

About People to Places

People to Places provide a community transport service for the residents of the Royal Borough of Windsor & Maidenhead and its neighbourhood who have transportation and/or mobility issues due to age, sickness or disability (mental or physical), poverty or because of a lack of adequate and safe public services. As a charitable organisation, we deliver high quality services that provide social benefits to the local community.

People to Places operate a range of community transport services including dial-a-ride for individual members, transport for local groups, taking people with learning difficulties or dementia to daycare centres and home-to-school transport. Our shopmobility service operates in both Maidenhead and Windsor offering a range of mobility equipment to meet all needs.

We are a 'people based' organisation with over 50 staff and volunteers who work closely with our members to enable them to get out of their homes to socialise, shop and attend important appointments.

As a company limited by guarantee and a registered charity, Directors of the Company listed with Companies House are also Trustees registered with the Charity Commission.

Our services

Shopmobility – Provides day or extended hire of manual wheelchairs, powered chairs and mobility scooters to people with limited mobility to visit leisure and commercial facilities within the local town or shopping centres.

Community Transport - People to Places have a fleet of 14 fully accessible minibuses, driven by trained Drivers, who are both paid and voluntary. Support is provided to individuals and are available for hire by local voluntary organisations and community services.

Trips and Days Out – A regular and growing strand of activity is the provision of days out to people with access & mobility issues.

Fundraising and Marketing – People to Places rely on the goodwill of the local community to provide its support services as cheaply as possible to as high a standard as possible

About the Board of Trustees/Directors

The Board of Trustees currently comprises around 8 individuals, including the Chair and meets as follows:

- An induction session(s) at the main People to Places office (variable amount of time)
- Board meetings (approximately 6 times a year for two hours)
- Board Away Days (normally once a year, all day event)
- Annual General Meeting (once a year, for 4 hours)

All Trustees/Directors are expected to attend these meetings. In addition, some Trustees/Directors contribute on regular committees (monthly or bi-monthly), attend conferences/training and/or may represent the charity at public events.

Trustees can claim out of pocket expenses incurred in travelling to meetings. P2P meetings are arranged in accessible venues.

Role Description: Trustee/Director

As a member of the Board of Trustees/Directors to participate fully in the governance of the charity, sharing your skills, knowledge and experience to help develop and deliver the charity's objective and achieve the charity's goals.

The duties of a Trustee/Director are:

- to ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that the organisation pursues its objects as defined in its governing document
- to ensure that the organisation uses its resources exclusively for the benefit of its objective
- 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 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 Chief Executive Officer and monitor his/her performance

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve: scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives or other issues in which the Trustee has special experience.

Trustee Person Specification

The Trustee will have:

- a commitment to the objective of the organisation
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- a good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of People to Places
- a commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- a willingness to consider taking senior governance roles within the charity eventually
- to comply with Charity Commission rules as a “fit and proper person to act as a Trustee”

The Board of Trustees collectively needs skills and experience in the following areas:

- transport and mobility issues
- financial management of a charity
- income generation and social enterprise
- health & social care
- local voluntary sector
- loneliness, isolation & independence
- national & local government and statutory bodies
- digital strategy
- human resource management
- volunteering management
- fundraising
- collaborative partnerships
- impact monitoring and reporting
- legal experience