

The Field Lane Foundation

About Field Lane

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www.fieldlane.org.uk

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About Field Lane

1 Introduction

1.1 Thank you for your interest in becoming a trustee of Field Lane. We hope that the information in this brochure will give you a picture of the organisation and also of the duties and responsibilities of being a charity trustee. It is a very interesting and at times quite challenging role but it comes with a strong sense of accomplishment as we are able to see the changes and improvements that Field Lane enables for highly vulnerable people.

The Field Lane Foundation is a charity founded in 1841 with a history of caring for some of the most vulnerable people in society. Whoever needed help and whatever their circumstances they all received the care and support they needed at times in their lives when often there was no-one else to understand and respond to them. The street called Field Lane was an extension to Saffron Hill which lies by Hatton Garden. The area was notorious for its poverty, overcrowding and lawlessness and was avoided by people wishing to keep their handkerchiefs and other personal goods. Many of the inhabitants ended their days on the gallows situated a few hundred yards away at the top of Snow Hill outside Newgate prison.

The spirit of the founders themselves lives on and this gives Field Lane its unique character. Founded on Christian beliefs the principles and values are given enough space to influence and affect the direction and day to day decisions of the trustees and staff. The integrity of the organisation is a hallmark and is attractive to people who either provide the services or make use of them.

We are privileged to follow in the steps of a great social reformer - Lord Ashley the 7th Earl of Shaftesbury; and a great writer about nineteenth century social conditions - Charles Dickens. Both of these men were keen supporters of the early Field Lane and their vision and concerns live on in the compassion and work of Field Lane today in the twenty first century. Although initially opening ragged schools and refuges in

Clerkenwell, Field Lane opened a home for older people in Walton on the Naze in Essex in 1900 which showed the breadth of thinking of all concerned in the early Field Lane.

General information

2.1 Current work

Field Lane works in London, Surrey, West Sussex, Essex (Southend) and North Yorkshire. In addition to Field Lane's own services a management and consultancy service is also available through our subsidiary Field Lane Management Services Ltd. The current work areas are

- For older people; registered care and support for people with dementia and sheltered housing
- For people with a learning disability; registered care and supported housing as well as domiciliary support at home in the community
- For families and children; accommodation with 24 hour on site intensive support

All Field Lane's personal care and support work for older people and for people with a learning disability has to be registered with and inspected by the Care Quality Commission. Field Lane's services are regarded as good and excellent.

2.2 Trustees and legal status

Field Lane has a voluntary board of trustees who set the strategic direction and the priorities whilst ensuring the financial viability of the charity. They make sure that the Objects (listed below) are met with effective and efficient activities and always have regard for the public benefit that Field Lane represents. Day to day operational management is delegated to the Chief Executive and a senior staff team

Field Lane is registered with the Charity Commission (207493) the Tenant Services Authority and the Homes and Communities Agency as a housing association (LH3047) and is registered at Companies House (98226.)

The Field Lane Foundation's governing body is the Board of Directors; the Foundation is a limited company as well as being a charity and housing association. Directors of incorporated charities such as Field Lane are often referred to as trustees. New trustees may be appointed during the year but all trustees have to be formally elected at an AGM.

2.3 The Christian heritage

The Christian heritage is one which is valued and practiced; for example, all board and committee meetings open with prayer, but Field Lane is not an evangelizing organisation. It does try to work with a Christian understanding of society and the uniqueness and preciousness to God of individuals within it. Field Lane was called into being to be with people who are marginalized or at risk of being isolated and excluded. The way in which the work of care and support is planned and delivered reflects these principles. Staff, commissioners and service users appreciate that this is a different sort of organisation and that it has strong values.

2.4 Field Lane's objects as a charity

The Objects with their Preamble in the Articles are;

Preamble

The Field Lane Foundation is a charity which maintains the beliefs and values of the Christian faith. It is nondenominational and welcomes people as beneficiaries from all faiths and none

Objects

1. to provide, in such manner as the trustees shall determine, all forms of accommodation and housing and associated amenities, care, support and

comfort to people who are in need by reason of youth, age, ill-health, disability, frailty, homelessness, financial hardship or other disadvantage;

2. to relieve poverty;

3. to undertake charitable work that is of benefit to society as a whole.

2.5 Being a charity and a housing association

Most people understand charities but fewer have come across housing associations. Field Lane is both. A housing association is a not for profit organisation set up to provide housing or accommodation and other services that relate to the accommodation and are of benefit to the tenants or the tenant's community. The main advantage of being registered as a housing association is that it allows a bid for social housing grant (SHG) to the Homes and Communities Agency to help towards the costs of new developments. The housing association network is well developed in London and provides many opportunities for board support and development and personal networking.

2.6 Membership of Field Lane

The Foundation has a membership which is required under the Articles. The Members pay a fee of £10 per year and attend and vote at the Annual General Meeting. Trustees are encouraged to become Members although a nonmember can be elected to the Board. However a nonmember whether or not a trustee is unable to vote at the AGM.

3 Becoming a Field Lane Trustee and Director

3.1 The process

Being a trustee of Field Lane is a special position with special responsibilities. A procedure has been adopted which is intended to ensure that the Board has access to the experience, knowledge and skills it needs as well as for a potential candidate to have the opportunity to understand the duties and responsibilities of becoming a trustee of Field Lane.

Following an initial contact either from a request for information or a direct contact by Field Lane a potential trustee will be sent information about Field Lane and is invited to meet with the Chief Executive. This will be an opportunity to talk about the charity and its work and governance and being a trustee. If the candidate wishes to continue then a CV is requested together with some personal details; these are then discussed by the Chief Executive with the trustee(s) to whom trustee recruitment has been delegated.

The trustees may then decide to meet the candidate at a convenient time in order to discuss the interest in becoming a trustee. Following that meeting the candidate may be invited to join a trustee meeting as an observer following which the Chair, if the candidate still wishes, may ask the trustees to invite the candidate to join the board. If the candidate accepts an invitation they are then appointed as a full member of the board with the responsibilities that comes with the role. A formal election would then take place at the next AGM.

A trustee, because they are also a director of the company, is required to be eligible to be a company director and to have their directorship recorded at Companies House.

All new trustees are given an induction which includes information about Field Lane; visits to the central office and to current work are arranged, a discussion is held

about the areas they would wish to learn more about and attendance to an appropriate seminar or conference or other learning opportunity can be arranged. Information about the duties and responsibilities of being a trustee of a charity and a housing association is also provided.

A trustee may serve for three years before reelection and for a maximum of nine years

3.2 Safeguarding, insurance and payments

As Field Lane works with highly vulnerable people including children it is regarded as being a regulated activity under the legislation.

Those trustees who are engaged in regulated activity (by carrying out a specified activity or working in a specified setting on a frequent or intensive basis) must be registered with the Independent Safeguarding Authority.

Current Field Lane policy is that under normal circumstances trustees do not have to register with the Independent Safeguarding Authority and provide Criminal Record Checks (CRB) but have to be accompanied at all times when visiting Field Lane projects.

Trustees are covered by liability insurance.

In the tradition of voluntary organisations the position is unpaid but all out of pocket expenses will be met.

4 Governance

4.1 The Board and Committees

The governing body is the Board. It is composed of Directors who are also trustees. The trustees are called directors as they are the directors of the company that is Field Lane. The Directors are voluntary but have the legal responsibility for the charity and

its funds and work. Executive responsibility is delegated to the Chief Executive who with a senior staff team is responsible for all the day to day work of Field Lane as well as advising the trustees.

The governing document is the Articles of Association and this is supported by the Code of Governance, the Code of Conduct, Standing Orders, Financial Procedures and a Business Plan. All these documents are discussed and approved by trustees.

The regulators are The Tenant Services Authority (which is the principal regulator) which is to merge into the Homes and Communities Agency in April 2012, and the Charity Commission. The annual accounts also have to be lodged with Companies House.

The Board meets four times a year which includes an Awayday, plus the AGM. The Honorary Officers are appointed at a brief meeting following the AGM. All trustees are on a committee.

The three committees are

- the Finance and General Purposes Committee; responsible for all financial, property and employment matters. The chair of the committee is an honorary officer; meets every two months
- the Quality and Development Committee; responsible for all service provision and advising on future development potential. The chair is appointed from the trustees; meets every quarter
- the Remuneration committee; responsible for deciding the Chief Executive's and senior management teams' remuneration. It consists of the Chair, the Vice Chair and the Chair of the Finance Committee; meets once or twice a year

The responsibilities of an audit committee are held by the Finance committee.

At the Annual General Meeting the following are elected

The President

The Vice President(s)

The Trustees

5 Duties and responsibilities

5.1 Companies Act 2006

As the trustees are directors of a company the duties of directors under the Companies Act 2006 apply;

Directors have a duty to;

- Avoid conflicts of interest
- Not accept benefits from third parties
- Declare any interest in proposed transactions or arrangements with the organisation
- Act within powers
- Promote the success of the organisation
- Exercise independent judgment
- Exercise reasonable care, skill and diligence

5.2 Codes of guidance

The trustees are supported by

- the Code of Governance, which for Field Lane is the code written by the National Housing Federation. (Available separately) Reference to a code of governance is required in the annual accounts with an explanation of the reasons why any elements of the code are not applied with.
- the Code of Conduct, published by the Trustee Network. It sets out the main expectations of a trustee board and of its directors. (Available separately)

6 Business Planning

6.1 Strategic business planning

Field Lane's Business Plan is reviewed annually at the March Awayday. The 5 year plan *Growing Through Service* ended in 2011 and a new plan being compiled. This will take into account the changing social care environment, the financial realities and the ambitions of Field Lane.

7 Facts and Figures

7.1 History

1841 Ragged Schools and Refuges in 'Field Lane' by Holborn Circus.

1947 the focus moved to the care of older people

1950s/60s Residential care homes opened or transferred to Field Lane

1985 Sheltered housing in Reigate opened

1985 family work begins near Kings Cross.

1993 the first learning disability unit (Badgers) opened in Southend

2003 second family centre opens near Kings Cross

2005 Andrew Provan House for homeless families opened in Notting Hill and family centres close

2005 Boston Avenue, Southend, the first supported housing unit for adults with a learning disability opened

2005 Domiciliary care agency (Southend)

2009 Domiciliary care agency (Reigate) opened

2009 Management of private supported housing in Caterham

2010 Two supported housing units open in Southend and Redhill

2011 Field Lane Management Services Ltd formed. Management support for Apley Grange nursing home in Harrogate

7.2 Finance

Year	Income 000s	Staff FTE
2007/8	4.056	132
2008/9	4.073	136
2009/10	4.098	131
2010/11	4.552	161

7.3 Senior Staff

Position	Holder	Qualification	Appointed	Responsibility
Chief Executive	Jeremy Lamb	MA, CQSW, DMS	1992	Executive responsibility, external strategic relationships and Company Secretary
Director of Operations	Jacky Owen	MA	2000	All care, support, housing and local contracts and operational staff recruitment and training
Director of Finance	Hien Le	FCCA	2006	All financial, ICT, property and purchasing

7.4 Care, Support and Housing - locations, type and capacity

	Location	Project	Type	Category	Beds / units
1	Reigate	Dovers CQC **	Care / nursing	Older people dementia	39
2	Reigate	Ashdown Close	Sheltered housing	Older people Adults with a learning disability	19
3	Reigate	FL Care and Support	Domiciliary care agency	Adults with a learning disability	20 plus FL houses
4	Worthing	The Priory CQC **	Care / nursing	Older people dementia	42
5	Southend	Badgers CQC ***	Care / nursing	Adults with a learning disability	10
6	Southend	Boston Avenue	Supported housing	Adults with a learning disability	6
7	Southend	FL Care and Support **	Domiciliary care agency	Adults with a learning disability	in FL houses
8	Southend	Ailsa Rd	Supported housing	Adults with a learning disability	6
9	Salfords, Redhill	Westmead Drive	Supported housing	Adults with a learning disability	6
10	Caterham	Court Lodge	Supported Housing	Adults with a learning disability	4
11	Southend	Training	In house and external	Care and support staff	variable
12	London	Andrew Provan Hse	Supported housing	Families	19
13	Reigate	Social club	Community	Adults with a learning disability	
14	Southend	Social Club	Community	Adults with a learning disability	
15	London	Central	Services	external	
	Total beds				171
16	Harrogate	Apley Grange	Nursing	Older people	41
	Total including managed beds				212

8 Contacts and further information

For further information please contact

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General information about being a trustee is available from

The Charity Commission	www.charity-commission.gov.uk
Nat. Council of Voluntary Organisations (NCVO)	www.ncvo-vol.org.uk
Nat. Housing Federation (NHF)	www.housing.org.uk
The Trustee Network	www.trusteenet.org.uk

For information on the care and housing regulators

The Tenant Services Authority (TSA)	www.tenantservicesauthority.org.uk
The Homes and Communities Agency	www.homesandcommunities.co.uk
The Care Quality Commission (CQC)	www.cqc.org.uk