

# PERRY'S PANTRY

## TRUSTEE INFORMATION PACK



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# Welcome!

Thank you for your interest in becoming a trustee for our charity: Perry's Pantry Foodbank.

These are really trying times for Perry's Pantry with the on-going Cost-of-Living crisis and the fallout from the pandemic still causing lots of financial insecurities.

Since we were formed in 2020 (and becoming a registered charity in 2021), we have made a huge progress in meeting the increasing demand for emergency food parcels and have worked hard to establish relationships with over 100 referral partners in our community as well as nurturing connections made with clients, donors and local businesses.

Our volunteers play an integral part of our foodbank, and we have a WhatsApp group with over 60 volunteers who can sign up to a slot every Sunday.

Our current focus is looking towards the next 3 years and continuing to deliver healthy and nutritious foods and expanding ideas for our pantry scheme with aims to make a lasting impact across our areas of service and ensuring nobody goes hungry.

Our charity aims to raise awareness of poverty/food poverty and the issues that have led our clients to us such as domestic violence, seeking asylum and unemployment in order to help change the stigma attached with using foodbanks. We want to ensure all our clients have a dignified experience, that they feel no shame in using our services.

Through our long-standing connections with various organisations, referral partners and donors we are able to make a real difference to the lives of those relying on our services.

Our charity is trying to become a sustainable waste free foodbank with a vision of being one of the first foodbanks to install a Zero Food waste dispenser by the end of 2023.

With that in mind we need to ensure that our Board of Trustees are geared up to meet demand and support this approach effectively and actively.

This is where you can help! With big changes and challenges happening in the coming months and years ahead we need a strong and committed team that will bring passion, vision, and ambition to our board. If you share our belief and commitment to improving the lives of those we support, we very much look forward to receiving your application.

**Jen Savaris**

Founder

# About Us

Perry's Pantry Foodbank was established in December 2020 in response to an identified need after the Covid-19 pandemic, we aimed to support people struggling financially and requiring food after the Covid-19 pandemic and beyond.

We serve many vulnerable people in crisis, most have nowhere to turn to and need support.

People are referred to us by over 100 referral partners for a variety of reasons such as debt, benefit delays, low wages, disabled, domestic violence and homelessness etc and most recently the repercussions of the Covid-19 pandemic and cost-of-living crisis has caused a huge increase in demand for food parcels, our numbers have doubled since we started.

In 2022 we provided to over 64,182 meals to over 6500 people, 41% of whom were children.

Our core objectives are:

- To promote the relief of financial hardship amongst people living or working in the specific areas of Manchester and surrounding areas we cover, by providing short-term emergency food parcels, which they could otherwise not afford because of lack of means and provide long-term relief through our pantry scheme which charges a small fee but can be used every week for however long the client requires support.
- To build relationships with charities, social housing providers, social services, and advisors such as Citizens Advice and other referral agencies in order to increase our awareness of potential issues that will affect poverty levels in the areas we cover, so we can plan to meet the demand.
- To support people in crisis by working closely with relevant agencies and health providers.
- To build and nurture relationships with donors and supporters, our kind donors are what makes Perry's Pantry operational, and without them we would cease to exist.
- To promote these powerful messages, increase income to maintain a sustained impact and ensure we use our facilities to maximum efficiency.

We are looking to strengthen our Board by recruiting new trustees. We are looking for a range of skills, but we're particularly interested in hearing from candidates who have experience with knowledge of governance, finance and operations-running. However, these are just desired and are absolutely not a requirement.

# About The Role

The next three years will be an important chapter for Perry's Pantry as we continue to mature now that we have reached the 2 year mark. This offers a unique opportunity for Trustees to be involved at the start of a ground-breaking, innovative strategy, supported by an ambitious and effective management team with determination to continue to make a huge impact. All trustees share this commitment.

## **Time Commitment:**

Every Trustee is expected to prepare for, and participate in, monthly board meetings, each lasting up to two hours, and held in our foodbank in Chorlton (or from time to time via video conference).

Trustees may also be asked to support senior staff in certain projects, initiatives, or in areas in which they have specialist skills, knowledge, or experience. Each trustee will also have an allotted time per week where they are available to contact if the charity requires approval or other decision making.

This will be done on rotation and will not necessarily always require work, as sometimes there may be no queries from the management team at the food bank.

Trustee appointments are unpaid, but travel and other out-of-pocket expenses can be reimbursed.

## **Overall Objective**

As a Trustee Board, to be responsible for the overall governance and strategic direction of Perry's Pantry Foodbank and for developing the Foodbank's aims, objectives, and goals, in accordance with its governing document and legal and regulatory guidelines.

## **Key Responsibilities**

- To always act in the best interest of Perry's Pantry.
- To ensure that the policies and practices of Perry's Pantry conform with its aims, objectives, and its Constitution, that they are enforced within the charity.
- To ensure that Perry's Pantry complies with the statutory, legal and financial/accounting requirements.
- To take part in formulating, and regularly reviewing the strategic aims of Perry's Pantry, evaluating performance against agreed targets.
- To ensure the effective and efficient administration of Perry's Pantry and its resources, striving for best practice in all aspects of its operations, income generation and governance.
- To ensure that the income of Perry's Pantry is spent solely for the purposes laid out in its objectives.

## **Main Duties**

- To be an active member of the Trustee Board in exercising its responsibilities and functions.
- To attend meetings of Trustees, whether Board Meetings or Committee Meetings, ensuring Perry's Pantry's policies and concerns are reflected in their deliberations.
- To be familiar with the operations of Perry's Pantry Foodbank so that a critical and informed view can be maintained; to participate in appropriate training sessions, meeting volunteers, and to visit the food bank from time to time.
- To contribute relevant skills and expertise to support the Foodbank where appropriate.

- To promote Perry's Pantry Foodbank to as wide an audience of potential donors as possible.

### **Code of Conduct**

It is the responsibility of Trustees:

- To be aware of, and act within the governing documents and the law as it applies to Perry's Pantry Foodbank.
- To act in the best interest of Perry's Pantry Foodbank – considering what is best for the organisation, its beneficiaries, and Referral Agencies, and avoid bringing the Foodbank into disrepute.
- To manage conflicts of interest effectively, including declaring any personal matters of financial interest and, in that context, taking appropriate action as necessary.
- To respect and maintain confidentiality – understanding what confidentiality means in practice for Perry's Pantry Foodbank, its board and the individuals involved with it.
- To have a sound and up-to-date knowledge of Perry's Pantry and its environment – understanding how the Foodbank works, its ethics and the environment within which it operates.
- To attend meetings regularly and other appointments as necessary.
- To prepare fully for meetings and all work for Perry's Pantry Foodbank– reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- To actively engage in discussion, debate and voting at meetings – contributing positively, listening carefully, challenging sensitively, and avoiding conflict.
- To act jointly and accept a majority decision, making decisions collectively, standing by them and not acting individually, unless specifically authorised to do so.
- To work considerately and respectfully with all, respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

## Person Specification

You should be able to understand and demonstrate you match the criteria listed in above within your application. These will be explored with you further at the preliminary interview stage. Candidates should be able to provide evidence of:

1. A basic understanding of and empathy with people in crisis.
2. **\*Desired\*** Some experience in working with vulnerable people and mental health and wellbeing support.
3. **\*Desired\*** Some experience of board or committee membership, in a charitable, public sector or commercial organisation. This could, for example, include experience of being a school governor or committee member of a local group.
4. The ability to work effectively as a team, whilst contributing an independent perspective.
5. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship (which are set out in accessible guidance from the Charity Commission) and an understanding of the respective roles of the co-Chairs, Trustees, and senior staff.
6. An understanding of, and a commitment to, the values of Perry's Pantry Foodbank.
7. An understanding of, and commitment to, the values of accountability, probity and openness.
8. An ability to process detail and get to the heart of an issue.
9. Confident and effective communication skills with a range of audiences.
10. A willingness to devote the time and effort required to effectively discharge the duties of this role.
11. A willingness to undertake training as necessary.

We are looking for trustees who can from time to time and when needed also actively engage in certain commitments for the foodbank such as events, fundraising etc.

### Notes:

- Our meetings will be held once a month on the first Monday evening of the month, we require a minimum of 3 Trustees at any meeting, if you cannot make the meeting set, please give plenty of notice where possible. The meetings usually take place at 6.30pm-8.30pm.

### **Important Information from the Gov website & the Charity Commission about Trustees:**

We highly recommend reading 'The Essential Trustee' a guidance created by the Government and Charity Commission (link below to download)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)

You must be at least 18 years old to be a charity trustee (16 if your charity is a company or charitable incorporated organisation (CIO)).

Some people are disqualified by law from acting as charity trustees or holding senior management positions within a charity unless authorised to do so by a waiver from the Charity Commission.

This includes anyone who has an unspent conviction for:

- an offence involving dishonesty or deception
- specified terrorism offences or being a designated person (under specific anti-terrorist legislation)
- a specified money laundering offence
- contravening a Charity Commission Order or Direction
- offences of misconduct in public office, perjury, or perverting the course of justice

Automatic disqualification rules also apply to people who are:

- currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors
- on the sex offenders' register
- disqualified from being a company director
- removed from a trustee role by either the Commission or the High Court due to misconduct and/ or mismanagement

### **Trustee role and responsibilities**

As trustees, you must:

- always act in the best interests of the charity – you must not let your personal interests, views or prejudices affect your conduct as a Trustee;
- act reasonably and responsibly in all matters relating to your charity – act with as much care as if you were dealing with your own affairs, taking advice if you need it;
- only use your charity's income and property for the purposes set out in its governing document; and
- make decisions in line with good practice and the rules set by your charity's governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter.

### **Risks and trustee liability**

You can be liable to your charity if you act unlawfully or negligently as a trustee. Although your charity might run up debts or other liabilities as a result of decisions you make, you and the other trustees won't be liable if you have:

- acted lawfully, responsibly and reasonably;

- followed the rules in your charity’s governing document; and
- taken reasonable steps to manage risks.

( <https://www.gov.uk/guidance/how-to-manage-risks-in-your-charity> )

But if you can’t prove this, you could be ‘in breach of trust’ to your own charity. Trustees act jointly when running a charity, so the trustees as a group would be liable to repay any loss to the charity.

The commission can take trustees to court to recover funds lost to their charity as a result of a breach of trust.

Note: PERRY’S PANTRY FOODBANK has Trustee Indemnity Insurance to cover trustees. A copy of this insurance can be provided upon request.

Other Useful Links:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

<https://www.gov.uk/guidance/managing-conflicts-of-interest-in-a-charity>

<https://reachvolunteering.org.uk/guide/become-trustee>

<https://www.ncvo.org.uk/help-and-guidance/governance/responsibilities-for-boards/the-legal-duties-of-trustees/#/>

<https://www.slaterheelis.co.uk/charity/duties-as-charity-trustee/>

**Having read the relevant information, do you still want to become a Trustee?**

If your answer is **Yes**, then thank you for wanting to become a big part of our charity, please get in touch with our director Jen and let them know you wish to continue, this may include a small informal interview by Jen and/or the current trustees.

info@perryspantry.org  
07385722680

If you would like to sit in our next meeting before fully committing to the role of Trustee, please let us know and you are more than welcome to join us and see what it entails. We will then bring along a trustee form for you to read and sign if you still would like to become a Trustee.

If you are no longer interested in the role, please can you let us know so we can continue our search.