

Trustee Handbook

Trafford Domestic Abuse Services



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Statement of Purpose

Vision:

To eradicate all forms of domestic abuse, creating a society where it is not tolerated and families can live safely.

Mission:

'To enable people to break free from domestic abuse'.

Our overall aim is "to relieve the physical and psychological distress of people who are experiencing or have experienced domestic abuse and make domestic abuse everybody's business, through intervention, prevention, education and public awareness"

This is achieved by meeting the following **objectives**:

1. The provision of safe and supportive spaces and temporary accommodation for women and children who have or who are experiencing domestic abuse.
2. The provision of community support services to those who have experienced domestic abuse
3. To advance the education of the public and those who work in partnership with the public, private, voluntary, community and social enterprise. in issues relating to domestic abuse including its nature, impact and causes.

TDAS Values:


Openness: TDAS create an open culture, provide transparent reporting, good fundraising and governance.

Person Centered: TDAS provide coordinated, personalized and enabling services to everyone

Innovative: TDAS introduce new ideas, are creative and forward thinking

Collaborative: TDAS work in partnership with key stakeholders to enable individuals to achieve a defined and common purpose

Empowering: TDAS empower our service users to become stronger, more confident, being aware of their rights and privileges and live a more meaningful and fulfilling life.

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Constitution

In 1987, a group of local women identified the need for safe accommodation for women and children who had to flee their homes due to suffering domestic abuse. They campaigned across the borough, engaging local communities, agencies and the general public to show the need for a refuge in Trafford.

Trafford Women's Aid opened as a refuge in June 1990-after 3 years of fund-raising and employed just one full time worker with the rest of the support being provided by management volunteers.

The refuge originally received no funding from the Local Authority was funded by the women's rents which included a support charge and Housing Association grant.

Over the years TWA developed substantially and the staff grew with it. It began to provide community services and working with children in the refuge.

In 2012 TWA changed its name to Trafford Domestic Abuse Services (TDAS) in order to ensure male victims did not feel excluded from accessing our services.

Over the past 4 years, TDAS has focused on providing a wrap around service for women, men and children who are victims of domestic abuse. Our accommodation service has doubled in size with us now able to offer lower level move on accommodation, our Outreach services are locally placed and reaching harder to reach communities and we have successfully piloted and delivered our Prevention work with young people and Training for Professionals.

Domestic abuse is a gendered crime which is deeply rooted in the Societal inequality between women and men. It takes place 'because she is a woman and happens disproportionately to women' (United Nations (UN) Declaration on the elimination of violence against women 1993).

Trafford Domestic Abuse Services (TDAS) is an independent voluntary organisation that has been operating since June 1990, is a Company Limited by guarantee and a registered charity. TDAS is the only specialist agency in Trafford who deliver services to women, men, children and young people who are experiencing or have experienced domestic abuse. We are funded for our services through various funding streams, and are in the process of looking for further areas of funding to enable us to extend the services we provide in the borough of Trafford.

As in accordance with our constitution, TDAS will ensure that male board members will not hold key offices and that we will maintain a majority of female trustees at all times.

Thank you for considering to be a Trustee for TDAS.



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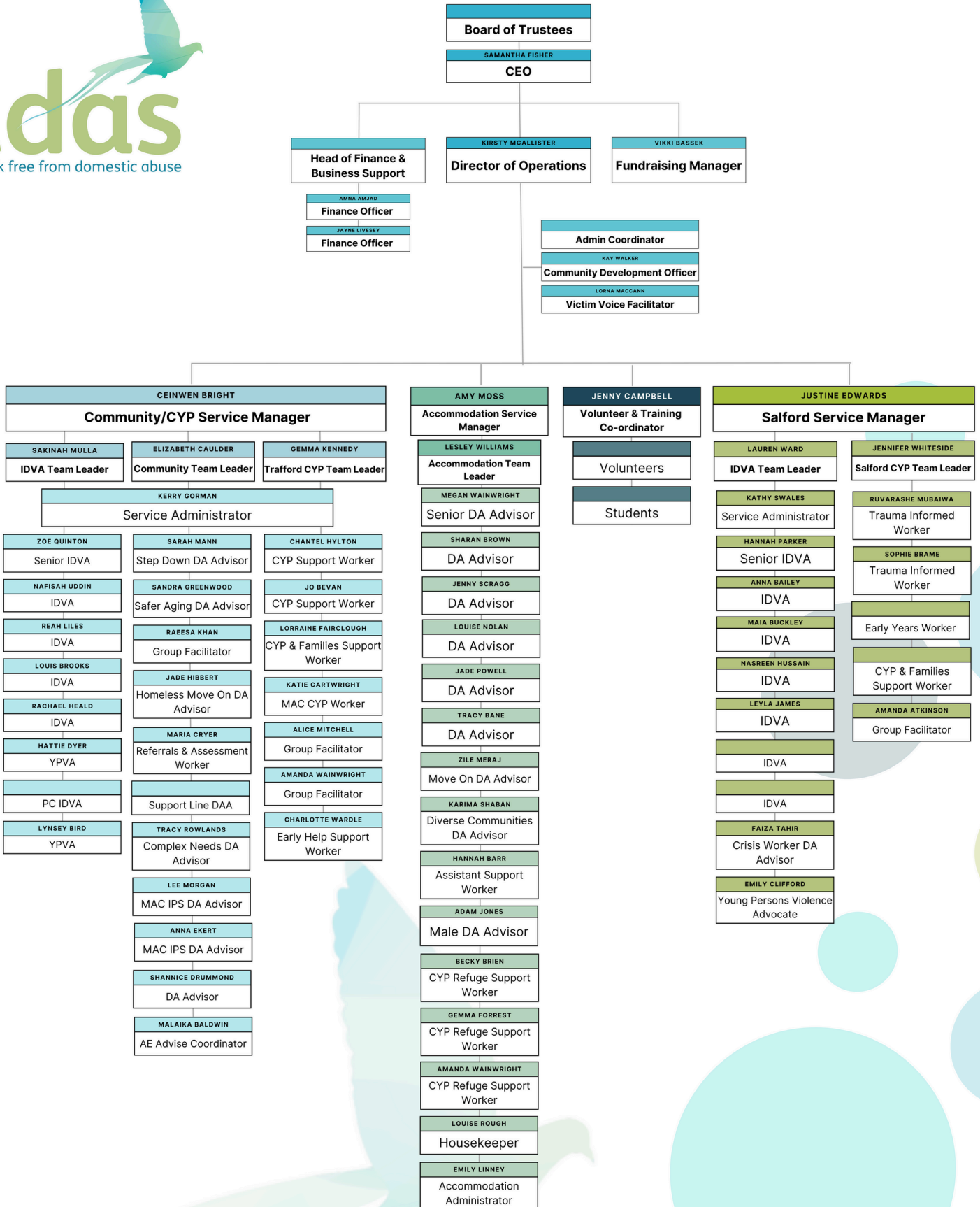
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Organisational Structure



Services Overview

Accommodation

Phoenix House Refuge

Phoenix House is a 6 bedroom family, shared refuge. Up to six families live in this refuge. A mum and her children have their own room and share the rest of the facilities with the other residents. Children are well catered for with an outdoor play area and a playworker offering play sessions four times a week. Parenting support and groups are also offered

Lotus House Refuge

Lotus House is a 6 bedroom refuge for single women. Each woman has her own room with en-suite facilities and the rest of the facilities are shared with the other residents. We will consider applications where a victim of domestic abuse is experiencing mental health problems and/or drug and alcohol problems

Blossom House Refuge

Blossom House is a 5 bed refuge for women with 1 child. Each woman has her own room. There are two large bathrooms, a communal lounge/play area and Kitchen. There is a staff office on site where support staff are based Monday-Friday.

Oak House

Oak House is a six bedroom property to support men. Each man has his own room with en-suite facilities and the rest of the facilities are shared with the other residents. We can consider referrals for males with complex needs and child contact arrangements. Priority is given to males fleeing Greater Manchester.

Dispersed Properties

We have 2 family dispersed properties to support families or male victims where refuge is not suitable.

Accommodation for those with additional support needs

This is a two bedroom property for two single women. Each woman has her own room and the rest of the facilities are shared with the other resident. We will consider applications where a victim of domestic abuse is experiencing mental health problems and/or drug and alcohol problems. Unlike the other two refuge properties, TDAS staff are not based on site.

Homeless MODAA

Our Homeless Move On Domestic Abuse Advisor provides a specialist trauma-informed support service for individuals and families on a 121 basis providing the interventions needed to prevent them from becoming homeless and to resettle them in to new accommodation if required

Move on Accommodation

Move on accommodation is a Tier2 supported housing provision for victims of domestic abuse that are currently being housed in a refuge, temporary accommodation or are homeless and need support to live independently in the community.

TDAS Resettlement Support

One-to-one practical and emotional resettlement support to residents moving into their own accommodation. Intensive short-term support and assistance around the process of sustaining or taking up a tenancy (tenancy terms and conditions, transferring benefit claim, assistance with setting up utility bills, chasing up HB claim, assistance with moving) to ensure service users are effectively linked to support networks as appropriate.

Services Overview

Community Support

TDAS Outreach

The community outreach service is for those who require longer term support because of their experiences, whether past or present, of domestic abuse. The service offers support that is tailored to individual need to assist you through your journey.

IDVA

Our specialist team of Independent Domestic Violence Advocates (IDVAs) work with adults in the Trafford area, aged 16 and over, who are identified as being at high and increased risk of domestic abuse and heard at MARAC. Our IDVAs provide professional support and guidance to victims of domestic abuse throughout their journey from crisis to safety working within a multi-agency framework where the safety of the victim, and their children, is always at the heart of any work undertaken.

Back to Me©

The Back to Me© Programme is a Personal Development with sessions including confidence building, Communication skills, Assertiveness, Goal Setting and 'How to be Happier'.

True Colours©

The True Colours© Programme is a 6-week information and support programme built around the realities and effects of domestic abuse. This course aims to reduce the isolation survivors often feel.

TDAS Volunteer Support Service

Volunteers are assigned to empower service users to continue their journey of change with the aim of reducing isolation, increasing support networks and increasing their confidence in tackling the transition into independent living without the dedicated support of TDAS support staff

Support Line

The Support Line runs Monday - Friday 9:30am-5pm offering telephone advice and support for anyone affected by domestic abuse including family, friends, carers and professionals working with people affected by domestic abuse.

The Reach Project

The REACH project was specifically designed to reach the most marginalised survivors with multiple disadvantage who need specialist support to break free from Domestic Abuse. Services include:

A Diverse Communities Domestic Abuse Advisor (DCDAA)

A Complex Needs Domestic Abuse Advisor (CNDAA)

A Young Persons Domestic Abuse Advisor (YPDA)

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Services Overview

Community Support continued



ADViSE programme

A sexual health clinic based domestic violence and abuse (DVA) training, support and referral programme. ADViSE ensures that sexual health practitioners can respond effectively to domestic violence and abuse and that specialist support is available for patients.

Male Domestic Abuse Advisor

Dedicated one to one and group work support for Male Victims of Domestic Abuse.

Make a Change

In partnership with Talk Listen Change (TLC), Make a Change (MAC) is a community-wide, early response approach to people using abusive behaviours in their intimate relationships (or who are concerned that they might be). TDAS provide support to partners/ex partners and children within the household.

Domestic Abuse Surgeries

The Domestic Abuse Surgery provides up to 6 sessions of emotional support and constructive advice for survivors. It is a face to face appointment-based service.

Safer Aging Project

Dedicated trauma informed support service for older victims of domestic abuse (55+years) offering person centred support to validate their experience, offer practical safety advice, advocacy and emotional support to alleviate emotional isolation of often long history of domestic abuse.

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Services Overview

Children and Young People



Children & Young People

TDAS have both one-to-one and group-based programmes that offer emotional support and education around domestic abuse and its impacts for children and young people.

One to One Support

We can provide a minimum of 8 sessions for children between 5 and 18 years, who have lived experience of domestic abuse or who have been in their own abusive relationship

R'Space©

R'SPACE© is a 6 week group support programme for children and young people who have lived through domestic abuse. The groups are split in to several age categories; 5-7, 8-11 and 12-14 and explores different topics each week.

Speak Out Speak Now©

Speak Out Speak Now is a 6 week programme for young people aged over 14 years that aims to provide awareness and understanding of domestic abuse and healthy relationships.



Services Overview

Training for Professionals



We provide training courses for professionals on various topics, including half day sessions and 45 minute Lunch and Learns

Lunch And Learns:

DA and Homelessness
DA and Substance Abuse
Healthy Relationships
Gaslighting
DA and the CJS
The Impact of DA on Attachment
Male Victim
R'Space©
Young People & Healthy Relationships
Voice of the Child
Make a Change
Trauma Informed
True Colours©
DA & Attachment

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Break free from domestic abuse

Annual Board Work Plan



The Annual Cycle

The Board should follow an annual planning cycle of:

- Reviewing strategy and then approving the draft business, budget and risk management plans before the beginning of the new financial year and;
- Then reviewing the previous year operational and financial performance at the next board meeting.

Detailed work is usually carried out by committees, ahead of board meetings, with chairs coordinating with each other to avoid duplication or issues being missed.

These committee meetings should be held sufficiently ahead of board meetings to enable any papers/proposals for the Board to be prepared for the Board pack-up.

Using the Work Plan

Insert the names of your committees into the workplan framework below.

Much of the Board's work will be driven by its year end date and, so these activities should be included in the framework first.

Then include the various other activities to be carried out. A non-exhaustive list of possible activities is included below in the Board and committee activities section.

Usually, there is too much to realistically carry out everything.

Identify which activities are critical and must be included, then those which should be priorities.

Consider if any might be:

- Reduced in scope or scale, or;
- Delegated to the CEO and his/her team, or;
- Carried out by a consultant.

Workplan Framework

Governance

At each meeting: confirm no conflicts of interest, minutes of previous meeting, CEO, operational, finance and committee reports. All decisions reserved for the Board.

January	March	May	July	September	November
Annual Declaration of Interest	CEO appraisal Review/update strategy Approve draft business, risk & budget plans	Review previous year overall operational and financial performance	Equality & Diversity Action Plan	Review trustee lengths of appointment (particularly those coming to an end) Board appraisal	Approve statutory accounts Board skills audit

Finance/Audit

At each meeting: minutes of previous meeting, management accounts report, review staff financial management and accounting compliance tables.

January	March	May	July	September	November
Annual Salary reviews	Recommend draft budget	Review finance strategy Review previous year financial performance against budget	Audit management letter Draft statutory accounts		Approve statutory accounts

Development/Fundraising

At each meeting: minutes of previous meeting, fundraising report and finances,

January	March	May	July	September	November
		Review previous year fundraising performance against business plan and budget		Review fundraising strategy	

Compliance

At each meeting: minutes of previous meeting, safeguarding, GDPR etc

January	March	May	July	September	November
Review Risk Register	Recommend draft risk management plan		Annual H&S report	Review Quality standards Review Risk Register	

Workplan Framework

Facilities					
January	March	May	July	September	November
Assess annual and major maintenance needs for draft budget			Review building compliance - fire safety, annual maintenance checks etc - Health & Safety Report for the board		

Sub-committee	Board Members	Schedule	Attendees
Finance and Audit	Jo	Bi-monthly Jan, Apr, July, Oct	CEO, Finance Mgr
Risk Management & Compliance	TBC	Quarterly Feb, May, Aug, Nov	CEO, Finance Mgr,
Fundraising & Income Generation	Jo	Quarterly Feb, May, Aug, Nov	CEO, Community Development Officer, Fundraising Manager
Operations & Facilities	Tamsin	Quarterly Feb, May, Aug, Nov	CEO, DOO
HR	Andy	Quarterly Jan, Apr, July, Oct	CEO, DOO
Safeguarding	Zoe	Quarterly Jan, Apr, July, Oct	CEO, DOO

Essential Trustee Guide

Trustees have independent control over, and legal responsibility for, a charity's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.

Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It's also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities covered in this guidance will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements of the law.

Role Summary

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Please see below link for the full document. You will also receive a copy as part of your induction.



Essentials Trustee Guide



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Trustee Members

Current Board Members

Kombo Magara Chair

Judith Lloyd Vice-chair

Jo Hannan Treasurer

Andrew Mudd

Zoe Littler

Tamsin Morris

Sarah Birdsey

Harriet Killeen

Samantha Fisher Secretary / Chief Executive Officer

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