

# **Haringey Giving Board Terms of Reference**

## **Haringey Giving Board**

### **Terms of Reference as a Committee of the Board of Bridge Renewal Trust**

#### **1. Purpose of the Haringey Giving Board**

To provide strategic direction, develop and contribute to Haringey Giving, a place-based giving scheme for the borough of Haringey.

#### **2. Background**

Haringey is one of the most deprived local authorities in the country, and the 6<sup>th</sup> most deprived borough in London. Haringey is one of the most unequal boroughs in London and nationally. With a population of 267,540, it is the 5<sup>th</sup> most ethnically diverse borough in the country - almost two-thirds of population and over 70% of young people are from ethnic minority backgrounds. There are over 100 languages spoken in the borough. Over 34,500 adults suffer from mental health problems and older people aged 65+ in 2021 will account for 9.4% of the Haringey population. Ethnic minorities, people with mental ill health and other supported needs and older people do proportionately worse in terms of health and wellbeing and social isolation (HAGA's Neighbourhood Connect, 2015). Haringey also has a rich variety of assets: a thriving voluntary and community sector; strong transport infrastructure and huge diversity and creativity.

#### **3. Aims of Haringey Giving**

New approaches are required to tackle entrenched inequalities in Haringey. Local Giving initiatives are gaining momentum across London boroughs which encourage greater levels of local giving by residents, businesses, charities and statutory agencies.

Haringey Giving is a place-based giving initiative that is rooted in the community. It will provide innovative approaches to increasing local giving that include:

- Donating/giving money and time donated by individuals, corporate and small businesses, charitable trusts, public sector and other organisations
- Fundraising from the stakeholders mentioned above including initiatives such as crowd funding, personal fundraising challenges and events, and work place giving/payroll giving
- Giving time and skills in collaboration with Haringey Volunteer Centre (also managed by the Bridge Renewal Trust) and other volunteering schemes
- Setting up a robust, accessible and transparent grant programme, and a grant panel which will assess funding applications and recommend projects for approval to the Haringey Giving Board.

Haringey Giving will be a single point of contact for supporting community fundraising initiatives, such local events and appeals; and corporate giving with relevant best practice information and resources.

#### **4. Aims and responsibilities of the Haringey Giving Board**

- To advise on the development of a place-based giving scheme for Haringey
- To champion and promote Haringey Giving
- To provide and/or support securing financial investment for the development of Haringey Giving
- To set up a grant panel which will assess funding applications and recommend projects for approval to the Board.

#### **5. Duration**

It is intended that these Terms of Reference shall be effective for an indefinite period of time until Haringey Giving ceases to exist. However, as a committee of its Board the Bridge Renewal Trust may amend or revoke these Terms of Reference in its sole discretion. Haringey Giving Board can also amend the ToR in line with the mission and aims of Haringey Giving.

#### **6. Membership of the Haringey Giving Board**

The role of the Board will be a decision-making body for the scheme and will set the strategic direction of the development of Haringey Giving (subject to any restrictions imposed by the Bridge Renewal Trust so as to ensure compliance with its own objects and charity law).

#### **7. Term of the Haringey Giving Board Membership**

The initial commitment for members of the Board is two years, to guide Haringey Giving to fruition. This period may be extended to a further two years on completion of the first term.

Board members are expected to attend all Board meetings. If a member misses two meetings consecutively within six months and without notice their position will be reviewed.

A review of Board membership will be undertaken by the Board after the first 6 months then annually thereafter to ensure continuing relevance and ongoing development of Haringey Giving.

Decisions to make additions to the Board will be reached through discussion and agreement. If necessary, a majority vote of those present may be used to make a decision; in this instance each organisation or resident member of the Board present will have one vote.

#### **8. Composition of the Board**

The Board will be limited to no more than 15 members and no fewer than 6. The Board will incorporate representatives from: the large and small business sector; trusts and foundations; Voluntary and Community Sector; Haringey residents; the Bridge Renewal Trust; the local authority. However, as a committee of its Board the Bridge Renewal Trust shall approve the appointment of any person and may likewise remove that person in its sole discretion.

## **9. Changes to membership of the Board**

Should a member wish to stand down mid-term of their tenure they will document in writing to the secretariat their desire to end their term on the Board.

When a member requests not to renew their seat on the Board after a served term, they need to inform the Board of that decision at least three months prior to the end of their term.

If Haringey Giving or The Bridge Renewal Trust (BRT) receive an expression of interest to join the Haringey Giving Board, the Director of Haringey Giving will: notify the Board; meet with the potential member if we have not already met them; present the application at the next available Board meeting for consultation with Board members. A decision will be made based on:

- Whether there is space on the Board, according to the Terms of Reference, for a new member
- What skills and expertise the member would contribute
- How the member would further the development of Haringey Giving

The potential member will be notified in writing of the decision of the Board and if successful will be invited to attend the following meeting.

## **10. Guiding Principles and Expectations of Haringey Giving Board members**

These Terms of Reference are guided by the aspirations of its members to be mutually supportive and work collaboratively for the benefit of residents of the borough of Haringey.

Trust, openness and honesty will inform the participants of each Member and the conduct of their representatives in its meetings and activities.

## **11. Governance**

The Haringey Giving Board will govern the development and future direction of Haringey Giving through its meetings, which are open to all Board Members.

Decisions will be reached through discussion and agreement. If necessary, a simple vote of those present may be used to make a decision; in this instance each organisation or member of the Board present will have one vote.

Members who are organisations will nominate a named representative to participate on their behalf. The Board may invite additional representatives from organisations on an ad hoc basis to provide additional insight or information.

## **12. Founding Board Members**

A formal Board, committed to driving the progress of Haringey Giving, has been established and, as of December 2018, includes the following representatives:

- Annamarie Douglas, Haringey Resident
- Joanna Keefe, Linklaters LLP

- Julia Slay, Haringey Resident
- Richard Fagg, Lendlease
- Rosie Cade, Argent LLP
- Alex Sevinc, Chair, Tottenham Traders Partnership
- Cllr Mark Blake, Cabinet Member for Communities Haringey Council
- Paul Birtill, Trustee, The Bridge Renewal Trust.

### **13. Roles and responsibilities of Board Members**

Members of the Board agree to:

- Actively participate in the governance and setting of future direction of Haringey Giving, promoting and publicising the scheme and exploring opportunities to leverage resources to support its aims.
- Work together with all Board Members, proactively supporting the development of Haringey Giving and acting at all times in the interests of Haringey residents
- Share information about their services and activities which does not breach the rights of the Trustees and/ or Directors of member organisations or the Data Protection Act
- Declare any conflict of interest in relation to any activity planned by Haringey Giving or anything else which could be deemed to be potentially against or to undermine the spirit of Haringey Giving
- Not to make any unilateral decisions by themselves which are binding on the Haringey Giving Board or the Bridge Renewal Trust
- Act in good faith and in the best interests of Haringey Giving.
- For the avoidance of doubt the Board may not incur expenditure or create any liabilities other than in accordance with budgets agreed with Bridge Renewal Trust or that is otherwise covered by funding awarded to the project

### **14. Role and responsibilities of the Bridge Renewal Trust**

- The Bridge Renewal Trust will support the development and act as the accountable body for Haringey Giving Board
- The Bridge Renewal Trust will host and provide the secretariat for Haringey Giving
- Subject to ongoing funding arrangements, the Bridge Renewal Trust will act as the employer of the full-time Director of Haringey Giving and any additional staff on job descriptions agreed and reviewed by the Board. No person may be appointed or dismissed as an employee without the approval of Bridge Renewal Trust
- If applying for or raising funds, the Bridge Renewal Trust will act as the accountable body and handle funds on behalf of the Haringey Giving Board
- The Bridge Renewal Trust will restrict funds raised on behalf of Haringey Giving for the purposes agreed by the Board and report back to the Board on any financial spend provided for the avoidance of doubt that the restrictions all fall within the Bridge Renewal Trust's objects.
- In the event that the Bridge Renewal Trust is unable to continue to act as an accountable body for Haringey Giving, then the matter will be brought to the Board and steps will be taken to both resolve any implications and identify next steps, including agreeing which Board Member, if any, is able to fulfil the role.

### **15. Advisors to the Haringey Giving Board**

The Board may invite organisations or individuals to act as external Advisors to the Board in the following areas: strategic direction, communications, marketing and publicity, events, fundraising, financial contribution, financial management, grant management, governance, Voluntary and Community Sector support, administration management or other areas. These advisors are invited to share valuable expertise during a particular phase of development or change, but it is not expected that they make the same commitment as Board members, nor do they have voting rights.

## **Working Methods**

### **16. Meetings**

- The Board will meet every two months until December 2019
- At their first meeting, the Haringey Giving Board will elect a Chair and agree chairing arrangements for future meetings
- At least one third of Board Members must be present for a meeting to be quorate
- Where possible, meetings will be held at premises offered by members of the Board
- The Bridge Renewal Trust will coordinate the meetings, act as Secretariat for the Board and line manage the Director of Haringey Giving to carry out actions on behalf of the Board
- Meeting papers will be circulated no later than one week prior to the meeting. The minutes of the meeting will be made available to the board of Bridge Renewal Trust
- Board members may attend and vote at meetings via telephone or videoconferencing facilities such as Skype or Go-To Meeting, on prior agreement with the Chair.
- Where a Board Member is unable to attend a meeting, they may vote by email or post on prior agreement with the Chair.
- Non-members and Advisors will be invited to the meeting only on an ad-hoc basis, agreed by members of the Board to offer expertise or insight into a particular subject. Non-members and Advisors will not have voting rights in relation to the Haringey Giving Board
- The Board will decide and agree in December 2019 whether to meet less frequently or continue at bi-monthly, depending upon the needs of the initiative at that time.

Accountability: The Bridge Renewal Trust Board of Trustees delegates authority to the Haringey Giving Board for the strategic development of Haringey Giving and its funding decisions, in accordance with any requirements of the funders and these terms of reference (in particular in relation to incurring expenditure and accruing liabilities). This delegated authority will be subject to review and variation by the Bridge Renewal Trust's Board of Trustees in order to ensure compliance with the law and regulation. In such cases the named Trustee will act as a conduit for communication between the Bridge Renewal Trust Board and the Haringey Giving Board.

### **17. Sharing of Information**

- Information relevant to Haringey Giving will be managed and circulated by The Bridge Renewal Trust by the Director of Haringey Giving and any other staff employed, or volunteers engaged on its behalf

- Information of a confidential nature will be clearly marked, and the nature of confidentiality highlighted to the Haringey Giving Board
- Haringey Giving Board members agree to uphold confidentiality of information pertaining to Haringey Giving that is of a commercially sensitive nature.
- Any information may be disclosed to the Bridge Renewal Trust's Board of Trustees to enable them to comply with law and regulation

#### **18. Changes to the Terms of Reference**

This document may be amended at any time by agreement of its members present at a meeting, following notice given to all Board Members and discussion at a Haringey Giving Board meeting and subject to approval by Bridge Renewal Trust.

#### **19. Declaration**

I agree to this Terms of Reference

Full name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_