and exceptionally to nine.

The Board discuss and take key decisions about budgets, recruitment, new projects, funding applications and our strategic direction, advised by the Chief Executive and staff team. The Board provides scrutiny to the Chief Executive ensuring that the organisation is keeping to its plans, strategies and budgets (or agreeing not to), fulfilling its charitable objects and keeping within the law. As company directors the Board members owe a duty to act in the best interests of the company and to avoid any conflicts of interest.

Expenses

This is a voluntary role and there is no payment for Board members, but any reasonable, out of pocket expenses, for example for travel to meetings, will be reimbursed. If claiming expenses in arrears is a problem, an advance can be made.

Commitment

We expect you to attend a minimum of four Board meetings each year. These will be a mix of in-person and online meetings and there will always be an option to attend online. We manage to keep our online meetings to two hours. In-person meetings may take a bit longer.

We hold additional optional meetings and trustee workshops as the need arises. There will be no more than one of these each quarter. Board members can also choose to get involved in any subcommittees to take forward issues or areas of work and attend relevant workshops. From time to time, we will email the Trustees to get feedback on a particular issue.

Support and training

A full induction will be organised for our new board members including time with the Chair, Chief Executive and staff team. This should take no more than two hours. New Board members will also be encouraged to visit Rock Hall

Why we are recruiting

The Board currently consists of seven people drawn from the local community and other professionals with experience of our client related work and projects. However, we recognise the need for additional Trustees with specific relevant expertise and experience and our recent Governance Review has identified specific skills gaps. We are now recruiting up to six new board members to:

- ensure continuity as some of our existing trustees will come to the end of their terms in 2024
- bring greater diversity to the Board
- be more representative of the community we serve
- bring additional skills and experience to plug current gaps and be more resilient

What we are looking for

We want to recruit a mix of Board members who have the skills/experience we require including some from the local area and some who can bring a fresh perspective from elsewhere in the private, voluntary and public sectors. We value board members who can make a creative contribution into discussions around the ambitions of our Charity and the challenges it faces.

Like many charitable organisations we face challenges around diversity and inclusion. However, the Board and staff team are committed to meaningful change and to inspire change in our members. We want to diversify the Board, so it properly represents our local community. We would like to encourage at least one person (aged over 18years) from the BAME community for example.

As a result of our recent Governance Review, and whilst our current Trustee Board have some relevant skills and experience, we have identified some skills gaps and we are now looking to appoint at least 6 new Trustees to plug those gaps and join our committed Board.

We are looking for inspirational and dynamic applicants who are passionate about the work we do. Following the recent governance review we are particularly interested in recruiting trustees with experience in one or more of the following areas:

- **Finance expertise**
- **Charity Governance**
- **Income generation** (e.g. enterprise/business development and fundraising, particularly to ensure ongoing viability of the project post-restoration of Rock Hall).
- **PR, communications an marketing.**
- **Management** heritage buildings
- **Safeguarding**

Diversity and Inclusion

Banana Enterprise Network embraces the value that people from all backgrounds can bring to our Charity. It is important that the way we support our community, reflects the diverse histories, cultures and interests of the localities in which we work. A diverse, representative staff team, Board and cohort of volunteers, where views are valued and championed, will enable our Charity to achieve this. Banana Enterprise Network is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss what we need to enable you to participate fully.

Recruitment timetable

10th July 2024 - Opportunities advertised

24th July at 5pm - Deadline for applications

Week commencing 29th July 2024 – Assessment of applications/Interviews

5th August 2024 Applicants notified of decision

How to apply

To apply for one of our Trustee roles please send a summary CV together with a covering letter outlining how you will contribute to the Board to Jayne Allman jayne@bananaenterprise.co.uk

Please also go to this website for more information about being a Trustee of an organisation - <https://charitycommission.blog.gov.uk/2023/04/26/what-is-a-trustee-and-how-to-become-one/>

Please also confirm in your letter that you are eligible to be appointed as a Trustee after reading the information below:-

Trustee applicant's declaration of eligibility:

Prior to being formally appointed, applicants will need to confirm that they are eligible to be a trustee by confirming that they:-

- are not disqualified from acting as a charity trustee (see appendix A below for reasons why a person may be disqualified from acting as a charity trustee) and will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.
- have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent).
- have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft.
- have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where your tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.
- have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and you are not:
 1. a promoter named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or
 2. a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or
 3. a promoter of arrangements notified under POTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or

partly remove the tax advantage generated by the arrangements and such adjustments have become final

- are not an undischarged bankrupt
- have not made compositions or arrangements with any creditors from which you have not been discharged
- have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- have not been disqualified from serving as a Company Director.