



## **Trustee Recruitment - Further Information**

### **About us**

Glenkens & District Trust (GDT) is a Scottish Incorporated Charitable Organisation, SC042489, established in 2011. As a fund distribution body our role is resource, enable and stimulate community development in the Glenkens and surrounding communities, defined as the Community Council areas of Balmaghie, Balmaclellan, Carsphairn, Corsock & Kirkpatrick Durham, Crossmichael and District, St. Johns Town of Dalry, Dunscore, Glencairn, New Galloway & Kells Parish and Parton.

We currently make decisions on the Blackcraig Wind Farm Community Fund grant awards. Funding is drawn from Blackcraig Wind Farm (Scotland) Ltd's Blackcraig wind farm, which produces community benefit payments of circa £264,500 per annum. Around £22,000 per annum is currently paid directly to Community Councils in the area, with the balance, less administration expenses, available for distribution. Blackcraig Wind Farm (Scotland) Ltd appointed the Trust to manage and administer this community fund in partnership with Foundation Scotland, an independent fund distributing charity with local presence. To date, GDT has awarded over £372,763.48 via the Blackcraig Wind Farm Community Fund and Blackcraig Covid-19 Emergency Fund.

Based on the current volume of local wind farm planning applications, it is anticipated that further developments may come on stream over the next five years. With this in mind, since 2018 GDT has been progressing with a range of activity focused on ensuring that any community benefit funds coming into the area can be maximised for the long-term benefit of the local communities, including commissioning the development of the Glenkens Community Action Plan, which you can read at [www.tinyurl.com/glenkensCAP](http://www.tinyurl.com/glenkensCAP).

Our goal is to ensure that any community benefit funds coming into the area are maximised for the long-term benefit of the local communities, through good stewardship and positive partnership working.

Our Board comprises up to 13 local Trustees. Our current trustees are Fiona Smith (Chair), Willie Dickson, Julie Garton, Des Hadnett, Ros Hill, Denise MacDonald-Kiernan, Tom Marshall, Andrew Mellor, Richard Middleton and Graham Walker.

The SCIO has a two tier structure and the board is accountable to the Trust's membership. Community Councils (as an entity) form the GDT membership. Each member Community Council nominates a Community Councillor to serve as a Trustee on the Board of GDT and additionally there can be up to five independent Trustees. Currently there are two independent Trustees appointed to the Board. In addition to their nominated Trustee, each member Community Council can send one or more representatives to general meetings, and these representatives can vote (one vote per member Community Council).

Current Members are the following Community Councils: Balmaclellan • Balmaghie • Corsock & Kirkpatrick Durham • Crossmichael & District • Dalry • Royal Burgh of New Galloway & Kells Parish • Parton

As well as these Trustees and Members we also have Associate Membership, the scheme for which has recently been established. Associate Members are different to Members and have no voting rights – they can be individuals, institutions, organisations and bodies who support and wish to engage with the work of GDT. They will receive regular updates on the work of GDT and opportunities to engage.

This structure preserves the fundamental role of Community Councils while widening membership in a practical way, ensuring the wider community can get involved with and stay up to date with the activities of GDT without having to be community councillors, trustees or grantees - this reflects a desire of GDT to be accountable to the wider community and to ensure a sense of community ownership of the valuable resource that community benefit monies represent.

GDT's Constitution can be downloaded here: [www.tinyurl.com/gdtgovernance](http://www.tinyurl.com/gdtgovernance)

GDT does not currently employ staff. Instead we work in partnership with Foundation Scotland, an independent grant making charity with local presence, which has been contracted in to provide Fund administration and support to the Board.

## **About the opportunity**

We are now seeking three new Trustees, to complete the establishment of the full Board. The following section sets out what is required of a trustee and the skills needed. The role can be demanding of time and energy but is also very rewarding. As the ambition demonstrated in our Blackcraig Fund Strategy and in the Glenkens & District Community Action Plan shows, we want to make a significant difference for our community, so we are looking for people who share that passion and want to be involved to progress the work. With the current number of wind farms under consideration in the area it is important that we demonstrate to developers that we are an organisation with good governance as well as ambition.

The full **Trustee Role Description** is at **Appendix 1**, but the overall purpose of the role is to be responsible for overseeing the strategic development and fulfilment of GDT's objectives and ensuring compliance with the Constitution, contracts, policies, all relevant legislation as well as its responsibilities in respect of the Blackcraig Wind Farm Community Fund. Our primary activities concern the facilitation of the Glenkens & District community action plan and grant-making.

## **What is GDT looking for?**

What follows sets out basic information and context for potential trustees. Anyone considering the role – and especially anyone feeling at all daunted by the requirements outlined – is welcome to have a discussion with the Chair or a current Trustee to get a feel for what is involved.

Applications are invited from anyone who is committed to the purposes of GDT and knowledgeable about the area. The following sets out the essential skills required:

- Passion for the Glenkens and district and a desire to make life better for all who live and work here
- Basic financial literacy (which provides an ability to assess projects and understand financial reporting)
- Ability to use IT and basic software packages
- Experience of committees/boards and decision-making
- Good team working skills and a collegiate attitude
- Knowledge of the community served by GDT

In addition, the following skills and experience would be useful but are not essential:

- Experience of being a trustee or employee in a charity/third sector organisation
- **Experience of community development**, community action plans and in particular any of the Themes highlighted in the current plan
- Experience of fundraising/award processes

- **Experience of appraising financial information**
- **Marketing and communication skills**
- **Negotiation skills** (in order to support the development of any future windfarm community benefit fund agreements)
- Project management
- Governance
- Any specific area of expertise relevant to GDT's work (e.g. health, education, housing, energy, economic development, etc.)

Priority in selection will be given to applicants with experience of the items in bold. However no specialist knowledge or skills are required, just a willingness and time to serve the community and engage actively with GDT's purposes.

Due to ongoing restrictions in place at this time, all candidates must be willing and able to use Zoom online meeting tools to fulfil their duties as a Trustee. Training and support can be given.

### **Time Commitment**

There are regular meetings of Trustees (normally every two months) as well as dedicated meetings (currently 1-2 per year) to decide on awards from Blackcraig Wind Farm Community Fund. Supplementary meetings may be arranged when needed; for example, during the current period, when we are working on the Community Action Plan or if action is required in relation to new windfarm. Regular meetings take place on the second Tuesday of the month, 7.00- 9.30 p.m. Currently these are taking place on line but the intention will be to meet at least some of the time face to face, in rotating venues across the Glenkens, flexible to suit the needs of the Board.

There are also a number of matters which may arise between meetings that need input from Trustees and that are usually addressed by emails.

The regular time commitment is around 12 hours per month including dealing with emails on a range of topics which occurs between meetings and reading and preparation time for meetings. This may vary from month to month.

### **Trustee Duties**

Trustees have important legal responsibilities (see <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/> for more information) and full training will be given at an induction meeting. Trustees will be required to sign a Fit & Proper Persons Declaration Code of Conduct and to declare any relevant interests they may have.

Trustees must not benefit from their position and should act only in the interests of GDT and not on behalf of any constituency or interest group. In the interests of clarity of role and good governance, Trustees are required to sign a Code of Conduct (see Appendix) and to comply with the Conflicts of Interest Policy and these documents (which form part of Trustee induction) should be read and considered, along with the Constitution before anyone agrees to take on the role. Trustees are not remunerated.

Trustees must prepare for and attend meetings of Trustees. They will receive and read assessment reports on Fund award applications and make decisions on these; and support any development of fund distribution that wind farms in the pipeline may require GDT to undertake.

### **How to apply**

Please write us a short letter telling us about yourself and any relevant work or voluntary experience, as well as your motivation for wishing to be involved. Shortlisted candidates will be contacted for an informal discussion/ to attend an interview by Zoom with the Chair and, two other Trustees.

Please submit this by email to [info@glenkenstrust.org.uk](mailto:info@glenkenstrust.org.uk) to the Chair, Fiona Smith by 31<sup>st</sup> August 2021.

Informal enquiries in advance of applying are welcome. Informal discussion with the Chair can be arranged. Please contact by email in the first instance.

## Appendix 1



**Glenkens & District Trust**  
SC042489

### **TRUSTEE ROLE DESCRIPTION & CODE OF CONDUCT**

As Trustees of Glenkens & District Trust (GDT) we all have a legal duty to comply with the requirements of charity law and the GDT Constitution and to act with care and diligence when making decisions. Please refer to the following link for guidance on the role and responsibility of a Trustee:

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

It is important that all Trustees have read and made themselves familiar with this guidance and the Constitution.

GDT is constituted as a two tier Scottish Charitable Incorporated Organisation. This means that its Members and Trustees are different.

The current Members with voting rights are the following Community Councils: -

- Balmaclellan
- Balmaghie
- Corsock and Kirkpatrick Durham
- Crossmichael and District
- Dalry
- Dunscore
- Parton
- The Royal Burgh of New Galloway and Kells Parish

Carsphairn Community Council and Glencairn Community Council are eligible to join as Members but, to date, have not chosen to do so.

In recent changes to the Constitution GDT now has Associate Members who are individuals or organisations who support and wish to engage with the purposes of GDT. They do not have any voting rights but will be able to attend and speak at General Meetings.

Associate membership was introduced to ensure the wider community can get involved with and stay up to date with the activities of GDT without having to be community councillors or grantees and reflects a desire of GDT to be accountable to the wider community and to ensure a sense of community ownership of the valuable resource that community benefit monies represent.

Each of the Member Community Councils can appoint one Trustee and there can be up to five Independent Trustees who are appointed by the Trustees. The legal obligations on the Trustees are the same irrespective of the manner of your appointment. In carrying out the role of Trustee the individual must at all times act in the best interests of GDT.

The **Purposes** of the GDT as set out in the Constitution are:

1.to advance citizenship and community development by distributing Wind Farm Community Benefit money and other grants, to local groups, organisations, or individuals according to criteria and need as defined from time to time, as well as commissioning and providing funding for, projects that will benefit local communities within the Community Council Areas,

2.the advancement of environmental protection or improvement, including the preservation of conservation of the natural environment or particular parts of it and the promotion of sustainable development. “Sustainable development” means development that meets the needs of the present without comprising the ability of future generations to meet their own needs, and

3.the prevention or relief of poverty including preventing those who are poor from becoming poorer, as well as preventing those who are at risk of being poor from becoming poor.

This paper sets out a brief Role Description so that individual trustees are clear on what is expected from them to effectively discharge their responsibilities.

Please read this agreement carefully and, having understood it, **sign and date both copies**, to confirm your acceptance and then return one to Fiona Smith

## **ROLE DESCRIPTION**

**Accountable to:** Fiona Smith, Chairman  
**Address:** Balmaclellan House, Balmaclellan, Castle Douglas DG7 3PW  
**Salary:** Trustees are not remunerated

**Time Commitment** There are regular meetings of Trustees (normally every two months) as well as dedicated meetings (currently 1-2 per year) to decide on awards from Blackcraig Wind Farm Community Fund. Supplementary meetings may be arranged when needed; for example, during the current period, when we are working on the Community Action Plan or if action is required in relation to new wind farm developments. There are also a number of matters which may arise between meetings that need input from Trustees and that are usually addressed by emails.

The regular time commitment is around 12 hours per month including dealing with emails on a range of topics which occurs between meetings and reading and preparation time for meetings. This may vary from month to month and in some months can be more than that.

## **CONTEXT OF ROLE**

This is a vital governance role within GDT.

## **PURPOSE OF ROLE**

To be responsible for overseeing the strategic development and fulfilment of GDT's objectives and ensuring compliance with the Constitution, contracts, policies, all relevant legislation as well as its responsibilities in respect of the Blackcraig Wind Farm Community Fund including effective risk management.

## **DUTIES AND RESPONSIBILITIES**

### **1. Leadership**

1.1. Trustees have and must accept ultimate responsibility for directing the affairs of GDT, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.

1.2. Trustees should focus on the strategic direction and oversight of GDT. From time to time the Board may agree to delegate certain operational matters to a third party. Trustees should thereafter avoid becoming involved in any matters which have been the subject of delegation subject to exercising prudent oversight and reporting to ensure the delegations are being used appropriately.

### **2. Responsibility**

2.1. The Trustees, as a Board, are responsible and accountable for ensuring and monitoring that GDT is performing well, is solvent, and complies with all its obligations. It



should ensure it has systems in place to manage third party providers.

2.2. Trustees must ensure that the organisation complies with its Constitution, relevant laws and regulation, and the requirements of any regulatory bodies.

2.3. Trustees should maintain and regularly review GDT system of internal controls, performance reporting, policies and procedures.

2.4. Trustees must act prudently to protect the assets and property of GDT and ensure that they are used to deliver the organisation's objectives.

2.5. Trustees must regularly review the risks to which GDT is subject, and take action to mitigate risks identified.

2.6. Trustees should ensure that they uphold and apply the principles of equality and diversity, and that GDT is fair and open to all sections of the community in all of its activities.

2.7. Trustees appointed by their Community Councils should ensure that they report back to their Community Councils on the activities of GDT to ensure they are aware of what is happening and also to enable feedback from the Community Councils to GDT

### **3. Effectiveness**

3.1. Trustees should ensure they understand their duties and responsibilities

3.2. Trustees should ensure that the Board organises its work to make the most effective use of the time, skills and knowledge of Trustees.

3.3. Trustees should ensure that they receive the advice and information they need in order to make good decisions.

3.4. Trustees should ensure that the Board has the diverse range of skills, experience and knowledge needed to run GDT effectively while recognising that a number of Trustees are primarily appointed by the Community Council members of GDT. The Trustees need to ensure that the Community Councils are aware of the skills needed within the Trustee Board.

3.5. Trustees should ensure that they receive the necessary induction, training and ongoing support needed to discharge their duties including attending training sessions and keeping up to date on the regulatory and legal requirements. As an important part of their function is to make decisions on awards, they should ensure that they understand the requirements of effective award making and receive appropriate information and/or training to keep them up to date on best practice.

3.6. Trustees should ensure proper arrangements are in place for the appointment, supervision, support, appraisal and remuneration of volunteers and contractors (if any).

3.7. Trustees should expect papers and relevant information for any meeting to be circulated in advance to enable them to have time to read and consider the content. Trustees should prepare fully for Board Meetings and, where possible and relevant, attend information and/or training sessions in order to facilitate their ability to serve successfully as a Trustee. Trustees need to have reasonable IT skills and access to devices as the majority of the papers and information will be sent to them electronically and they will be expected to be able to feedback comments electronically and be able to participate in video conferencing etc.

3.8. Trustees must be willing and able to attend all Board Meetings either in person or, if appropriate, virtually (unless prevented by unavoidable circumstances, or excused for special reasons). Trustees who are unable to attend regularly may be asked to resign. Trustees not able to attend any meeting should convey their apologies to the Chairman in advance of the meeting and, if they are able, feed any comments on the business due to be transacted at the meeting. Trustees should arrive for meetings at least 10 minutes before start time and prepared with access to the agenda and relevant papers. Should a Trustee arrive late for a meeting they will not be able to comment on business already discussed.

3.9. Trustees should contribute to Board discussions in a relevant and constructive way and conduct themselves in an appropriate manner, in particular not interrupting other speakers and respecting the authority of the Chairman to direct the meeting. If any Trustee has a material concern or issue in relation to any item to be discussed at the meeting, then they should endeavour to make the Chairman aware of this in advance of the meeting to enable the matter to be effectively addressed in the meeting.

3.10. Trustees should listen to the views of other Trustees and attempt to reach consensus decisions. Silence during discussion will be taken by the meeting as acquiescence. Trustees should keep in mind the role of the Board and keep to the meeting agenda.

#### **4. Board review and renewal**

4.1. Trustees should regularly review and assess their own performance, that of the Board, and of any sub-committees, standing groups and other bodies.

4.2. Trustees should ensure the Board considers its own renewal and engage on this with the Member Community Councils.

4.3. Trustees should ensure the Board periodically carries out strategic reviews of all aspects of GDT's work, and uses the results to inform positive change and innovation.

#### **5. Board delegation**

5.1. Trustees should ensure the Board defines the roles and responsibilities of the Chairman, the Treasurer and other officers, in writing.

5.2. Trustees should ensure that volunteers and contractors have sufficient delegated authority to discharge their duties. All delegated authorities must have clear limits relating

to budgetary and other matters.

5.3. Trustees should ensure the Board sets clear terms of reference for subcommittees, standing groups, advisory panels, etc.

5.4. Trustees should ensure any delegated authorities are subject to regular monitoring by the Board.

## **6. Board and Trustee integrity**

6.1. Trustees must not benefit from their position beyond what is allowed by the law and is in the interests of GDT and should act only in the interests of the organisation and not on behalf of any constituency or interest group. Trustees should manage any conflict between GDT and the Community Council who appoints them and understand that charity law requires them to act in the interests of GDT at all times when carrying out their trustee duties.

6.2. Trustees should identify and promptly declare any actual or potential conflicts of interest affecting them. Trustees agree to complete a declaration of interests form and observe the Board's Conflict of Interest Policy regarding discussion of funding applications or any other matter they have a connection to.

6.3. Trustees have a responsibility to maintain confidentiality of Board papers (including grant application assessment reports) and discussions unless authorised by the Board to release information. In particular, Trustees agree to observe strict confidentiality about applications being assessed, the discussions which take place and the decisions made.

6.4. Trustees agree to assist in making fair decisions and share responsibility for decisions. Trustees agree to respect the final decision of the Board.

6.5. Trustees agree to make unbiased and fair judgements of grant applications against the general aims of the Fund and the local priorities identified by the Trustees, as summarised in the Fund Strategy and Factsheet.

6.6. Trustees agree to bear in mind that the Board serves the community as a whole and not just their own demographic or special interest group or the Community Council who appoints them.

6.7. Trustees agree not to act in a way that could bring GDT, Foundation Scotland or any of the wind farm companies providing community benefit funds that GDT is involved with, into disrepute.

6.8. Trustees agree to report any breach of this policy to the Chairman and raise any concerns or issues concerning a Trustee or the Board with the Chairman in the first instance.

6.9. Trustees should note that paragraph 38 of the Constitution sets out the provisions for removal of a Trustee for breach of any of their duties as a Trustee.

## **7. Board openness**

7.1. Trustees should ensure the Board identifies those with a legitimate interest in its work (stakeholders), and ensure that there is a strategy for regular and effective communication with them about GDT's achievements and work. They should make themselves aware of the communications channels used by GDT and support the work on communications.

7.2. Trustees should ensure the Board is open and accountable to stakeholders about its own work, and the governance of GDT.

7.3. Trustees should encourage and enable the engagement of key stakeholders, such as members, partners and beneficiaries, in GDT's planning and decision-making.

**Name:**

**Signature:**

**Date:**