Dear

Thank you for your interest in becoming a Trustee of Hillingdon Mind. This pack includes some information which we hope will assist you in deciding whether to submit an application:

- Our organisation
- Our vision
- Our mission
- Our aims
- Our services
- Our Mind network
- Our Board of Trustees
- Our Partners
- Trustee Role Description
- Trustee Person Specification

If you have any further queries, please don’t hesitate to contact me.

Yours sincerely,

Christopher L Geake
Director
Our Organisation:

Hillingdon Mind is a key mental health service in the London Borough of Hillingdon. We offer a wide range of support services through a dedicated team of 20 full and part-time staff and over a 130 volunteers. We share a common concern about the unmet needs of people with mental health problems in our community, and seek to address it.

Over the 32 years since our establishment as Hillingdon Mind in 1984 we have achieved a creditable reputation for our commitment to promoting good mental health and well-being in the Borough, supporting people who experience mental health issues, and campaigning for a better mental health policy framework and service provision. A survey of our history suggests that the words used to describe us could include “responsive”, “innovative”, “collaborative”, “challenging”, “effective”, “good value”.

From our modest beginnings in providing lunch-time social clubs, we went on to develop a range of provision in direct response to local need:

We recognise the rich diversity of Hillingdon’s multi-cultural community and aim to set examples of good practice by listening to service users and providing imaginative, innovative and quality services which meet their expressed needs and help people gain some control over their own lives.

We are a Registered Charity No. 1045701

We are registered as a Company Limited by Guarantee No. 3009554

We are also affiliated to National Mind
Our Vision

Our vision is of communities across Hillingdon in which there is a positive understanding of mental health, where people have appropriate support, and are treated with respect and dignity.

and to realise that aspiration

we PROMOTE good mental health and well-being

we SUPPORT people who have mental health problems

we seek to SHAPE. Policy and public attitudes in relation to mental health
Our Mission

Hillingdon Mind believes that life experience and the environment we live in play a major part in influencing our mental health. Our upbringing, the pressures of day to day living, the experience of trauma, discrimination, harassment and poverty can all have adverse effects on our mental well-being.

Our vision is of a society that promotes and protects good mental health for all, and that treats people with experiences of mental distress fairly, positively, and with respect.

The needs and experiences of people with mental distress drive our work and we make sure their voice is heard by those who influence change.

Our independence gives us the freedom to stand up and speak out on the real issues that affect daily lives.

We do all this to make it possible for people who experience mental distress to live full lives, and play their full part in society.

Diversity
We respect everyone's experience and ensure inclusion is at the heart of our work

Partnership
We are committed to working with our networks and all who will help us achieve our mission

Integrity
Our independence ensures our integrity- we are never compromised

Determined
We will never give up challenging discrimination and campaigning for better mental health

Informed
People with experience of mental distress drive all we do

In summary, through Hillingdon Mind we
Our Aims:

- To provide a forum for issues that affect people experiencing mental distress.
- To provide company and support at our social clubs and through our befriending schemes.
- To work for improvements and encourage good practice in mental health services both in hospital and the community.
- To provide and pioneer services to compliment those offered by the statutory mental health services and social services.
- To offer support to Hillingdon’s black, minority and ethnic communities.
- To increase public understanding of the issues people with mental health problems face.
- To combat prejudice and champion the rights of people with mental health problems.
- To provide advice and information on mental health issues.
- To provide good quality supported housing services.
- To support vulnerable people in police custody.
- To provide counselling services.
Our Services

We deliver the following services funded by the London Borough of Hillingdon through the Mental Health Social Inclusion contract:

- **Social Clubs** daytime, evening, and weekend, in Ruislip, Uxbridge, and Hayes – opportunities for social support, peer-support, learning and personal development, and a hot meal;
- **Saturday Out and About Club** – opportunities for overcoming social isolation, visiting places of interest, and enjoying a range of group activities;
- **Appropriate Adult service** - support for vulnerable people who are in police custody;
- **Befriending** – one to one support to help overcome social isolation, and anxiety about social participation;
- **Asian projects** - opportunities for culturally specific social support peer-support, and learning;
- **Somali Advice Service** – advice and information for members of the Somali-speaking communities

Other services and activities we currently offer include:

- **Employment Support** - offering workshops, group work, and mentoring to help people develop the knowledge and confidence to access learning, training, and volunteering opportunities and to thereby increase people’s employability;
- **Lesbian, Gay, Bisexual and Transgender** support group;
- **Counselling and Psychotherapy** services;
- **An Addictions Counselling Service**, with support for people affected by a range of addictions;
- **Mental Health Awareness** – a development programme that delivers accredited Mental Health First Aid training, and a range of bespoke mental health awareness courses: anger management courses;
- Emotional Support for **Children and Young People**
- support for **carers** of people with mental health issues;

We provide free meeting space and facilities each week for a **women’s group**, a **men’s group**, for the **Art and Creativity group**, for a **Creative Writing group** and for a “Hearing Voices” group. One of our Trustees supports a weekly **walking** group, which is also an opportunity for peer support.
Our Mind Network - the national perspective

As signatories to the Community Partnership Agreement, we are committed to work in a collaborative way with national Mind. We actively participate regionally as a member of “Mind in London”, and contribute to the strategic development of national Mind

Our strategy reflects some of the priorities of national Mind:

1. **Staying well**
   To support people to stay well, and to integrate both physical and mental health and well-being.

2. **Empowering choice**
   To support people to make informed choices, express the voice of their “lived experience”.

3. **Improving services and support**
   To work to improve services, to support people to get the right kind of support at the right time, and to help develop better opportunities for people from diverse “under-served” communities to access support.

4. **Enabling social participation**
   To help open doors so that people can participate fully in society and Within their communities.

5. **Organisational excellence**
   To make best use of our assets and resources, and to improve our Efficiency and effectiveness as an organisation.

We seek to align our work closely with the values of Mind nationally:

- **Open**: we reach out to anyone who needs us
- **Together**: we’re stronger in partnership
- **Responsive**: we listen, we act
- **Independent**: we speak out fearlessly
- **Unstoppable**: we never give up
Our Board of Trustees

The current members of the Board of Trustees are

Mary O’Connor  Chairperson
John Clark  Vice-Chairperson
Patricia Rose  Treasure

Mohinder Singh Chahal
Graham Francis
Eva Okwonga
Robert Parsons
Claire Thomas
(vacancy)

The Trustees represent a very wide range of experience, knowledge and interests.
Our Partners

We work in partnership with the wide range of organisations who support and complement our work, including:

- Age UK Hillingdon
- Brunel University London
- Citizen Advice Bureau
- Community Health
- Community Voice
- Community Groups
- DASH
- Faith Communities
- GP Practices
- Harlington Hospice
- HART (Hillingdon Aids Response trust)
- Hillingdon Carers
- Hillingdon Chamber of Commerce
- H4All (Hillingdon for All)
- Hillingdon Association of Voluntary Service (HAVS
- Hillingdon Clinical Commissioning Group
- Healthwatch Hillingdon
- JGA (Jane Goodwin Associates
- Job Centre Plus
- London Borough of Hillingdon
  (education, family centred networks, housing stronger communities, public health, social service)
- Uxbridge College
Trustee Role Description

The Statutory Duties of a Trustee are:

• to ensure that the organisation complies with its governing documents i.e. ‘Articles of Association of Hillingdon Mind’ and Memorandum of Association of Hillingdon Mind’, together with charity law, company law and any other relevant legislation or regulations;
• to ensure that the organisation pursues its objectives as defined in its governing documents;
• to ensure the organisation uses its resources exclusively in pursuance of its objectives (the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are);
• to contribute actively to the Board of Trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
• to safeguard the good name and values of the organisation;
• to ensure the effective and efficient administration of the organisation;
• to ensure the financial stability and sustainability of the organisation;
• to protect and manage the property of the charity and to ensure the proper investment of the charity’s funds;
• to appoint the Director and monitor his/her performance, and to have responsibility overall for the staff employed by Hillingdon Mind;
• to ensure that annual accounts are produced together with a report for the Annual General Meeting and submission to Companies House and the Charity Commission.

The other duties of a trustee include:

• regularly attending meetings of the Board of Trustees;
• reading papers in advance of meetings and preparing as necessary;
• a willingness to initiate and contribute to discussions;
• taking part in the work of sub-committees and working groups as required;
• focusing on key issues.
• providing guidance on new initiatives;
• representing the Board of Trustees on internal disciplinary, complaint, job interview panels and other panels by agreement;
• attending the Annual General Meeting and any Extraordinary General Meetings;
• assisting in reviewing Hillingdon Mind’s policy documents and actively working towards the quality assurance standards of Mind;
• ensuring that equality of opportunity is promoted and sustained through all aspects of Hillingdon Mind’s work and relationships;
• awareness of and acceptance of the responsibilities as a charitable Trustee and Director of a charitable company;
• to act properly at all times and declare and impediment or interest relevant to the role of Trustee;
• ensure that the Hillingdon Mind operates within the national Mind rules and regulations of affiliation.
Trustee Person Specification

At its simplest, the role of a charity trustee is to receive assets from donors, safeguard them and apply them for a charitable purpose according to the wishes of the donor.

Trustees must also
• be Members of Hillingdon Mind
• have knowledge of, or an interest in mental health issues
• have the willingness and ability to devote the necessary time and effort to the work
• have an understanding of and commitment to the organisation.
• have a sense of strategic vision
• have sound, independent judgement
• be able to think creatively
• be willing to speak up and challenge bad practice and decision-making
• have an understanding and acceptance of the legal duties, responsibilities and liabilities of a trusteeship
• be able to work effectively as a member of a team
• be legally eligible to be a trustee and capable of managing their own affairs.

We seek to maintain a balance of experience, knowledge, and skills on the part of Trustees, especial in relation to the following topics or areas of activity:
• mental health and well-being
• addictions
• the Third Sector / community and voluntary organisations
• corporate management and leadership
• performance and project management
• financial management
• legal matters (employment, health and safety, safeguarding)
• human resources
• campaigning
• fundraising
• public relations and marketing
• information technology
• equality and diversity
• business and social enterprise

Trustees with Lived Experience of Mental Health and/or Addiction Issues

We welcome Trustees who have had personal lived experience of mental health and/or addiction issues, or as unpaid carers. However, to avoid a potential conflict of interest, people who currently use any of the services of Hillingdon Mind, or have used our services in the past six months, are not eligible to apply to be Trustees.

We emphasise that all Trustees, included those who have had lived experience of mental health and/or addiction issues, are elected as independent persons, and not as representatives of users, and therefore the decisions they make must be in the best interests of the charitable company.