



RMBI Care Co.

Non-Executive Committee Member Candidate Recruitment Pack

Caring is our way of life

Kind

Supportive

Trusted

www.rmbi.org.uk

Introduction and Overview from Chair of Trustees, John Boyington, CBE

Thank you for your interest in our work at RMBI Care Co. We have a long and distinguished history reaching back to 1842 and covering 180 years of service to both the Masonic and wider communities. It is both a registered charity and a limited company. We are part of the Masonic Charitable Foundation, which is our sole shareholder. However, as a company and charity, we have significant autonomy to operate within our governing articles.

As you will see elsewhere, we have 17 Homes across England and Wales. All except one cater for older people needing residential care, nursing and residential dementia support. Our remaining Home is a small community for people with learning disabilities. In total, our

Homes provide places for up to 1,100 residents. Most of our Homes are rated 'Good' or 'Outstanding' by the Care Quality Commission (CQC), with relative and resident surveys giving very positive feedback about the services we offer. Much more information on what we do can be found at www.rmbi.org.uk.

But our history only reflects the past and the present. The needs of the Masonic and general population for high quality care and support for older people continue to grow. Also, the standards expected by our residents, their families and our regulators, are, quite rightly, ever-increasing. To this end, we have been focussing hard on our future.

As we have spent much of the past year looking at how best to develop to meet the needs of our



potential beneficiaries, we have developed an ambitious, multi-million pound 20-year vision. This includes the replacement of some of our buildings with modern, state of the art facilities, a continuing programme of modernisation and the refurbishment of the remaining Homes.

We also aim to develop a small number of retirement communities to serve those not yet needing

residential care and the rollout of a grant scheme to support Freemasons or their family members who do not live within reach of one of our Homes. Our detailed strategy for delivering this is currently the focus of our attention, alongside the key imperatives of maintaining our high standards and recovery from the recent pandemic.

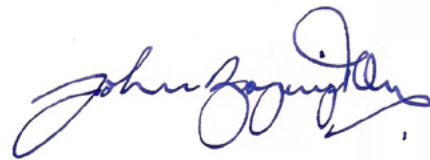
The Board of Trustees has devolved most of the detailed work of monitoring, quality assurance, planning and development to several committees, each of which has a membership comprising trustees, executive officers and non-executive members. You can read more about our current team of trustees and executives at www.rmbi.org.uk/about-us/our-people/.

To facilitate the delivery of our ambitious vision, we have reviewed our governance arrangements and now seek to expand the expertise available within our current committee structure.

As part of this process, we are also seeking to ensure that we embrace principles of equality and diversity to create a more inclusive top team. For those who are successful and enjoy

the role of non-executive committee member, there may be the future opportunity of becoming a full trustee.

We are looking for people who are committed to the work of the charity and can afford on average up to a day a month to support our work. This will involve attending meetings (which are now usually convened virtually every couple of months), preparation for those meetings and one or two whole-day sessions in person each year.



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Our Values

In 2017, RMBI Care Co. reviewed its corporate values and, after much discussion between staff, Trustees and wider stakeholders, our new values, Kind, Supportive and Trusted, were launched.

We want all our people to be aware of our new values but, more importantly, to embed them in the workplace so our residents have a perfect day, every day. Each staff member, including those who hold non-executive office, should

be able to identify with our values and demonstrate them in their daily practise, whether it is a carer supporting a resident in a care home, a staff member who provides support from Head Office or a trustee or non-executive committee member overseeing aspects of our work.

Our values are now truly embedded within the culture of our charity and the words and behaviours associated with these can be clearly seen in conversation and actions each and every day. Our values underpin our vision of “delivering professional and individual care services which make a real difference to everyday lives”.

Charity Governance Code

In 2021, the Board assessed its position against the revised Charity Governance Code and was pleased to recognise that a number of the Principles were being met, while some required additional focus. An agreed action plan was put in place. One in particular focussed on Principle 6: Equality, Diversity and Inclusion. A trustee-led project team was established and, as a result, a number of recommendations have been supported by the Board, including attracting a diverse group of candidates for new roles and providing an inclusive induction for new trustees and members.

Kind Supportive Trusted





Role Description & Person Specification



Title: Non-Executive Committee Member

Accountable to: Committee Chairman

Type of position: Unpaid. Expenses incurred whilst undertaking role.

Role Overview: The Trustee Board of RMBI Care Co. operates a devolved structure whereby much of the detailed monitoring, planning and policy development within the organisation is undertaken by five formal committees. These are:

- Care & Quality Assurance
- Audit & Risk
- Property & Maintenance
- Finance and Investment
- Development & Delivery

As a Non-Executive Committee Member, you will work as a full member and part of one or more of our committees to ensure that it discharges the responsibilities devolved through its terms of reference. In doing so, you will be expected to play your part in ensuring compliance with the organisation's governing document (the Articles of Association), charity law, company law and all other relevant legislation and regulations pertinent to the operations.

You will also be expected to work within the current policy framework of RMBI Care Co. and contribute to ensuring that our resources are exclusively used in pursuance of our objects, that our organisational values are enshrined in the work of the committee and that our overall goal of providing the best possible quality of service to those we support is maintained and developed.

Principal Contributions of a Non-Executive Committee Member

- Be conversant with the Charity's key documents, including its objects, vision, strategic plans and policy framework to ensure these are complied with and pursued within their committee
- Comply with charity law requirements, other laws and regulations that apply, including the Charity Governance Code and the Nolan Principles
- Support what is required and how this should be achieved within their Committee to deliver the key documents outlined above
- Be able to explain how the Charity's and Committee's activities further or support its objects
- Understand how the Charity benefits beneficiaries, including the public, and demonstrate understanding and adherence to the values of the Charity
- To act at all times in the Charity's best interests and declare and deal with any perceived conflicts of interest promptly
- Make balanced and adequately informed decisions, thinking about the long term as well as the short term and ensuring alignment with strategic direction
- Avoid putting yourself in a position where your duty to the Charity conflicts with your personal interests or loyalty to any other body or person
- Support management of the Charity's resources responsibly including:
 - o Ensuring that the Charity's assets are only acquired, used and disposed of to support or carry out its purposes
 - o Avoid exposing the Charity's assets, beneficiaries or reputation to undue risk
 - o Not to over commit the Charity
 - o Take special care when considering investment or borrowing
 - o Comply with any restrictions on spending funds, selling land or property, or any other matters
 - o Ensure that we have appropriate procedures and safeguards in place and take reasonable steps to ensure these are followed to reduce the risk of making the Charity vulnerable to fraud or theft or other kinds of abuse
- Act with reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- Give sufficient time, thought and energy in preparing for and attending and actively participating in all committee' meetings

Person Specification

You must:

- Have a commitment to the Charity's mission, vision and values
- Be at least 18 years old
- Not have been disqualified under the Charities Act or be an undischarged bankrupt
- Comply with Disclosure and Barring Service Checks
- Be prepared to complete specified training, especially in respect of Safeguarding responsibilities and Equality, Diversity and Inclusion
- Demonstrate:
 - o A willingness to meet the minimum time requirement to attend Committees, engage with the programme of home visits and other duties, as agreed
 - o Integrity
 - o An inquiring mind
 - o Strategic vision
 - o Sound independent judgement
 - o An ability to think creatively
 - o A willingness to speak your mind and to challenge colleagues constructively
 - o An understanding of acceptance of the legal duties, responsibilities and liabilities outlined in Charity Commission documents and Company legislation
 - o Experience of working effectively as a member of a committee or board at a senior organisational level and to take decisions for the good of the organisation

In addition to the aforesaid, the Board of Trustees is particularly seeking to develop skills and experience acquired at a senior level within its committees in the following areas:

- Property – Development – Construction negotiation, design, project management and or regulations
 - Asset management
 - Land acquisitions and sales
 - Financial management, including Investment and Change Programme Accountancy
 - Legal services
 - Retail or Hospitality
 - Health and Social Care
 - Audit, Compliance and Risk Management
 - Human Resource Management
 - Marketing, Communications and Public Relations.
- Experience in the Marketing and Sales of Retirement Communities would be of particular interest
- Strategic planning and management of large and complex projects

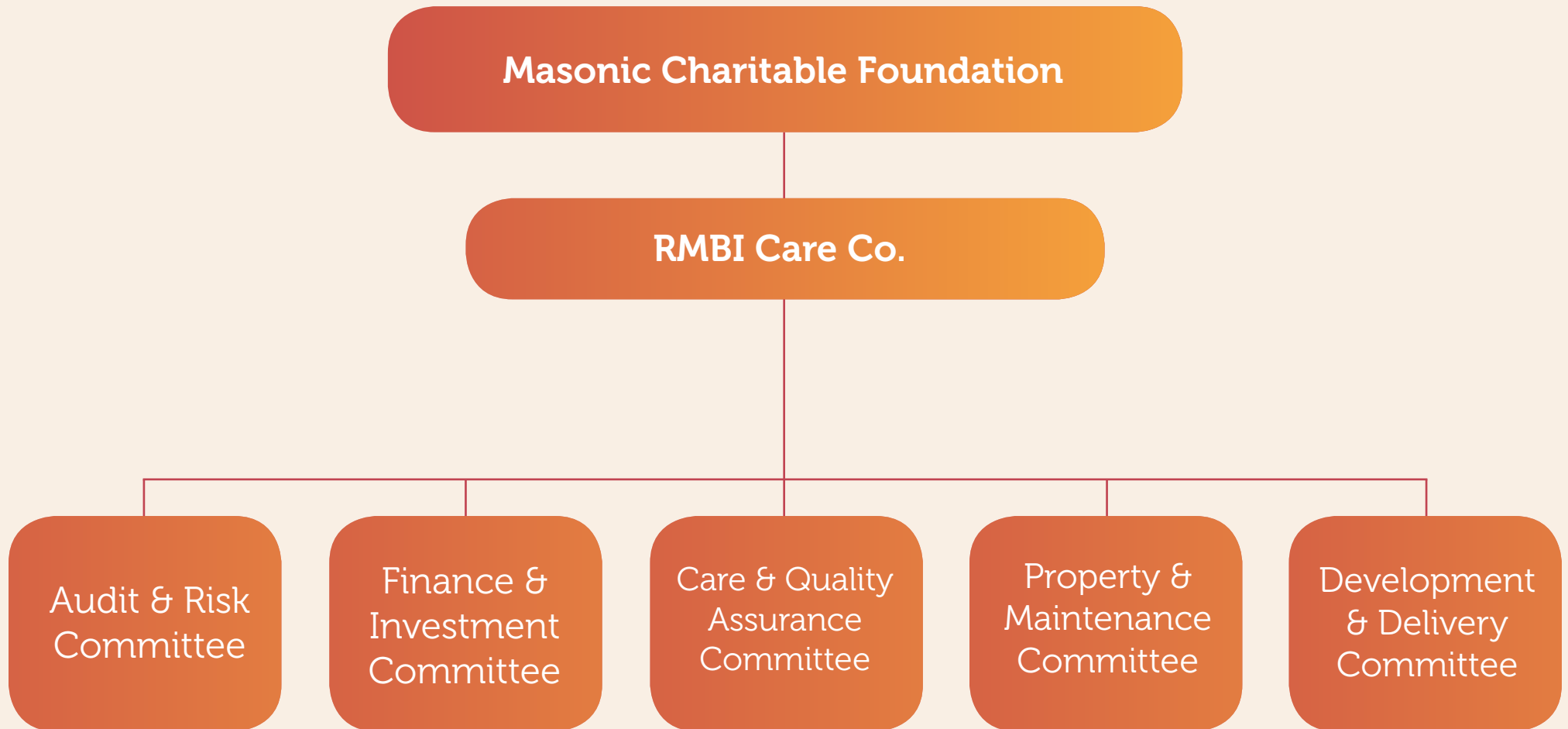
Equality, Diversity and Inclusion

In considering applications, the Board of Trustees wishes to confirm its commitment to equality, diversity and inclusion.

Post-appointment

Successful candidates can expect to receive a comprehensive and inclusive organisational induction, including to relevant committees and the work they are currently focussing on with the Executive team. They will also visit one or more of our Homes to meet our residents and staff.

RMBI Care Co. Board Structure





How to apply

We are keen to attract applications from individuals who consider they align to our values and are motivated to make a positive contribution in one or more of our Board committees.

Applications should include an up-to-date CV with a supporting document that explains why you are interested in joining us. You should also state what skills and experience you feel are relevant to being considered as a future Non-Executive Committee Member and, perhaps in time, a future Trustee of our Board.

Please email both documents using a subject heading of “Non-Executive Committee Member Application” to recruitment@rmbi.org.uk. Closing date will be midnight on 30 September 2022.

Application deadline	Midnight on 30 September
First round telephone conversation with a Trustee/Director	Weeks commencing 10 October and 17 October
Panel interview with Trustees/Directors	Week commencing 31 October

Please indicate if you are unable to attend any of these proposed dates.

Further reading

www.rmbi.org.uk

www.rmbi.org.uk/about-us/our-impact/

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