

# Scottish autism

WHERE AUTISTIC PEOPLE  
ARE VALUED

Enabling autistic people to  
lead happy, healthy and  
fulfilling lives.

## Trustee Recruitment Pack

# MESSAGE FROM OUR CHAIR

Thank you for showing an interest in joining our Board of Trustees.

This pack will provide you with the information you require about Scottish Autism and the role of trustee.

Scottish Autism was established in 1968 by a group of parents and is now the largest provider of autism specific services in Scotland as well as being a leading authority and advocate for good autism practice.

Scottish Autism has over 900 staff working across the whole of Scotland providing a range of services for autistic individuals including education, day and vocational opportunities, supported living, outreach, respite and specialist transition support.

Through the European Foundation for Quality Management model, in 2019 Scottish Autism achieved the Recognised for Excellence 5 Star Award, the Scottish Award for Business Excellence and the Adding Value for Customers Award.

Scottish Autism is governed by a Board of Trustees who provide an invaluable contribution to the success of the organisation.

Applicants do not need to have significant autism knowledge as induction and training will be provided.

A priority of Scottish Autism is to increase the diversity, knowledge, age and experience on its Board. We hope to attract applications from a wide range of talented individuals irrespective of age, disability, gender, ethnicity, nationality, belief or caring responsibilities. Applications from people with lived experience of autism would be welcome. We are looking to recruit up to three individuals and whilst all applications are appreciated, we are keen to attract people with experience or knowledge in the following areas but these are desirable, not exclusive:

- **Marketing/media**
- **Social care**
- **Commissioning**
- **IT**
- **Strategic HR**
- **Asset Management**
- **Legal**

Scottish Autism is not just a charity, it is a place where staff culture is driven by our values so that we can support autistic people to lead meaningful and fulfilling lives and be recognised as valued members of the community in which they live.

If you are interested in being part of something that really makes a difference, then please apply.

**Peigi Macarthur**  
**Chair**

# YOUR IMPACT

In your role as a Trustee you are helping autistic people to lead happy, healthy and fulfilling lives. People like Alan, Robin and Jamie.

## Alan, Central Area Services

"I like Founders, it's my home, I like to relax it's very relaxing. I like that I can hang my own washing out myself and I'm in charge to water the plants."

Alan is supported at Founders House, a residential service that provides accommodation for up to nine autistic adults. The aim of this service is to provide accommodation which meets the specific care needs of autistic adults as they age.



## Robin, Fife Services

"At present, I am being supported with my staff to purchase a new Mobility Car. To the left is a picture of me and Kit, my staff member, looking at possible cars. Although this one is blue, it's red I want."

Robin has been supported by Scottish Autism in our Housing Support Service and Day Opportunities for over 25 years.



## Jamie, Tayside Services

"I think my house is a nice house and I enjoy sleeping in my bedroom at bedtime and watching movies."

Jamie is supported in our Tayside services. He recently moved into his own, specially adapted home.



# WHO WE ARE

## OUR VISION

A world where autistic people are understood and enabled to lead meaningful and fulfilling lives as valued members of the community.

## OUR MISSION

To enable autistic people to lead happy, healthy and fulfilling lives.

## OUR VALUES

<b>COLLABORATION</b>  We work with others and value their opinions.	<b>COMPASSION</b>  We work with each other and the people we support with care and kindness.
<b>CHANGE MAKERS</b>  We never stand still, we move positively forward always focussed on quality and being the best.	<b>CONTRIBUTION</b>  We love what we do, we never lose sight of our purpose and the difference we make in society.

### Constitution

- Our Board consists of up to twelve trustees including the Chair, Vice Chair and Treasurer.
- The term of office for a trustee is four years with an option to serve an additional term of four years.
- There are typically eight Board meetings a year but during the pandemic, meetings are monthly.
- A copy of our Articles of Association can be accessed [here](#).

### Getting in Touch

We hope this pack provides the information you require but if you need anything further or would like an informal discussion about the role of a trustee, please contact:

Helen Calley, Charity Secretary  
Helen.calley@scottishautism.org  
07542 227558

# TRUSTEE - ROLE & RESPONSIBILITIES

## 1. Board Responsibilities

The function of the Board as a whole is two-fold:

- provide leadership to Scottish Autism and determine its strategy.
- control Scottish Autism's affairs and ensure compliance with regulatory standards, expectations and good practice.

The operational management of Scottish Autism is delegated to the Chief Executive and thereafter to staff within a framework of controls established by the Board. In practice, this distinction involves a strong element of partnership between the Board and senior staff which demands mutual respect, trust and support.

## 2. Strategic & Leadership Function

In relation to its strategic and leadership function, the core responsibilities of the Board are to:

- Determine Scottish Autism's central purpose, its values, and its culture and ensure that they are consistent with Scottish Autism's Articles of Association.
- Determine and keep under review Scottish Autism's strategic direction, its business objectives and to ensure its ongoing sustainability.
- Develop and maintain an understanding of the operating environment of Scottish Autism and take this into account in assessing Scottish Autism's strategy.
- Disseminate and ensure compliance with the values of Scottish Autism.
- Establish a framework for the development, approval and review of policies and plans to achieve Scottish Autism's business objectives.
- Ensure that Scottish Autism is adequately resourced to meet its business objectives.
- Identify and manage the risks associated with Scottish Autism's strategy.
- Decide on and keep under review formal partnerships and alliances with other organisations.





### 3. Control & Compliance Function

In relation to its control and compliance function, the core responsibilities of the Board are to:

- Establish and oversee a framework for delegation to Office Bearers, to Committees and to the Chief Executive.
- Establish and regularly review systems of internal and external control including external audit, internal audit, financial control and performance reporting.
- Establish and oversee a framework for the identification and management of risk in order to protect Scottish Autism and its assets.
- Ensure the solvency of Scottish Autism, approve the annual budget and approve the annual accounts prior to publication.
- Monitor and assess Scottish Autism's performance against plans, budgets, controls and targets taking into account customer feedback and the performance of comparable organisations.
- Establish and oversee a framework for the employment and remuneration of staff.
- Appoint, support, appraise and (if necessary) dismiss the Chief Executive and approve their remuneration.
- Ensure that Scottish Autism meets all its statutory obligations and acts in accordance with regulatory expectations and accepted good practice standards.
- Ensure that Scottish Autism acts in accordance with its own constitution.
- Assess periodically the Board's own effectiveness.
- Assess how well Scottish Autism follows its Articles of Association.

In both sets of responsibilities, the Board is informed, advised and supported by the Senior Leadership Team. The core responsibilities are central to the Board's role and cannot be delegated.



## 4. Expectations of a Trustee

Each trustee is expected to contribute constructively to the work of the Board. The effective collective performance of the Board depends on members recognising and fulfilling their individual responsibilities.

All members share and must accept collective responsibility for the decisions properly made by the Board. All members are equally responsible in law for the decisions made. Each must act only in the interests of Scottish Autism and its customers; not on behalf of any constituency, other organisation or interest group. Whatever trustees' background and interests, their overriding loyalty must be to Scottish Autism as a whole.

All trustees take part in Board business on an equal footing. Although they may have different backgrounds and different reasons for their involvement, they must act in the best interests of Scottish Autism. Trustees should not be lobbyists, campaigners or advocates for any particular group.

The Board has a valid role as a 'critical questioner'. This is not to imply a lack of trust or doubt but only by questioning and testing does the Board add the value of its collective knowledge. The Board has a right to seek external advice whenever it wishes to do so. This is another way in which the Board effectively fulfils its 'critical questioner' role.

Trustees have a duty of loyalty and support towards the staff and this should be reflected in a constructive, professional relationship. In the unlikely event of a serious difficulty with an individual staff member, the problem should be discussed in confidence with the Chief Executive or Chair.



Every individual member is expected to:

1. Uphold the values, objectives, activities, powers and policies of Scottish Autism.
2. Contribute to and accept responsibility for the Board's decisions.
3. Treat all colleagues on the Board with consideration and foster mutual respect and trust.
4. Prepare for meetings and attend regularly and punctually.
5. Attend relevant training sessions and events.
6. Attend and participate in reviews of the performance and effectiveness of the Board.
7. Represent Scottish Autism positively and appropriately.
8. Be aware of the restrictions on payments and benefits and follow Scottish Autism's policy on managing these restrictions.
9. Not accept any offers of gifts and hospitality which could be seen as a way of exercising an improper influence over decision making.
10. Declare any personal or other interests which could potentially conflict with those of Scottish Autism.
11. Not engage in any activity which could be detrimental to the interests of Scottish Autism.
12. Respect confidentiality of information where appropriate.
13. Keep their own learning and knowledge as up to date as possible.
14. Adhere to the principles and the expectations set out by OSCR and other regulatory codes that apply to Scottish Autism including the Scottish Governance Code for the Third Sector and relevant Acts.
15. Serve on any Committee or short life working group as required.





## Data Protection & General Data Protection Regulations

Potential trustees should be aware that Scottish Autism is required to share personal information with Companies House and OSCR. It may also be requested to support grant and tender submissions or commercial contracts. The role will also be PVG checked.

## Time Commitment

A trustee would be expected to undertake the following:

- A comprehensive induction programme
- At least six Board meetings a year (usually a Tuesday afternoon in Alloa but currently being held monthly by Zoom).
- One annual review meeting with the Chair
- To sit on one Board Committee if possible which usually meet quarterly
- To promote, attend and support Scottish Autism events.
- To represent and be an ambassador for Scottish Autism at external events

## Recruitment Timetable

Closing Date:	30th April 2021
Application Response:	5th May 2021
Interviews:	w/c 10th May 2021
Recommendations to Board:	25th May 2021
Applicants advised of outcome:	26th May 2021
Successful applicants first meeting:	22nd June 2021



# HOW TO APPLY FOR THE ROLE

Please email your CV and a supporting statement (no longer than two pages) providing clear evidence of how you meet the role and responsibilities as well as what you could contribute to Scottish Autism and what you hope to gain from working with us to [helen.calley@scottishautism.org](mailto:helen.calley@scottishautism.org).

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