

Information pack

Trustees

A guide to Sheffcare and the role of a Trustee



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About Sheffcare

Sheffcare is a registered charity based in Sheffield, providing care and support to over 1,000 older people every year.

We began in 1994, when a number of care homes were transferred from local authority ownership into Sheffcare's care. From the very beginning, our aim has been simple: **to provide high-quality care at the lowest possible cost for older people in Sheffield.**

More than 30 years later, our commitment remains the same. Everything we do is centred around the needs, wishes, and aspirations of our residents.

- Every penny we receive is reinvested directly into enhancing the quality of life for those we support — through improvements to our homes, investment in staff development and training, and funding initiatives that promote wellbeing, innovation, and long-term sustainability across our services.
- Each Sheffcare home has its own character, but they all share a welcoming atmosphere and a dedicated team of staff who go the extra mile to make a difference.

Our Strategic Aims

1. **Exceptional person-centred care:** We will provide care that enhances the well-being, dignity, and independence for every resident, ensuring they experience a good day, every day.
2. **Safe, comfortable, and welcoming homes:** We will maintain and improve our homes to support the well-being and quality of life of our residents.
3. **A place that people choose to work and volunteer:** We will create a culture of kindness, dignity, respect, independence, and choice.
4. **Community Engagement and Collaboration:** We will engage and collaborate with communities and partners to enhance support and services for our residents and their families.
5. **Fit for now and the future:** We will ensure Sheffcare is well-run, financially sustainable, and future ready.

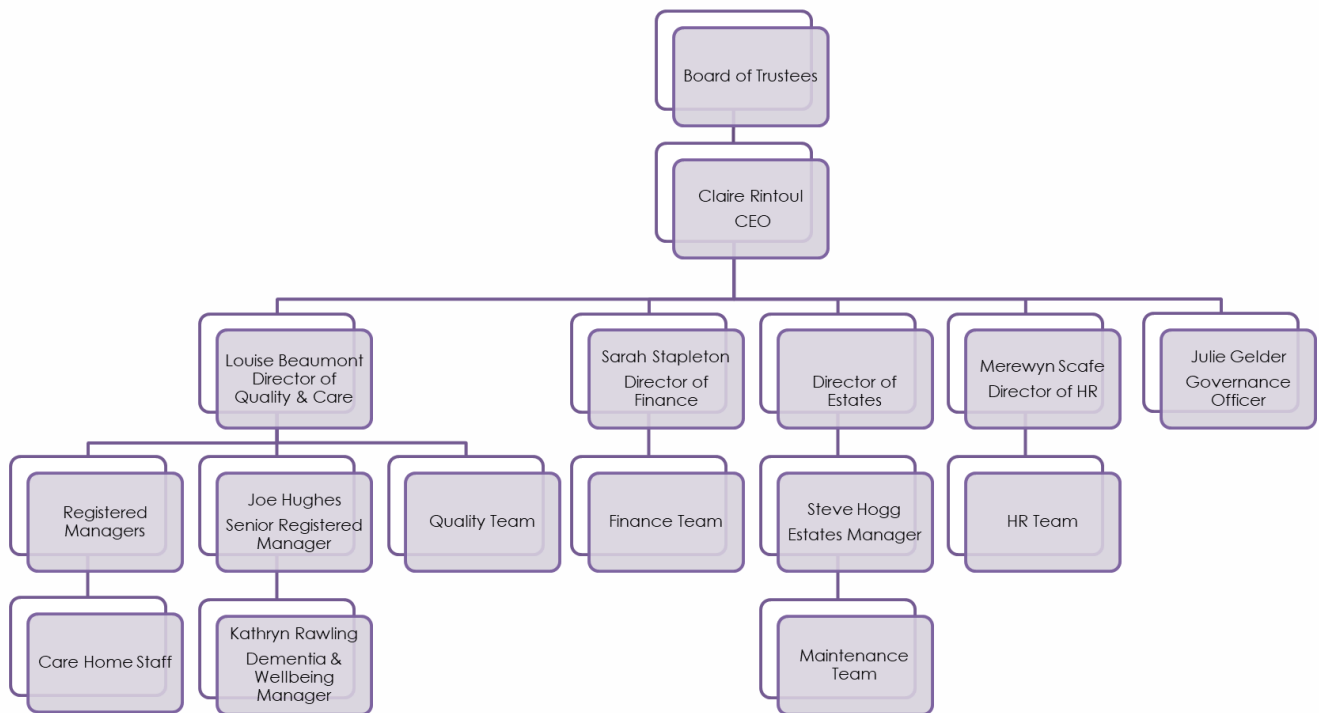
Our Values

At Sheffcare, we want everyone to have **a good day, every day** through:

- Kindness
- Dignity
- Respect
- Independence
- Choices



Our Charity Framework



The Role of a Trustee

Trustees are responsible for leading and safeguarding the future of Sheffcare. While our Executive Team runs the day-to-day operations, Trustees provide the **oversight, accountability, and strategy** that guide the charity.

This is a voluntary role (unpaid), but one that carries significant responsibility and influence.

A charity trustee oversees the governance and strategic direction of the charity, ensuring it operates legally and ethically while managing its resources responsibly to achieve its charitable objectives. Trustees must act in the charity's best interests, avoid conflicts of interest, and comply with all relevant laws and regulations.

Trustee Duties

As a Trustee you will:

- Act with care and responsibility in Sheffcare's best interests.
- Ensure the charity complies with its governing documents (the Memorandum and Articles of Association) and with the law.
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- Ensure the charity complies with its governing documents (the Memorandum and Articles of Association) and with the law.
- Protect the charity's assets and reputation.
- Always act in the interests of residents and beneficiaries, avoiding conflicts of interest.
- Work as part of a team, making collective decisions.
- Not personally profit from the role (unless authorised by law or the Charity Commission).

The Essential Trustee: 6 main duties

<https://assets.publishing.service.gov.uk/media/5a80ddf940f0b62305b8d98d/Jigsaw.pdf>




The Qualities we are Looking for

Trustees should:

- Bring independent judgement, insight, and experience.
- Contribute to strategy, performance, and high standards of conduct.
- Work well as a team, taking collective responsibility for decisions.
- Hold the Executive Team to account while supporting them in their leadership.
- Ask thoughtful questions and make decisions in the best interests of Sheffcare.

The Role of the CEO and Executive Team

- Bring independent judgement, insight, and experience.
 - Contribute to strategy, performance, and high standards of conduct.
 - Work well as a team, taking collective responsibility for decisions.
 - Hold the Executive Team to account while supporting them in their leadership.
 - Ask thoughtful questions and make decisions in the best interests of Sheffcare.
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How the Board Works

- The Board of Trustees meets **at least six times a year** to make key decisions, provide governance and oversight, approve policies and ensure that the charity is delivering our strategy and objectives. These meetings are currently on Thursday evenings at our Housteads home, with the option to join remotely.
- An **Annual General Meeting (AGM)** is held each year to review performance, including the presentation of audited accounts. This is normally arranged for the same evening as a Board meeting.
- We run a strategy session for Board and Exec Team members annually to review and reset our strategic direction.
- The Board elects a **Chair and Vice Chair**, who lead the Trustees and ensure effective governance.
- Trustees also:
 - Serve on a sub-committee (e.g., Finance, People or Quality). Each committee meets four times a year.
 - Visit allocated care homes a minimum of twice a year, preferably more often, to meet managers, staff, and residents, helping Trustees stay connected to the heart of the charity.



Term of Office

- Trustees are appointed for an initial **three-year term**.
- Re-election for further terms is possible, with a maximum of **nine years' service**.

Training, Support and Expenses

- Full induction and ongoing training are provided.
- Reasonable expenses (such as travel or childcare while attending meetings) are reimbursed in line with our policy.
- Trustees are covered by Sheffcare's indemnity insurance while carrying out their role.

Conflicts of Interest

Trustees must always act in Sheffcare's best interests. Any actual or potential conflict of interest must be declared. Examples include:

- Direct or indirect financial gain (e.g., contracts, employment, or benefits).
- Conflicting loyalties (e.g., also representing another organisation with competing interests).

Why Join us as a Trustee

Becoming a Trustee with Sheffcare is a chance to:

- Use your skills and experience to make a real difference in older people's lives.
- Shape the future of a long-standing Sheffield charity.
- Support dedicated staff delivering compassionate, person-centred care.
- Be part of a team committed to kindness, dignity, respect, independence, and choice.

Next Steps



If you are interested in finding out more, we would love to hear from you.

To apply, please email your CV or an extended biography together with a short supporting statement to recruitment@sheffcare.co.uk.

We ask for two referees, relevant to this role. We will only take up references once you have given permission.

We will arrange for an informal conversation with our CEO, Claire Rintoul, followed by an informal conversation with our Chair, Brian James.

Interviews will be either in person or online with the Chair and two other Trustees.

Please let us know if you require any special arrangements to be made on account of a disability.



Contact Details



Central Support



0114 2808888



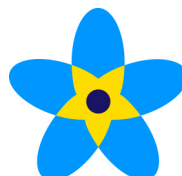
enquiries@sheffcare.co.uk



192 Penrith Road, Sheffield, S5 8UG

Sheffcare is a limited company registered in England and Wales and a registered charity. Company registration No. 2538734. Charity registration No. 1054227.

www.sheffcare.co.uk



**Dementia
Friends**

An Alzheimer's Society initiative