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| **Trustee Recruitment Pack** | Hon Treasurer 2023 |
| **Charity Number** | 1152636 |
| **Job Reference** | Board |
| **Job Code** | HT |

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| **Welcome and Pack Contents** | |
| **Welcome** | Thank you for opening this document, we hope it will give you a good insight into who we are, what we do, and what we are looking for in our new Honorary Treasurer. | |
| **What you need to know about us** | Look at this section to get an overview of what the Tin is all about: -  What you need to know about the charity: -   * What the Tin is * What we do, how, where, and why * Our staff * What the trustees are like, how we work together, and why we’re recruiting * How we try to do the right things properly * Where we’re going | | |
| What you need to know about our finances: -   * Our financial position * Our financial management systems and processes * Our hopes and plans for future improvements | | |
| **What we are looking for** | Look at this section to see what we think we are looking for and to find the more formal person specification and role description.  It’s important to say, though, that we are open to seeing things differently: if you bring a fresh vision that will work better so much to the good.  What we know is that we are looking for an enthusiastic, competent finance professional who wants to make a difference and have some fun doing it. | | |
| **When is the role available?** | As soon as we find the right person and they are available.  The position is vacant following the resignation of our previous Hon Treasurer in Jan 2023 after nearly ten years of sterling service. | | |
| **Pay Rate?** | This is a voluntary role and, as with all charity trustee positions, no payment is allowed. However, reasonable expenses can be re-imbursed. | | |
| **Like what you see?** | Complete the attached application form and email to [elaine.tierney@thetinmusicandarts.org.uk](mailto:elaine.tierney@thetinmusicandarts.org.uk) as Chair of Trustees and email a completed EDI form to the Director, Sarah Morgan, at [sarah@thetinmusicandarts.org.uk](mailto:sarah@thetinmusicandarts.org.uk) | | |

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| **What you need to know about the Tin** | |
| **What you need to know about the charity** | |
| **Who we are** | The Tin is a community arts centre based in Coventry’s historic Canal Basin, run and operated by the charity, The Tin Music and Arts.  Specialising in original live music across many genres but welcoming all art forms, the Tin aims to be a home-from-home for everyone coming through our doors.  We became a charity in August 2013. |
| **What we do** | We deliver a programme of events and activities to entertain and inspire audiences but, perhaps more importantly, we support local artists, technical professionals, and promoters with a view to helping them to build strong resilient careers – especially those starting out and those from under-represented groups and communities.  We work with others to build and deliver innovative, inspiring programmes including our flagship Deliaphonic Festivals and Boudica programmes. |
| **Where we do what we do** | We operate from our spaces in the Canal Basin –  The **Coal Vaults** – our venue for gigs and other events run by ourselves or others  The **Community Space** – our flexible facility for events, activities, and meetings, particularly for hire-out by charities and community groups  We also have rehearsal and recording facilities and hold film screening equipment on behalf of CineCov for hire by community groups.  We also curate shows in other spaces e.g., Coventry Cathedral, Drapers’ Hall, The Box, The Herbert, Empire, and Coventry’s Godiva Festival |
| **Why we do what we do** | Music, particularly live music makes people feel better about themselves and others, and other participation art forms also enrich lives.  A thriving cultural scene boosts the economic and social wellbeing of communities and the country as a whole.  We make a difference in and for Coventry. |
| **Our staff team** | We have a small enthusiastic team in our Canal Basin offices managed by our Director, complemented by our team working in the Coal Vaults running the bar and providing front of house services.  All members of the team have a keen interest in the types of events and activities we run and most are performers and/or technical professionals. There is a strong feeling of family and a shared commitment to building an exciting future for the Tin. |
| **Our Trustees** | Our trustees work extremely well together with excellent relationships with the Director and the whole staff team.  Everyone is enthusiastic about music and committed to building a sustainable, resilient future for the Tin with the engagement and support of the staff.  There is a good mix of skills and experience with gender parity but the trustees are keen to recruit younger trustees to keep the Tin relevant for the future. They are flexible and open to new ideas that will help the Tin flourish.  Our Hon Treasurer of nearly 10 years recently resigned for personal reasons which is why we are recruiting a replacement.  Another trustee resigned at the same time to allow us to recruit two younger trustees (18-35) at the same time as this recruitment exercise but via other channels. |
| **How we make sure we do the right things properly** | Our trustees are responsible for the governance of the charity, working with the Director and their team to drive the Tin’s strategic objectives.  Invaluable sources of support and guidance are provided by the Charity Commission, the Association of Chairs, the Music Venue Trust (MVT), and the National Council of Voluntary Organisations (NCVO). |
| **Where are we going?** | We aim to grow the Tin into a globally recognised centre for excellence with strong community engagement. We will continue to make a difference to the cultural life in Coventry.  We will continue to support the career development of local artists, technical support professionals, and promoters whilst inspiring our audiences and enjoying wonderful events. |







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| **What you need to know about the finances** | |
| **Our internal finances** | Our biggest source of trading income is the bar in the Coal Vaults, we also hire out the spaces for weddings and private parties as this brings people to the Tin who might not know we exist and provides extra shifts for the team.  As well as ticket sales income from our main programme, we are paid for delivering education and wellbeing programmes on behalf of other organisations where our expertise complements their activities and their programmes resonate with the Tin’s charitable activities.  Other income comes from a range of hire-out arrangements from external promoters and charity, fund-raisers putting on shows in the venue to the use of our facilities for creating videos or hosting a wide range of community-based activities. |
| **Our external funding** | The Director is skilled in writing grant applications and we have been fortunate in our applications for grant funding to deliver our programme and to develop our operational resilience.  As well as programme funding, we have received funding from a wide range of sources to support the Tin as a whole, including for a capital refurbishment project, support during the pandemic and funding to re-build the central team as we re-opened after lockdown.  We receive a small but steady stream of donations, primarily via the Local Giving platform |
| **Our financial position** | We have a strong balance sheet with reserves equal to eight months of our non-event expenditure in accordance with our Reserve Policy. We hold additional general reserves just under £40,000.  Our only restricted reserve related to funding for the major capital refurbishment project, now spent and transferred to a designated fund. We have no endowment funds.  We lease our spaces from the Canal & River Trust and Coventry City Council. We have excellent relationships with both our landlords and with other stakeholders in the Canal Basin.  Our Independent Examiners have consistently given us a clean bill of health and our recent engagement of LDP Luckmans has proved particularly positive.  Now that our capital refurbishment is complete, we can claim to be probably the best technically equipped venue of our size in the UK. We fully expect to see increased income from events and activities through greater audience numbers and more interest from external promoters and other bookers.  We are in the process of looking into VAT registration ahead of the anticipated liability. |
| **Financial systems and processes** | We use Xero as our general ledger and for our financial administration processes. Our payroll system is MyPAYE and our pension contributions are administered by Nest.  During lockdown, the Chair, an experienced public sector management accountant, worked with the team to undertake a thorough overhaul of the way Xero was being used.  We now use tracking within Xero to manage projects and to generate management information using bespoke Xero reports. We also use Xero to record and monitor our funds/reserves.  Control accounts are used to manage key issues such as ticket sales on behalf of external promoter or from charity fund raising events.  We have recently implemented an EPOS system (Zettle) for the bar and ticket sales on the door. This has improved control, improved efficiency, and provided additional information.  We are up-to-date with PAYE and pension contributions to Nest, our pension provider.  Our Operations Manager is responsible for our day-to-day financial management with some part-time support with financial administration. They are working well together to embed the new processes.  Significant backlogs developed through lockdown due to staff being unable to work during their furlough periods. These have been tackled with enthusiastic determination by the team who are all conscientious and hard-working. Some issues remain but the bulk of the issues have been fully addressed and the remainder are in process. |
| **Our hopes and plans for future improvements** | Initially, the process of VAT registration and the implementation of revised processes and procedures will be the first and main objective.  On a wider front, to date the developments within Xero have largely been centred on introducing improved controls and on creating reports to compile the statutory statements.  Going forward, given the expansion in operations that we anticipate, we would like to start using Xero to prepare budgets and budgetary control reports to assist the leadership team to manage the Tin’s finances better, and to provide more robust information to inform the trustees and the Leadership Team, about the Tin’s financial position and performance.  This would lead naturally into more structured financial planning than has been possible to date.  All this needs to reflect the nature of the Tin and not become an onerous bureaucratic process. |

**Where To Find Us**



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| **What we are looking for** | |
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|  | **The formal person specification and role description follow this section** | |
| **General** | A key requirement is an understanding of the information required for sound financial management and an ability to help the trustees to make the right decisions.  It is important to us that the Honorary Treasurer feels and is respected and supported by the other trustees. We want them to feel a valued member of the Tin community. **This is not just a bookkeeping role.**  The following items should be read in that context. | |
| **Interests** | An active interest in music or the other art forms hosted by the Tin, wanting to make Coventry and the surrounding area better places to live, work, study or visit. | |
| **Attitude** | Enthusiasm and a willingness to be a part of the Tin as a community. Flexibility with an appropriate attention to detail.  Wanting to do things properly – good governance and sound transparent systems. Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. | |
| **Best Practice** | Extensive guidance is available from the Charity Commission but also other organisations e.g., NCVO and The Honorary Treasurers’ Forum, regarding the roles and responsibilities of charity trustees and Honorary Treasurers. We would expect these to be understood and best practice to be implemented as far as it applies to the Tin.  This includes the drafting of relevant policies for adoption by the board and the overview of financial risk management | |
| **Skills and experience** | The trustees are aware that the right candidate may not have detailed knowledge of charity finance but may have experience in interpreting SORP requirements in another sector together with an awareness of reporting on activities rather than profits.  The ability to bring the financial information alive to non-finance specialists is essential.  The following are desirable: -   * A good working knowledge of charity finance and regulations * Experience in using Xero, including the use of tracking and report writing. * Experience in the application of VAT processes and reporting requirements * Experience in budgetary control | |
| **Priority objectives** | To build on the improvements already made in the use of Xero to develop and implement management accounting and budgetary control processes with the staff team.  To lead on the preparation and timely submission of Annual Reports and financial statements.  To support the team in the VAT registration process and to help them implement the necessary procedures and records.  To enhance the trustees understanding of the Tin’s finances, including risks and opportunities. | | | |
| **Time commitment** | Approximately, the equivalent of one day per month spread over board and other meetings, support to the staff team, preparation of information for the trustees, and the final accounts and reporting processes: -   * Meeting attendance: * at least half the board meetings, these are scheduled monthly but around three are cancelled in any year due to lack of business or trustees’ unavoidable commitments * if possible, joint meetings with staff, generally once or twice a year. * Initially, spend time with the Director and other relevant members of staff to become familiar with operations and processes * Liaison with the Chair on financial and other strategic issues and to understand how features within Xero have been implemented * The bread-and-butter job of being the Hon Treasurer * Come to some events to feel part of it   As well as face to face meetings and ‘phone calls, the use of Teams/Zooms is a normal method of working for staff and for liaison with trustees on specific issues/queries. | | | |
| **Support** | The new Hon Treasurer will receive the full support of the trustees and the staff team, everyone wants to make sure that we all understand the financial position and we can play our part in managing the Tin’s finances together.  An induction process will be tailored to reflect the needs of the individual person taking up the position to help them hit the ground running and feel part of the Tin from the outset. | | | |
| **Other points** | The Director and trustees expect to be required to register for VAT within the near future due to anticipated increased bar takings.  Expertise, or access to expertise, in this area, and an ability to explain the processes and procedures required for smooth implementation would be a key priority in this recruitment process. | | | |
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| Honorary Treasurer - Person Specification and Role Description | | | | |
| **Overview** | | Formally, the role of the Honorary Treasurer is to maintain an overview of the Tin’s affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. |
| More informally, the Hon. Treasurer is the trustee with the specific role of making sure everyone understands the financial position, and that trustees and staff are supported to be able to do the right things well. |
| This could either be someone with extensive financial experience and expertise, or someone earlier in their financial career seeking opportunities to build their skills base by utilising their professional studies and workplace development within a charity setting like the Tin. |
| **Person specification** | | CCAB qualified or part-qualified/AAT with relevant experience of the charity or public sectors, or an active interest in charity finance with other appropriate financial expertise. |
| Some practical experience of charity finance, fundraising and an awareness of self-enrolment pension schemes would be welcome but an active interest in the area is more important |
| The skills to analyse proposals and examine their financial consequences |
| Being prepared to make unpopular recommendations to the board |
| A willingness to be available to staff for advice and enquiries on an ad hoc basis, probably mainly by Teams or Zoom but sometimes in person |
| An interest in live music or other relevant art forms: as a performer, tech specialist, promoter, gig-goer or any other way. |
| **Role as a Tin trustee** | | To be a proactive member of the board of trustees where everybody is legally required to: - |
| * ensure the Tin is carrying out its purposes for the public benefit, |
| * comply with the governing document and the law, |
| * act in its best interests, |
| * manage its resources responsibly, |
| * act with reasonable care and skill, |
| * ensure accountability |
| This includes being engaged in active participation in meetings and asking probing questions whenever appropriate or necessary |
| All trustees are expected to develop a good understanding of the Tin’s operations and to be part of the wider Tin community.  **The Tin’s Code of Conduct for Trustees is provided as part of this pack including the declarations that are required to be made by all trustees** |
| **General Hon Treasurer responsibilities** | Overseeing, approving and presenting budgets, accounts and financial statements | | |
| Being assured that the financial resources meet present and future needs | | |
| Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management | | |
| Preparing and presenting financial reports to the board | | |
| Ensuring that appropriate accounting procedures and controls are in place | | |
| Liaising with the Director and Leadership Team about financial matters | | |
| Assisting the staff team in their use of financial systems and processes and working with them to develop efficient, effective and transparent procedures | | |
| Advising on the financial implications of strategic plans, including overseeing the charity’s financial risk-management process | | |
| Ensuring that the accounts are prepared and disclosed in the form required by funders and the Charity Commission. | | |
| Ensuring that the accounts are scrutinised by independent examination and that any recommendations are implemented | | |
| Supporting the staff team through the final accounts procedures, the compilation of the annual statements, notes, and the finance review. | | |
| Keeping the board informed about its financial duties and responsibilities | | |
| Contributing to any fundraising strategy | | |
| Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way | | |
| **Investment responsibilities** | At present the Tin has no financial investments but, if any are made in the future, the Hon Treasurer would be expected to: -   * ensure that the Tin has an appropriate investment policy, * ensure that there is no conflict between any investment held and the aims and the Tin’s charitable objects, * monitor the Tin’s investment activity, ensuring it is consistent with policies and legal responsibilities. | | |

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| **Equity, Diversity and Inclusion** | The Tin is committed to achieving equity, diversity and inclusion in all aspects of its operations and programmes, including the board of trustees. **Our Equity, Diversity & Inclusion policy is provided as part of this pack.**  Completion of an EDI monitoring form is an essential part of the Tin’s recruitment processes. These forms are used for monitoring purposes only, form no part of selection processes, and are destroyed as soon as the analysis is complete.  All our spaces are wheelchair accessible.  Applications would be particularly welcome from proficient candidates from less well represented groups or communities. |

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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | The Tin (The Tin Music and Arts)  Code of Conduct for Trustees | | | | | | | | **Over view** | | This code of conduct sets out the expected minimum standards of behaviour expected from all the Tin’s trustees. It is based on the Charity Commission’s guidance publication [The essential trustee: what you need to know (CC3)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf) and is centred on the Tin’s values and the minimum core requirements.  These general requirements are amplified in the sections setting out required conduct in relation to specific aspects of trustees’ roles. | | | | | | | | **The Tin’s values** | | Accountability | Everything the Tin does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts | | | | | | | Integrity and honesty | These will be the hallmarks of all conduct when dealing with colleagues within the Tin and equally when dealing with individuals and institutions outside it. | | | | | | | Transparency | The Tin strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament. | | | | | | | Inclusion | The Tin strives to be a safe, welcoming place for everyone having any contact with us.  This value drives the Tin’s commitment to achieving equity and diversity across its operations and activities, including its governance by the trustees. | | | | | | | **The core minimum requirements expected from all the Tin’s trustees** | | First and most important, a desire to commit to the purpose, objects and values of the Tin, to be a part of the Tin community.  The following core abilities enable the trustees to be effective in their role: - | | | | | | | | * to be constructive about other Trustees’ opinions in discussions, and to staff members’ contributions at meetings. * to act reasonably and responsibly when undertaking duties and performing tasks. * to maintain confidentiality on sensitive and confidential information * to be supportive of the values (and ethics) of the Tin * to demonstrate an understanding the importance and purpose of meetings, and be committed to preparing for them adequately and attending regularly. * to analyse information and challenge when necessary * to make collective decisions and stand by them. * to respect boundaries between executive and governance functions | | | | | **Law, mission, policies** | | Trustees will: -   * act within the governing document of the Tin and abide by its policies and procedures. * not break the law or go against charity regulations in any aspect of their role of trustee. * support the objects and mission of the Tin and act as its guardian and champion. * develop and maintain an up-to-date knowledge of the Tin and its environment | | | | | | | **Conflicts of interest** | | Trustees will: -   * always strive to act in the best interests of the Tin as a whole and not as a representative of any group, considering what is best for the Tin and its present and future beneficiaries. * declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises. * submit to the judgment of the board and do as it determines regarding potential conflicts of interest. | | | | | | | **Personal behaviours** | | Trustees will: -   * not break the law, go against charity regulations or act in disregard of organisational policies in their relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone they come into contact with in their role as a trustee. * strive to develop and maintain respectful, collaborative, friendly, and polite relationships. * maintain a clear separation between their role as a trustee and as a volunteer in any other aspect of the Tin’s operations or activities. | | | | | | | **Protecting the Tin’s reputation** | | Trustees will: -   * will not make public comments about the organisation unless authorised to do so. * ensure that any public comments they make about the Tin will be considered and in line with organisational policy, whether made as an individual or as a trustee. * ensure that when they are speaking as a trustee of this organisation, their comments will reflect current organisational policy even when these do not agree with their personal views. * strive when speaking as a private citizen to uphold the reputation of the Tin and those who work in it. * respect organisational, board and individual confidentiality.   **NB Legitimate whistle-blowing to statutory bodies is part of protecting the Tin’s long-term reputation and does not contravene this code of conduct.** | | | | | | | **In board meetings** | | Trustees will: -   * strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Tin. * accept responsibility for ensuring that the Tin is well run and raise issues and questions in an appropriate and sensitive way to ensure that this is the case. * abide by board governance procedures and practices. * strive to attend all board meetings, giving apologies ahead of time to the chair if unable to attend. * study the agenda and other information sent in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting. * respect the authority of the chair and respect their role as meeting leader. * engage in debate and voting in meetings according to procedure, making their voice heard whilst maintaining a respectful attitude toward the opinions of others and actively listening to other trustees’ contributions. * accept a majority board vote on an issue as decisive and final. * maintain confidentiality about what goes on in the boardroom unless authorised by the chair or board to speak of it. | | | | | | | **Enhancing governance** | | Trustees will: -   * participate in induction, training and development activities for trustees. * continually seek ways to improve board governance practice. * strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit. * support the chair in their efforts to improve their leadership skills. * support the Director in their executive role and seek development opportunities for them in conjunction with the rest of the trustees. | | | | | | | **Personal gain** | | Trustees will: -   * not personally gain materially or financially from their role as trustee, unless specifically authorised to do so, nor will they permit others to do so as a result of their actions or negligence. * use organisational resources responsibly. * document expenses and seek reimbursement according to procedure. * not accept gifts or hospitality without the prior consent of the chair. | | | | | | | **Leaving the board** | | Due to issues relating to the code of conduct | | A substantial breach of any part of this code may result in the removal of a trustee from the board.  Should procedures be put in motion that may result in a trustee being asked to resign from the board, they will be given the opportunity to be heard. In the event that they are asked to resign from the board, they will accept the majority decision of the board and resign at the earliest opportunity | | | | | All other reasons | | If a trustee decides to resign from the board they will inform the chair in advance in writing, stating their reasons for resigning.  Additionally, they will participate in an exit interview if one is requested by the chair. | | | | | **Implementation** | | All trustees are required to make the declarations set out below on appointment and on an annual basis prior to the AGM. | | | | | | | **Certification** | | |  |  | | --- | --- | | Author/Reviewer | Elaine Tierney (Chair) | | Author/Reviewer | Duncan Elliot (Trustee) | | Date Revised | 14 Feb 2023 | | Ratified by Trustees | 15 Feb 2023 | | | | | | | | **Declarations**  Please tick to confirm and agree each statement  I am not disqualified from acting as a charity trustee and: - | | | | | | | | I am over 18 | | | | |  | | | I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983 | | | | |  | | | I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent). | | | | |  | | | I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors. | | | | |  | | | I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986. | | | | |  | | | I have not entered a composition or arrangement with creditors, or have an individual voluntary arrangement (IVA) and I am not on the Insolvency Service Register. | | | | |  | | | I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body. | | | | |  | | | I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000. | | | | |  | | | I am not disqualified under the Protection of Vulnerable Adults List. | | | | |  | | | I undertake to fulfil my responsibilities and duties as a trustee of The Tin Music and Arts in good faith and in accordance with the law and within the Tin’s objectives/mission and Code of Conduct for trustees. | | | | |  | | | I understand that membership of the board of trustees is conditional on this declaration and that if any part of it, or other information provided on application to be a trustee, is incomplete, untrue or inaccurate, then the Tin shall be entitled to terminate my role. | | | | |  | | |  |  | | | | | | | **Signature** | The information supplied in this application form is true and accurate to the best of my knowledge.  Signed ………………………………………………………………………………….  Date …………………………………… | | | | | | |  |

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|  | | The Tin (The Tin Music and Arts)  Equity, Diversity and Inclusion Policy | | | |
| **Introduction** | The Tin recognises that there is a statutory duty to implement an equal opportunities policy. However, the aim of this document is to communicate the further commitment of the charity to the promotion of equity, diversity and inclusion in all aspects of The Tin Music and Arts. This goes beyond the legal duty and is in part a response to the growing awareness of the systemic barriers faced by people from less well represented groups and communities.  We are committed to taking all steps possible to ensure that all disadvantaged groups feel included, safe, and respected in any contact with our organization, our trustees, or our staff. We will work to ensure that our Board, our staff, and our activities are as inclusive as possible and seen to be so. The use of the term “Equity” demonstrates a commitment to fairness rather than an “equality of opportunity” that too often fails to recognise the many barriers to such opportunities faced by disadvantaged individuals and communities.  Diversity is seen as a positive contribution to all aspects of the Tin’s operations, management, and governance as it broadens perspectives and enriches everyone’s experience. | | | |
| **Coverage** | This policy applies equally to staff, applicants for employment, volunteers, trustees and anyone in any official association with the charity. It also applies to members of the public, artists, promoters and contractors in so far as their behaviours when attending or working with the Tin contradict the basic values within this policy. Unacceptable behaviours will be challenged and persons may be asked to vacate premises or events. | | | |
| **Equal Opportunity**  Our statutory duty | The Tin is committed to the principles and practice of Equality and in relation to our statutory duty, it is our policy to provide equality to all we engage with, irrespective of:   * gender, including gender reassignment * marital or civil partnership status * having or not having dependents * religious belief or political opinion * race (including colour, nationality, ethnic or national origins, being an Irish traveller) * disability * sexual orientation * age * pregnancy, maternity and breast-feeding | | | |
| We are opposed to all forms of unlawful and unfair discrimination or exclusion.  All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. | | | |
| Decisions on recruitment, selection for office, staffing arrangements, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability. | | | |
| **Equity, Diversity and Inclusion**  Our values | Central to the Tin’s ethos is the aspiration for everyone from all groups and communities or, indeed those who feel they are outsiders, to feel welcome, safe and respected in all our spaces, events, and activities.  We recognise that disadvantaged groups have historically suffered in various ways and have seen prevented from thriving within the cultural sector. The Tin wholeheartedly commits to ensuring equity, investment in, and opportunities with and for disadvantaged artists and creatives within the Tin’s culture and work.  In addition, we will work towards making our physical and digital facilities as accessible for all as we can, given our size and resources, and the historical building in which we operate. | | | | |
| We acknowledge the rights of individuals and communities to choose how others refer to them whether that relates to ethnicity, gender, sexual orientation, disability or other characteristics. We will endeavour to use the most appropriate forms of language whilst accepting that we may be required at times to use outmoded reporting categories to comply with funding or other official requirements. | | | | |
| We also acknowledge the need to avoid stereotyping members of any community as this often limits the ability to understand and to empathise with individuals or groups.  We recognise that equity, diversity and inclusion in all our activities will enrich the organisation. This policy will help everyone connected with the Tin to develop their full potential, and the talents and resources of more people with a wider range of skills and experiences will be utilised fully to maximise the effectiveness of the organisation. | | | | |
| The Tin values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person’s opportunities in life. We want to be a diverse organisation to be able to build a more resilient future by harnessing all the expertise and abilities available to us. | | | | |
| **Our Pledge** | We are committed to:   * promoting inclusion and equity of opportunity for all persons * pursuing diversity in all aspects of the Tin’s operations * promoting a good and harmonious learning environment in which all people of all genders, backgrounds or abilities are treated with respect and dignity and in which no form of intimidation or harassment is tolerated and everyone is able to flourish * embedding active anti-racism and other anti-discrimination into all aspects of our organisation * preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation * fulfilling all our legal obligations under the equality legislation and associated codes of practice * complying with our own Equity, Diversity and Inclusion policy and associated policies * taking lawful affirmative or positive action, where appropriate   Breaches of our Equity, Diversity and Inclusion policy will be regarded as misconduct and could lead to termination of employment, trusteeship or barring from events or activities.  This pledge is fully supported by the board of trustees | | | | |
| **Implementation** | | | The Director has specific responsibility for the effective implementation of this policy. We expect all staff to abide by the policy and help to create the environment which is its core objective.  In order to implement this policy, we will:   * communicate the policy to staff by issuing this policy to all existing, and new employees, trustees and volunteers; * implement sound governance and management processes to embed this policy in all aspects of the Tin’s organisation and operations; * endeavour through appropriate training to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of staff, trustees or volunteers; * incorporate specific and appropriate duties in respect of implementing the policy into roles and responsibilities of the Director * ensure that adequate resources are made available to fulfil the objectives of the policy; | | |
| **Monitoring and review** | | | | We will establish appropriate information and monitoring systems to assist the effective implementation of our inclusion and equity policy. The effectiveness of the policy will be reviewed regularly (at least annually) and action taken as necessary. | | |
| **Complaints** | | | | Staff, service users or visitors who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.  Every effort will be made to ensure that anyone who makes complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Proven victimisation will result in disciplinary action and may warrant dismissal | | |
| **Certification** | | | | |  |  | | --- | --- | | Author/Reviewer | Elaine Tierney (Chair) | | Author/Reviewer | Duncan Elliot (Trustee) | | Date Revised | 14 Feb 2023 | | Ratified by Trustees | 15 Feb 2023 | | | |

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|  | The Tin (The Tin Music and Arts) Trustee Application Form – Job Reference: **Board**, Job Code: **HT** | | |
| The Tin Music and Arts  Units 1- 4, Canal Basin, Coventry, CV1 4LY    Registered Charity: 1152636 | | Return Address:  Elaine Tierney, Chair of Trustees at the Tin’s address  Or email to: [elaine.tierney@thetinmusicandarts.org.uk](mailto:elaine.tierney@thetinmusicandarts.org.uk) | |
| **Before applying** | Please make sure you have read the relevant recruitment pack before making your application as you will know what we are looking for, including our key priorities for this recruitment*. If the boxes move between pages do not take any action, simply complete your input as this formatting will be corrected for you.*  Please focus your answers on the person specification and role description in the pack and on what you would bring to address the challenges and opportunities facing the Tin.  The other options for making your application are a personal statement via a word document or by a video file. If a video file is to be used, please email [sarah@thetinmusicandarts.org.uk](mailto:sarah@thetinmusicandarts.org.uk) for guidance on what formats may be used.  **If you decide not to use this form, please make sure you cover all the points required.** **Please complete in black ink/type** | | |
| **Trustee role applied for** | General Role – including targeted groups or skills | | Specific Role –  Honorary Treasurer |
| **Name and contact details**  Please use capital letters | First Name | | Last Name |
| Pronoun(s) Choose as many as you like:  She  He  They Other(s) | | |
| Address:  Post Code:  Daytime Telephone Number: Evening Telephone Number:  Mobile Telephone Number:  Email Address: | | |
| Please indicate if you are happy to receive correspondence via your email address e.g., invite to interview letter?  Yes  No  Please specify any arrangements we can make to assist you if you are invited to attend for interview/assessment. | | |

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| **Links to the Tin** | Are you related to an employee or trustee of this organisation?  Yes  No  If yes, please provide details.  Name:  Relationship to you:  If you fail to disclose such information, you may be disqualified from consideration or, if appointed, may be liable to dismissal without notice. Canvassing of an employee or trustee in relation to this application may disqualify the applicant. | | | |
| **Why are you interested in being a trustee for the Tin?** |  | | | |
| **Do you bring skills or significant interest in any of these areas?**  Please Indicate your main area of expertise with “M” and any secondary/partial areas with “S” | Area | M/S | Area | M/S |
| Music or other art form – please specify |  | Administration |  |
| Business management |  |
| Event promotion or management |  | Evaluation |  |
| Media |  | Finance /accountancy |  |
| Sound/lighting other technical roles |  | Fundraising |  |
| Community engagement |  | Governance |  |
| Health & wellbeing |  | Human Resources |  |
| Hospitality sector |  | ICT |  |
| Property repair & maintenance |  | Legal |  |
| Other – please specify |  | Marketing/PR |  |
| Property management |  |
| Safeguarding |  |
| **What skills and experience do you bring to the general role of a trustee?**  (All applicants) |  | | | |
| **If you are applying for a specific trustee role, what skills and experience to you bring to it**  (Specific role applications only) |  | | | |
| **Do you have any relevant qualifications or memberships of relevant organisations?**  Please list and explain relevance |  | | | |
| **What else would you bring to the board to make a difference to the Tin – why are you a good fit with our aims and objectives?** |  | | | |
| **When would you be available to take up this role?** |  | | | |
| **Special Requirements**  Access or other issues |  | | | |
| **Referees** | Please note details of referees are not required at this stage. If you’re application is successful, we will ask you to supply details of two referees. | | | |
| **Equity, diversity and inclusion monitoring** | The Tin strives to meet the aims and commitments set out in its Equity, Diversity  and Inclusion policy which was included in your recruitment pack. This includes  not discriminating under the Equality Act 2010 and building an accurate picture  of the make-up of the workforce as part of encouraging equity, diversity and  inclusion in all aspects of the charity’s operations.  To help us do this, we need all applicants, including for trustee positions, to  complete the separate equity, diversity and inclusion monitoring form available  from our website. These form no part of any selection process and are for  monitoring purposes only. Once the analysis of the anonymised data is complete  the EDI forms are destroyed – please see the explanation provided on the form.  Completion is required for you to be included in the recruitment process.  If you chose to make an application, please download and complete an EDI  monitoring form and email it separately to [sarah@thetinmusicandarts.org.uk](mailto:sarah@thetinmusicandarts.org.uk) | | | |
| **Declarations** | Please complete and sign the following declarations as part of your application to become a trustee for the Tin (The Tin Music and Arts) | | | |

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| **Declarations**  These are required for all trustee appointments | **I declare that I am not disqualified from acting as a charity trustee and that (please tick to confirm and agree each statement below): -** |  |
| I am over 18 |  |
| I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983 |  |
| I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent). |  |
| I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors. |  |
| I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986. |  |
| I have not entered a composition or arrangement with creditors, or have an individual voluntary arrangement (IVA) and I am not on the Insolvency Service Register. |  |
| I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body. |  |
| I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000. |  |
| I am not disqualified under the Protection of Vulnerable Adults List. |  |
| I have read and accept the Tin’s Code of Conduct for Trustees include in the recruitment pack for this role |  |
| If appointed, I undertake to fulfil my responsibilities and duties as a trustee of The Tin Music and Arts in good faith and in accordance with the law, to support and pursue the Tin’s purpose and objectives, and to comply with the Code of Conduct for trustees |  |
| I have completed and submitted an EDI monitoring form |  |
| **Signature** | I declare that the information I have given on this form is, to the best of my knowledge, true and complete.  I understand that any offer of appointment and subsequent membership of the board of trustees is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Tin shall be entitled to withdraw any offer of appointment or terminate my role.  Signed ………………………………………………………………………………….  Date …………………………………… | |

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|  | **Confidential - to be destroyed after analysis** |
| **The Tin (The Tin Music and Arts) Equity, diversity and inclusion monitoring** |

The Tin (The Tin Music and Arts) is a charity with a strong commitment to ensuring equity, diversity and inclusion across all aspects of its activities. Strong data capture is vital to be able to demonstrate that we are achieving the fair and inclusive structures that we are trying to create.

We also understand that diversity in all aspects of the charity will give the Tin the best route to strong and resilient decision-making, to being responsive to people’s needs, interests, and opinions, and to recognise opportunities and challenges wherever they may arise.

As part of this we need to be able to understand the demographics of our staff, contractors, freelancers, artists, Trustees, and volunteers, including gender, age, ethnicity, sexual orientation and disabilities. This is for monitoring purposes and any information provided does not form part of a job application, or any other process, and is not linked to individual personnel records. All data is separated and anonymised.

**Privacy Notice:** The Tin’s data policy follows The Data Protection Act 2018, which is the UK’s implementation of the General Data Protection Regulation (GDPR). The personal data you provide on this monitoring form is used to monitor the equality and diversity of our workforce, to report to funding organisations e.g., Arts Council England, and to contribute to wider statistical analyses across the cultural sector.

It is stored in a locked cabinet and used for the purposes of statistical analysis only.

**Once processed into anonymous statistics the forms are destroyed. The legal basis for this is consent evidenced by the signing by you of this form.**

The Tin Music and Arts

**Equity, Diversity and Inclusion Monitoring Form Confidential**

Please type or complete in black ink

**1) Characteristics Monitoring**

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| --- | --- | --- |
| Job Ref:       Job Title:       **Date of birth****.**        (DD/MM/YYYY) | | |
| **Ethnic Group (These groups are from the 2001 National Census)** | | |
| 1) Choose one section from a) to f)  2) Then select the box that best describes your cultural or ethnic background.  3) If you select the last box within any category, please detail your ethnicity in the space provided underneath. | **a) White**  British  Irish  Any other white background  Please state | **b) Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  Please state |
| **c) Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background  Please state | **d) Black or Black British**  Caribbean  African  Any other black background  Please state | **e) Chinese or other ethnic group**  Chinese  Any other  Please state |
| **f) Prefer not to state ethnicity**  Prefer not to state ethnicity | | |

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| **Sexual Orientation**  Heterosexual / Straight  Gay Man  Gay Woman/ Lesbian  Bisexual  Pansexual  Prefer not to state  Prefer to self-describe Please state | **Religion/ Belief**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other Please state  Prefer not to state |

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| **Is your gender identity the same as the sex you were assigned at birth?**  No  Yes  Prefer not to state | **Which of the following most accurately describe(s) you?** Choose as many as you like  Female  Male  Non-binary  Transgender  Intersex  Other Please state  Prefer not to state |

The Tin Music and Arts

Equity, Diversity and Inclusion Monitoring Form **Confidential**

**2) Disability Discrimination Act 1995**

This information is important to us in monitoring the success of our policies and initiatives that aim to attract more applications from people with disabilities.

The Disability Discrimination Act 1995 protects people who:

- have an impairment

- are disabled

- have long-term health conditions

This is providing that this has a "substantial and long term\* adverse effect on a person's ability to carry out normal day-to-day activities".

Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

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| **Disability Discrimination Act**  Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?  Yes  No | |
| If yes, please indicate which category best describes your disability:  Hearing impairment  Visual impairment (not corrected by spectacles or contact lenses)  Physical impairment  Mental health  Learning difficulties  Other Please specify  Prefer not to state | |
| **Media:** Where did you hear about this vacancy?  School/ College/ Careers Service  Job Centre  Casual Enquiry  Information from existing employee  Social Media  The Tin’s Website  Recruitment Event  Open Day  Advertisement, including other websites \*  (\*) Please specify where the advert was seen |  |

Please type or sign your name here to give your consent, in accordance with the stated privacy note, for the use this information by

The Tin Music and Arts, Units 1-4, Coventry CV1 4LY (Registered Charity Number 1152636)

**Signature (typed or signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**