FRASAC BOARD OF DIRECTORS

Information Pack

FIFE RAPE AND SEXUAL ASSAULT CENTRE

38-40 High Street, Kirkcaldy, KY1 1LU

Contents

[What is FRASAC 2](#_Toc7196)

[What we offer to our service users 2](#_Toc7197)

[Projects and Funders 2017-18 2](#_Toc7198)

[FRASAC Staff Structure 2017-18 3](#_Toc7199)

[Becoming a Director 3](#_Toc7200)

[Introduction 4](#_Toc7201)

[The Role of the Board of Directors 4](#_Toc7202)

[Duties of the Board of Directors 5](#_Toc7203)

[Duties and responsibilities of a Director 5](#_Toc7204)

[Skills and experiences of the Board of Directors 5](#_Toc7205)

[Person Specification for a Director 6](#_Toc7206)

[Application pack 6](#_Toc7207)

|  |
| --- |
| Support, Information Confidentiality  Fife-wide service available to anyone aged 12 or over affected by rape and sexual assault Tel: 01592 642336 Email: info@frasac.org.uk Website: www.frasac.org.uk  |

# What is FRASAC

Fife Rape and Sexual Assault Centre (FRASAC) is an independent voluntary organisation which offers a range of free and confidential support services to anyone male, or female, who has been raped or sexually assaulted at some point in their lives.

# What we offer to our service users

* Face to face support
* Outreach to all areas of Fife
* Support and information for friends and relatives of survivors
* Practical support to access other agencies
* Support through Police & Court procedures
* Crisis appointment

# Projects and Funders 2019

|  |  |
| --- | --- |
| **Projects**  | **Funders**  |
| **Core Project** Works with females and males 12 years of age and over.  | * Fife Council
* Scottish Government: Equalities Fund
* Scottish Government: Waiting List Fund
* Rape Crisis Specific Funding
 |
| **Young Persons Project** Works with Young Women 12 years – 25 years. | * Scottish Government: Equalities Fund
* Violence Against Women and Girls Fund
 |
| **Support and Advocacy Project** Provides support through the criminal justice process. | * Scottish Government: Justice Fund
 |
| **Prevention Project** Delivers prevention sessions in schools | * Scottish Government: Children and Young People and Families – Early Intervention Fund
 |

#  FRASAC Staff Structure 2019/2020

Board of Directors

Centre Manager

Prevention

Worker

Administrator

Volunteers

Young

Persons

Counselling

&

Support

Workers

Advocacy

Worker

Volunteer

Coordinator

Assistant Manager

#

# Becoming a Director

If you are interested in becoming a Director there are certain roles and responsibilities of which you should be aware. The Board has a collective responsibility and each Director has an individual responsibility to act in the best interest of the company at all times. The roles are undertaken as a group, so each individual is not expected to have expertise in every area. A Director is a voluntary role for which there is no remuneration other than any expenses incurred.

If you are considering joining the Board of Directors, please feel free to discuss any of the points outlined below with a current board member who can be contacted at bod@frasac.org.uk.

# Introduction

*FRASAC is a Company Limited by Guarantee and is also a charity registered with the Office of the Scottish Charity Regulator (OSCR)*.

The Board of Directors is responsible for all of the organisation’s activities, including matters delegated to staff and sub groups.

Being a Director requires that you take an active role in the governance of the organisation, give time for reading papers, attend management meetings and keep yourself informed about FRASAC’s activities. In return, Directors will receive training and support to ensure that they have the appropriate skills required to be an active and valued member of our Board of Directors.

# The Role of the Board of Directors

1. To ensure all activities are within the law.
2. To ensure policies are developed and agreed.
3. To develop and agree a strategic plan.
4. To agree the budget and monitor financial performance.
5. To ensure there are adequate resources.
6. To ensure all assets are managed effectively.
7. To monitor and evaluate services.
8. To ensure accountability as required by law.
9. To ensure accountability to funders, donors, beneficiaries and the general public.
10. To review annually the performance of the Board of Directors.
11. To appoint staff and annually review their performance, salary and other benefits.
12. To ensure that supervision is provided for staff.
13. To act as a court of appeal on personnel matters.
14. To act within the powers as set out in the Memorandum & Articles.

To carry out this role, the Board of Directors must meet as often as is necessary for the proper administration of the organisation. They must also seek professional and other expert advice when necessary.

# Duties of the Board of Directors

1. To ensure that FRASAC complies with its Memorandum & Articles and all relevant legislation.
2. To ensure that FRASAC applies its resources exclusively in pursuance of its objectives.
3. To contribute actively to the Board in giving strategic direction to the organisation, e.g. setting policies, defining goals, setting and evaluating targets.
4. To safeguard the good name of FRASAC.
5. To ensure the effective and efficient administration of FRASAC.
6. To ensure the financial stability of FRASAC.
7. To protect and manage the property of FRASAC and to ensure the proper investment of funds.

# Duties and responsibilities of a Director

1. The overriding duty is to act in good faith: the belief that what you are doing is correct.
2. You must act personally to:
	1. take an active part in management;
	2. act in the best interests of FRASAC;
	3. avoid conflict of interest;
	4. pursue FRASAC’s aims;
	5. use FRASAC’s assets to pursue the organisation’s aims;
	6. not profit from your membership.
3. You are expected to act prudently and reasonably in all matters. This means that you will need to be aware of the legal, financial and managerial issues affecting the organisation.
4. You are NOT expected to have expert knowledge in these areas, but you MUST seek advice in matters in which you are not expert or you could be regarded as having acted imprudently and be personally liable for the consequences.

# Skills and experiences of the Board of Directors

The Board of Directors collectively should have skills and experiences in the following areas:

1. setting targets, monitoring and evaluating performance and programmes;
2. financial management;
3. the type of work undertaken by FRASAC;
4. legal matters;
5. recruitment and personnel management;
6. public relations;
7. information technology;

 8. campaigning.

# Person Specification for a Director

Each Director should have some of the skills and experience listed above; however, not every Director is required to have the full range of experience needed by the Board as a whole.

Each Director should have:

1. A commitment to FRASAC.
2. A willingness to devote the necessary time and effort.
3. Integrity.
4. Good, independent judgement.
5. An ability to think creatively.
6. A willingness to speak their mind.
7. An understanding of the legal duties, responsibilities and liabilities of Board members.
8. An ability to work effectively as a team member.

# Application pack

If you are interested in applying to become a Director of FRASAC then please fill out the application pack and return this to bod@frasac.org.uk, or send to:

Board of Directors

FRASAC

38-40 High Street

Kirkcaldy

KY1 1LU

# Application to FRASAC for the post of Director

Please return to bod@frasac.org.uk

Or post to:

Board of Directors

FRASAC

38/40 High Street

KIRKCALDY

KY1 1LU

|  |
| --- |
| Section 1: Personal details |
| Surname: | First name:Preferred name: |
| Address: | Tel (preferred): |
| Tel (secondary): |
| Postcode: | Email address: |

|  |
| --- |
| Section 2: Eligibility |
| To be eligible to act as a Director of FRASAC you must be over 16 years of age, not be an undischarged bankrupt, disqualified from being a company director or a charity trustee, and you must not have an unspent conviction involving deception or dishonesty. I declare that I am eligible to undertake the role of Director.Signature: Date: |

|  |
| --- |
| Section 3: Qualifications and TrainingPlease list qualifications and training you feel are relevant to the role of Director  |
| Qualification and/or training | Subject | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Section 4: Relevant Qualities, Skills and Experience.  |
| With reference to the information pack, please outline how your work experience (including unpaid work) and your skills and abilities would enable you to carry out the duties of this role. Please include any information which you feel is relevant. |
|  |
| Section 5: References |
| Please give the contact details of 2 people who would provide a reference for your suitability to undertake the role of Director of FRASAC. References cannot be a family member. |
| Reference 1:  |
| Name: |  |
| Position and company name:(If Relevant) |  |
| Address: |  |
| Tel no: |  |
| Relationship to you |  |
| Reference 2:  |
| Name: |  |
| Position and company name:(If Relevant) |  |
| Address: |  |
| Tel no: |  |
| Relationship to you |  |
|  |
| Section 6: Declaration |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.Signature: Date: |

|  |
| --- |
| Section 7: Policy on the Recruitment of Ex-Offenders |

**Fife Rape and Sexual Assault Centre (FRASAC)**

**Policy on the Recruitment of Ex-offenders and secure handling etc. of Disclosures**

This document does not form part of your contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that organisational needs are met. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

**Aim of Policy**

The aim of this policy is to state FRASAC’s approach towards employing people who have criminal convictions and to ensure consistent and fair practices are implemented in the recruitment of staff and volunteers who have a criminal record to paid/unpaid posts within FRASAC. The policy also sets out our approach to dealing with confidential disclosure information.

FRASAC is committed to equality of opportunity for all job applicants and aims to select people for employment on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. FRASAC will therefore consider ex-offenders for employment on their individual merits. Our approach towards employing ex-offenders differs, however, depending on whether or not the job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Please also refer to page 2 for further information).

Having a criminal record will not necessarily debar an individual from working with FRASAC. This will depend on the nature of the position, together with the circumstances and background of the offence(s).

FRASAC will ensure that all of our staff involved in the recruitment process are aware of this policy.

**Advertising, Application pack & Interview procedures:**

All applications forms, job adverts, careers literature, web-site and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position at FRASAC. Please refer to the Disclosure Scotland section within the policy for further information.

At interview or in a later separate discussion, FRASAC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

When receiving a Disclosure which shows a conviction, FRASAC will take into consideration:

* Whether the conviction is relevant to the position being offered.
* The seriousness of the offence revealed.
* The nature of the offence revealed. Specifically, if a sexual offence is revealed.

FRASAC will contact Disclosure Scotland for further information on the Act under which the offence has been committed. If the offence falls under the Civic Government (Scotland) Act (Section 46) and therefore relates to soliciting, FRASAC will not discriminate against an applicant on these grounds.

* The length of time since the offence took place
* Whether the applicant has a pattern of offending behaviour
* Whether the applicant’s circumstances have changes since offending took place

**Jobs covered by the Rehabilitation of Offenders Act 1974**

FRASAC will not automatically refuse an individual employment because they have a previous criminal conviction.

During job interviews, FRASAC will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, the selection panel will review the individual circumstances of the case. Depending on the circumstances of the convictions, the interview panel may, at its discretion, decline to select the individual for employment.

If an employee is charged with, or found guilty of a criminal offence during the course of their employment with FRASAC, they will be required to immediately inform their Line Manager. FRASAC will review the circumstances of the case the employee’s contract of employment with FRASAC may be terminated in line with the appropriate procedures. (Please refer to the Disciplinary Policy).

In addition, if FRASAC have investigated and concluded that an employee may have behaved in a harmful way towards a person or persons in a vulnerable group, FRASAC will be obliged to report this to Disclosure Scotland.

**Jobs that are exempt from the Rehabilitation of Offenders Act 1974**

If the vacancy is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, FRASAC will require the applicant to disclose all convictions, whether spent or unspent unless the conviction is classed as ‘Protected’ (i.e. minor historical convictions). Even in these circumstances, however, FRASAC will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

A full list of convictions that must be disclosed and convictions that should be disclosed subject to rules is available on the Disclosure Scotland website: www.disclosurescotland.co.uk.

Furthermore, if the job is exempt, FRASAC will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The preferred applicant will be required to be a member of the Protecting Vulnerable Groups (PVG) Scheme.

If the successful candidate is already a member of the PVG Scheme, FRASAC will request a ‘Scheme Record update’ to check their membership and vetting issues after a conditional offer of employment has been made. If the successful candidate is not a member of the PVG Scheme, a conditional offer of employment will be made dependent on them becoming a member of the scheme and having a satisfactory scheme record.

**Disclosure Scotland Check (PVG Scheme):**

FRASAC complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997 (“the 1997 Act”), for the purposes of assessing applicants' suitability for employment purposes & voluntary positions.

FRASAC also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the secure handling, use, storage, retention and disposal of Disclosure information.  This policy is available to anyone who wishes to see it on request.

FRASAC will undertake to discuss any matter revealed in a Disclosure with the candidate of that Disclosure before considering withdrawing a conditional offer of employment. Note that FRASAC is only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

FRASAC will use Disclosure information only for the purpose for which it has been provided, and we will ensure that it is not used or disclosed in a manner or for a purpose incompatible with that purpose.

 FRASAC will hold and process personal data only with the express consent of the individual.

FRASAC will notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the data controller, the purpose for the processing, and any further relevant information.

**Data Protection**

FRASAC also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This policy is available on request.

**Storage and Access**

Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely, in lockable, filing cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling**

In accordance with section 124 of Police Act 1997 and other related law, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

**Retention**

FRASAC do not keep Disclosures or Disclosure information for any longer than is required after the recruitment (or any other relevant) decision has been taken. In general, this is no longer than 90 days. This is to allow the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances which justify longer retention FRASAC will consult with Disclosure Scotland about this. The same conditions relating to secure storage and access will apply during any such period.

FRASAC will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by shredding. FRASAC will ensure that Disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack).

**Useful links:**

* Disclosure Scotland Code of Practice: <http://www.disclosurescotland.co.uk/>
* Data Protection Act 1998: <http://www.legislation.gov.uk/ukpga/1998/29/contents>
* Police Act 1997: <http://www.legislation.gov.uk/ukpga/1997/50/contents>

**Related Policies:**

* Recruitment and Selection
* Equal Opportunities
* Confidentiality
* Adult Protection
* Data Protection
* Disciplinary

|  |
| --- |
| Section 8: FRASAC Equal Opportunities Monitoring Form |

Fife Rape and Sexual Assault Centre (FRASAC) aims to be an inclusive organisation where everyone is treated with respect and dignity and there is equal opportunity for all. To assist us in that aim, we ask applicants to complete and return an equal opportunities monitoring form with their application, to help us check the effectiveness of our recruitment and equality and diversity policies. This information will not form part of your application and will not be seen by the panel shortlisting or interviewing applicants. Completion of the form is voluntary and if you choose not to complete this form, your application will not be affected. You may also send this form in a separate envelope if you wish.

Where did you receive information about this post?

………………………………………………………………………………………………………………..

Please choose one option from each of the sections listed below and then tick the appropriate box.

**Your age**

years months

**Your sex**

Female (including male to female trans women) [ ]

Male (include female to male trans men) [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**Your ethnic group (options are listed alphabetically)**

Arab [ ]

Asian, Asian British or Asian Scottish: Bangladeshi [ ]

Asian, Asian British or Asian Scottish: Chinese [ ]

Asian, Asian British or Asian Scottish: Indian [ ]

Asian, Asian British or Asian Scottish: Pakistani [ ]

Asian, Asian British or Asian Scottish: Other (specify if you wish) [ ]

Black, Black British or Black Scottish: African [ ]

Black, Black British or Black Scottish: Caribbean [ ]

Black, Black British or Black Scottish: Other (specify if you wish) [ ]

Mixed: Asian and Black [ ]

Mixed: Asian and White [ ]

Mixed: Black and White [ ]

Mixed: Other, (specify if you wish) [ ]

White: British [ ]

White: English [ ]

White: Gypsy / Traveller [ ]

White: Irish [ ]

White: Northern Irish [ ]

White: Scottish [ ]

White: Welsh [ ]

White: Other (specify if you wish) [ ]

Other ethnic group (specify if you wish) [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**With which religion / belief / faith below do you most identify? (Options as recognised by Interfaith Scotland)**

Baha'i Faith [ ]

Brahma Kumaris [ ]

Buddhism [ ]

Christianity [ ]

Hinduism [ ]

Islam [ ]

Jainism [ ]

Judaism [ ]

Non-religious (atheist, humanist etc.) [ ]

Paganism [ ]

Sikhism [ ]

Other religion, belief or faith, (specify if you wish) [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**Sexual orientation (options are listed alphabetically)**

Asexual [ ]

Bisexual [ ]

Gay man [ ]

Gay woman / lesbian [ ]

Heterosexual [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**Disability**

Do you consider yourself to have a disability, impairment health condition or learning difference?

Yes [ ]

No [ ]

Unsure [ ]

Please describe your disability, impairment or health condition. You may mark one of the boxes below, or use your own words here.

Physical impairment or a condition that affects your mobility such as an impairment [ ]

that requires you to use a wheelchair or affects arm movement

Sensory impairment, such as being blind/having a serious visual impairment [ ]

or being deaf/having a serious hearing impairment

Mental health condition, such as depression or schizophrenia [ ]

Learning difference such as dyslexia [ ]

Learning disability or cognitive impairment such as autism or a head-injury [ ]

Long-standing illness or health condition such as cancer, HIV, diabetes, [ ]

chronic heart disease, or epilepsy

Other, such as disfigurement (please specify) [ ]

Prefer not to say [ ]

Thank you for completing this monitoring form.

Please return in a separate envelope to:

Board of Directors, FRASAC, 38/40 High Street, KIRKCALDY, Fife, KY1 1LU