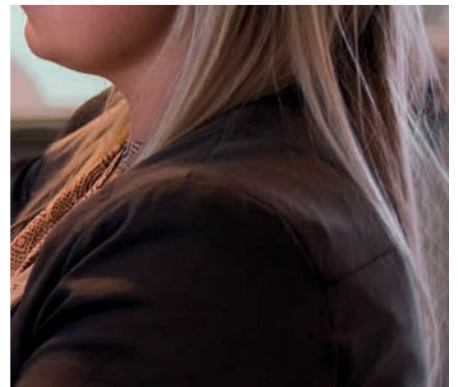
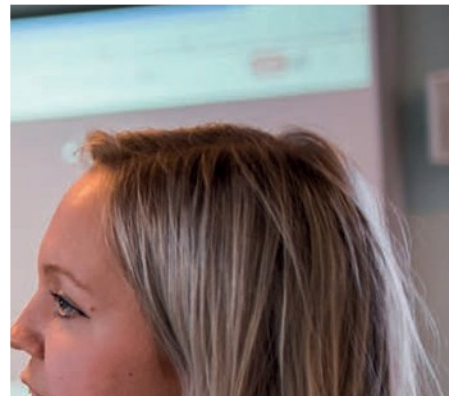


Become a Trustee



||| Trustee recruitment
guide 2023



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Welcome from Lynne Peacock, Chair of Trustees

Dear Candidate

Welcome to LDN London

Our vision is to enable people in London who have a learning disability to live in a society where they are valued as equal citizens and have the chance to make full use of everything their community has to offer, just like everybody else.

We provide services for people with a range of disabilities, including those with complex needs, autism, or mental health needs. Our services are available for all ages, from the very young to the elderly and for those who also have the additional challenge of a physical disability.

For everyone we support, our fundamental aim is to achieve positive outcomes and support them to stay healthy, be safe and live well.

The work of LDN London is challenging but rewarding. As one of our Trustees you will help ensure we have a clear strategy, and that we work towards meeting our goals and vision. Trustees have the ultimate responsibility to manage, govern and control the charity and to make decisions about policies, objectives, and strategies.

We are looking for an enthusiastic, highly motivated person wanting to make a difference to the lives of people with learning disabilities living in London. Your background will either be within a health or social care setting, professional, academic, legal or that you have a lived / personal experience of learning disability.

We welcome applications from all backgrounds and are committed to ensuring the diverse nature of the organisation while maintaining the expertise and experience on the Board which is essential to good governance.

I very much hope you will consider joining our Board and hope to be meeting you soon.

Kind regards

Lynne Peacock

Chair – Board of Trustees



About LDN London

Learning Disability Network London (formerly the Westminster Society) is a charity which supports adults and children with learning disabilities and their families in five boroughs across London.

We provide different levels of support, from a few hours a week up to round-the clock care.

Our services include supported living, domiciliary care, residential care, outreach, and respite. We help people we support and their families to choose what's right for them.

We are driven by the belief that every person with a learning disability has the right to live a full, safe, healthy, and inclusive life, and have access to the same opportunities as everyone else.

We were founded in 1962 in Marylebone, London, by six women, who wanted a better life for their children and other people with learning disabilities. Because they lived in a society which discriminated against people with learning disabilities, giving them few opportunities, they created a charity to change things. Over the past 60 years we have fought for the rights of people with learning disabilities, celebrated them, and provided support, and places to call home, across London. In the 1980s we supported people to move out of hospitals and long-stay institutions to live in local communities. More recently,

we have given vital assistance during years of austerity and the cost-of-living crisis. We support people with a wide range of learning disabilities. This includes people with mild and moderate learning disabilities, as well as people with profound and multiple disabilities.

We make sure people with learning disabilities have as much choice and independence as possible, whether they are living independently or share their home with other people.

We adapt the help we give for every individual, so each person receives the support they want and need. We provide physical and emotional support so that people with learning disabilities are healthy, have access to opportunities, and live a fulfilling life. We also raise money to give crucial support to people with learning disabilities people who receive little or no government-funded help. We fundraise for our Community Hub, which is a vital space for these at-risk individuals, as well as our Family Support Services. LDN London's Community Hub is a place for people with learning disabilities to learn life skills, socialise and connect with people in their community.

We offer advice and run workshops for people who get little or no support from government funding. We help people to be safer, healthier, and happier.

The Hub tackles the huge inequalities people with learning disabilities face every day, including around health, poverty, and employment. We share the tools for people to overcome inequality and to be more confident and independent

We have extensive experience in supporting people with disabilities, including people with complex needs and profound and multiple disabilities. We place special emphasis on promoting family relationships, as this is crucial to delivering successful services. We work to ensure that people with learning disabilities are valued as equal citizens, able to make decisions about their own lives at every available opportunity, no matter the level of their disability.

We currently employ over 400 permanent staff and over 100 sessional / flexible workers. For 2021/22 we had an annual turnover of £18.5M, and in the last 3 years we have welcomed five new services in Islington, and 12 services in Camden as part of a 10-year contract. Over the same period, we have won 3 national awards recognising the services we provide.



A brief history of LDN London

A founding group of mothers established the charity, then known as The Paddington and Marylebone Society for Mentally Handicapped Children, who opened two nurseries in 1962. In the 1970s we opened our first respite care home in London, a children's home, and accommodation for people with moderate learning disabilities.

With the closure of long stay hospitals in the 1980s, we opened another 10 housing services, provided a training flat to support people to live more independently, we also opened the first service for people with severe learning and physical disabilities.

During the 1990s the central office site on Croxley Road was developed, which created space for the Croxley Project, an education, and activities centre.

Throughout 2000's we continued to develop a range of housing options built around the individual and their needs. This led to the development of new models of care & support services and more choices for people with learning disabilities and their families in Westminster. We also increased our reach into several neighbouring London Burroughs.

In 2021 we changed our name from the Westminster Society for people with learning disabilities to Learning Disability Network London – LDN London - to better reflect our pan-London profile and aspirations.

What is a learning disability?

A learning disability is a reduced intellectual ability to understand new and complex information and to carry out everyday activities, such as socialising, doing household tasks or managing money. A learning disability lasts for life.

People with certain health conditions, including Down's Syndrome and some people with autism, often have a learning disability as well.

Learning disabilities can be caused by an issue which changes how someone's brain develops. This may happen before they are born, in childbirth or childhood.

The reason for this might be:

- A mother getting ill during pregnancy
- Problems during birth that stops enough oxygen getting to the brain
- An illness, such as meningitis, or injury in childhood

A learning disability is also more likely if certain genes are passed on by parents. There are also some health conditions which are more likely to include a learning disability, such as Down's Syndrome and Cerebral Palsy. Some people with epilepsy also have a learning disability as do many people with autism.

It's important to remember that 'learning disability' does not properly describe a person fully. People who have learning disabilities are whole human beings, with different personalities and interests. They are family members, friends, sportspeople, artists, activists, gardeners, gamers, comedians and much more. Everyone is different and unique.

People with mild learning disabilities may be able to do most things for themselves and are able to socialise and communicate well with others. However, they might need support to find a job or in other areas of life they find difficult.

People with a severe or profound learning disability experience difficulties in understanding and communicating information, as well as absorbing new things. They often need extensive, 24-hour care and support to live their daily lives. People with severe learning disabilities often have other disabilities as well.

At LDN London, we listen to people, respect them as individuals, and help them to live safe, happy, and healthy lives.



Our Purpose

Our fundamental purpose is to support people with learning disabilities to stay healthy, be safe, and live well.

We work to ensure that people with learning disabilities are safe and healthy and live good lives; that they are valued as equal citizens, can make full use of their community and are able to make decisions about their lives at every opportunity, no matter the level of their disability.

As a charity we raise voluntary funds to deliver beyond statutory requirements. This enhances the lives of those we support and those who receive little or no funding or support through our contracted services. Therefore, our fundraised activities are focused on our Family Services and our new Community Engagement Hubs, which are aimed at closing the gap in provision.

We also access government funding to provide statutory services through our registered care, supported housing, respite, and outreach services.

Our Values

To achieve our purpose, we have values that run through everything we do. Our services are therefore delivered on the principles that the people we support:

- are **Included** as a valued part of the community
- can make **Choices** and **Decisions** about their lives
- are treated with **Dignity** and **Respect** as valued individuals
- can **Achieve** their dreams and aspirations

Our Ambitions

By 2026 we will be a recognised leader in the provision of support for people with learning disabilities in London.

We want to continue to establish meaningful and collaborative partnerships in all the London boroughs we work in, which influences and shape future services and provides value for money.

We will only expand the Learning Disability Network where we can make a difference to the quality of people's lives.

We will establish partnerships which enable better long-term planning, investment, and value for money. We want to continue to work with commissioners and other partners, including people with learning disabilities and their families to develop high quality models of service, which are sustainable in the future.

Our services will be robust and resilient with management and support structures which are efficient and provide value for money. We will develop our systems and processes to make best use of technology and embrace digital innovation. We will maintain secure financial foundations to provide stability across all our activities. Changes in contractual arrangements will be effectively managed with flexible and dynamic central services.

In each of the London boroughs in which we work, we will offer unparalleled, accessible support to those with learning disabilities regardless of their personal funding. Where statutory funding is not available, we will raise substantial voluntary funds to deliver on our ambition with the creation of our Community Engagement Hub initiatives.

Our Community Engagement Hubs will also collect and share information about outcomes for learning-disabled people to ensure we make the greatest impact, and we can directly influence local and national policy decisions.

We will recruit and retain exceptional staff who are well supported and work for us because we invest in them, value them and make sure that they are equipped to do their jobs well. We will be the employer people will choose to work for.

We will ensure that the quality of our services is consistently excellent in all aspects of support, and that we are caring, ambitious, and innovative.

We will improve the health and wellbeing of the people we support to ensure better outcomes for all.

We will maximise our property assets to offer good quality accommodation with the right support, where tenants will have more choices about how they live.

Our Strategic Pillars

To achieve our ambitions, we have devised 6 strategic pillars to support our strategic plan. These pillars are essential in guiding us towards our aspirations to be the best learning disability organisation in London. All our ambitions are underpinned by effective safeguarding as a core principle across all our activities

Each pillar represents the themes that people we support, their families, our staff, and our partners have told us are important to them.

Fundamental to this is that we enable everyone we support to ***stay healthy, be safe, and live well.***

This is the basis of our strategic plan for 2023-2026.

Our Pillars at a glance:

1. The strengthening of strategic partnerships and the implementation of strong effective and resilient structures to support LDN London
2. The delivery of our community engagement and fundraising initiatives for the establishment of our Community Engagement Hubs and the pursuance of our charitable aims
3. The roll out of a new quality assurance and continuous improvement process which ensures we continue to practice our values in everything we do
4. The delivery of recruitment, retention, and recognition initiatives and implementation of a learning and development reset
5. The roll out of our integrated Health and Social Care model of support across our accommodation services
6. The provision of good-quality housing that delivers 'good homes, good lives'.

Our Services – Children's Services

Family Support Services

Families matter to us.

Our Family Support Service provides support for parents and carers of children or adults with disabilities or learning disability in Westminster and Harrow. This support can be long term or one-off.



Early Help and Portage

Support at the right time.

Our early help and Portage service provides information for parents and helps them navigate the Education, Health, and Care Plan process. Portage is a home visiting educational service for pre-school children with SEND to enable children to reach their full potential in their earliest years.

This is funded by our charitable income



Our Services – Adult Services

LDN@Home

London Living at home.

Our housing services provide comfortable, safe, and homely surroundings, within supportive environments. We foster individual development and independence both at home and in the community with a variety of options from 24-hour support to a few hours a week based on individual needs and personalised packages of support.



We provide 3 registered care homes benefiting 16 adults with learning disabilities. Our 26 supported housing services include one-bedroom flats, shared living flats and houses across Westminster, Kensington and Chelsea, Camden, and Islington.

LDN4U Outreach

Support for you designed by you.

Our LDN4U scheme offers self-directed support for people with learning disabilities across London. This could be a couple of hours a week or 24-hour support per day. Our services are designed to give flexibility, control, and choice in the kind of support people receive.

LDN4U operates in Westminster, Kensington and Chelsea, Camden, and Islington.

Short Breaks and Respite Service

Time for you.

These services are for any adult with learning disabilities, mental health needs, autism, and complex long-term health conditions. Our short breaks include building-based support in Westminster and the Royal Borough of Kensington and Chelsea.

These services provide planned and emergency building-based respite for up to 16 adults with learning disabilities as well as up to 150 hours per week of outreach support.



LDN Connect

At the heart of the community.

We connect people with learning disabilities to opportunities in their community, for example through businesses, voluntary organisations, education and employment services, and faith and culture groups. We want to raise awareness of the talents and skills of people we support as equal contributors.

This is funded by our charitable income



Alice Gestetner Fund

The fund provides financial assistance to families in need and on low income who have children and adults with learning disabilities, as well as individuals with a learning disability in financial hardship.

Grants are provided to purchase things such as beds, carpets, washing machines, furniture, sensory equipment, and holidays.

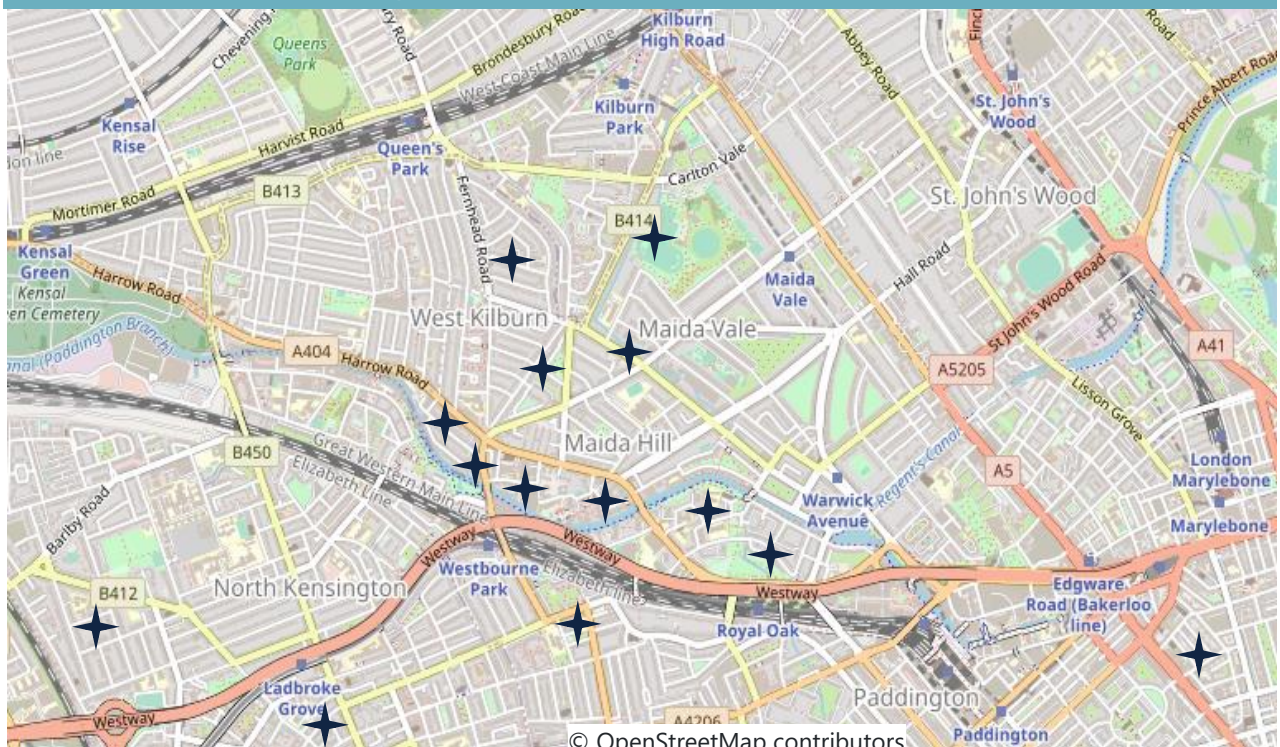
This is funded by a bequest and our charitable income



Where we work

★ = location of a service – there may be multiple services at a single location

Westminster and Kensington & Chelsea



Stations nearby – Royal Oak, Westbourne Park, Warwick Avenue, Queen's Park, Kilburn Park, Edgware Road, Ladbroke Grove

Camden and Islington



Stations nearby – Chalk Farm, Belsize Park, Gospel Oak, Kentish Town West, Kentish Town, Highbury & Islington, Holloway Road, Drayton Park, Tufnell Park



Learning Disability Network London

Role Description – Trustee

Reporting to:	Chair of Trustees
Remuneration:	Trustees are unremunerated, but reasonable expenses are paid when incurred solely for the performance of agreed duties.
Commitment:	4 board meetings per year 4 sub-committee meetings per year

Role summary

The Trustees of Learning Disability Network London (LDN London) share ultimate responsibility for governing the Charity and directing how it is managed and run. They set the strategic direction of the Charity in line with our charitable objectives, oversee the work of the Executive team, receiving reports and information on a quarterly basis and when required to review that LDN London is effectively run, delivering our purpose, financially stable and secure, and that people we support are safeguarded. Trustees with a specialism may be asked to use it for the benefit of LDN London.

Key responsibilities

- Ensure LDN London carries out its purposes for the public benefit
- Comply with LDN London's governing document and the law
- Act in the best interest of LDN London
- Manage the resources of LDN London responsibly
- Act with reasonable care and skill
- Ensure LDN London is accountable

Statutory duties

1. Ensure LDN London carries out its purposes for the public benefit

As a trustee you will help ensure the charity is only carrying out the purposes for which it is set up. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what LDN London will do, and what you want it to achieve
- be able to explain how all LDN London's activities are intended to further or support its purposes
- understand how LDN London benefits the public by carrying out its purposes
- Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

2. Comply with LDN London's governing document and the law

As a Trustee you will:

- make sure that LDN London complies with its governing document
- comply with charity law requirements and other laws that apply to your charity
- You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.
- Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update

3. Act in your charity's best interests

As a Trustee your main duties are to:

- do what you and your co-trustees decide will best enable the charity to carry out its purposes
- make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to LDN London conflicts with your personal interests or loyalty to any other person or body
- receive no financial benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is

financially connected to you, such as a partner, dependent child, or business partner

4. Manage the resources of LDN London responsibly

All Trustees must act responsibly, reasonably, and honestly. This is sometimes called “the duty of prudence” and requires Trustees to exercise sound judgement.

Trustees must:

- make sure the assets of the charity are only used to support or carry out its purposes
- hold the executive managers of the charity to account for their actions
- not take inappropriate risks with the assets or reputation of the charity
- not over-commit LDN London
- take special care when investing or borrowing
- comply with any restrictions on spending funds
- put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. This helps guard against fraud or other kinds of abuse.

5. Act with reasonable care and skill

Trustees are required to:

- use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- give enough time, thought and energy to your role, for example by preparing for, attending, and actively participating in all Trustees’ meetings

6. Ensure LDN London is accountable

Trustees must comply with statutory accounting and reporting requirements. This includes:

- being able to demonstrate that LDN London complies with the law, is well run and effective
- ensuring appropriate accountability to the charity and the organisations which regulate it and its activities

Making decisions as a trustee

Our Trustees make decisions together, working as a team and in a spirit of partnership with the managers and Directors.

We look to all our Trustees to ensure they have read the papers in advance of meetings and to use their knowledge and skills to help inform discussions, develop policy, and question management on strategic issues and events. All Trustees must have strong personal integrity and be able to demonstrate a commitment to the aims of LDN London and an understanding of the challenges faced by those who use our services.

When trustees can be personally liable

It's extremely rare, but not impossible, for charity trustees to be held personally liable:

- to their charity, if they cause a financial loss by acting improperly
- to a third party that has a legal claim against the charity which the charity cannot meet.

Understanding potential liabilities will help you to protect yourself and LDN London by taking action to reduce the risk. This includes complying with your duties. It also includes deciding whether LDN London should become incorporated (for example as a company or CIO).

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

Selection criteria

We are looking for trustees from a range of professional backgrounds who can demonstrate:

- Commitment to the organisation
- Willingness to devote the necessary time and commitment
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Ability to work effectively as a member of a team selflessness, integrity, objectivity,
- accountability, openness, honesty, and leadership

Personal knowledge of learning disability through a family member / friend / work colleagues and or professional experience as a leader or manager within Health & Social Care would be beneficial.

You must not be disqualified from being a Charity Trustee

<https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities>

Recruitment process

How to apply

To apply to become a Trustee of LDN London please email us your CV and supporting statement of no more than 2 sides of A4 outlining how you meet the person specification and how your knowledge and experience would benefit LDN London.

Applications must be emailed to recruitment@ldnlondon.org. The deadline for applications is **9:00am on Monday 13 February 2023**.

Selection and interview process

Candidates who best meet the criteria will be shortlisted and invited for interview. Candidates selected for interview will be informed by email and a telephone follow-up to confirm attendance.

Successful candidates

Successful candidates will be subject to a satisfactory enhanced DBS check.



**Head Office: 16a Croxley Road,
London, W9 3HL**

Phone: 020 8968 7376

Website: www.ldnlondon.org.uk

[Email: recruitment@ldnlondon.org](mailto:recruitment@ldnlondon.org)

Registered as Learning Disability Network London Limited

Charity no: 801081 a company limited by guarantee no: 2325273

