



Board Finance Chair Information Pack

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Welcome From The Chair

Dear Candidate,

Thank you for expressing your interest in becoming Chair of the Finance Committee at Praxis Care.

Praxis Care aims to be known as a world class charity which effectively empowers the most marginalised individuals with complex needs due to learning disability, autism, mental ill health or dementia, to fully enjoy everyday community living. We ensure all activities are based on the core values of passionately caring, being compassionate, acting with integrity, protecting individuals, innovating and improving and, most importantly, being person centred.

We are looking for someone who is willing to dedicate time and energy to the organisation and to share our passion to assist people with the most demanding needs.

We deliver a range of services to our beneficiaries, including intensive support in specialist accommodation, domiciliary care, floating support, skills-based day activities and volunteer befriending.

We are looking for an exceptional individual to join our board. This enthusiastic and committed person will have expertise and experience in financial management and strategy, ready to lead the Finance Committee of an organisation that has grown to have a turnover of approx. £70m. Find out more about us in the rest of this information pack, and at

www.praxiscare.org

You will be joining a dedicated team of people who care deeply about the difference our organisation makes. If you are attracted by the idea of using your financial skills and experience to help improve the lives of some of the most vulnerable people in our community, we would love to hear from you.

Ken Brundle Chair



Who We Are

Praxis Care was registered as a charity in 1984 to provide a befriending service to people with mental ill health experiencing isolation. In the decades since, we have developed a formidable reputation as an innovator in the provision of housing and support to people with learning disabilities, autism and dementia, as well. It is a reputation that has led to the expansion of our services across the UK, Ireland and the Isle of Man. We are now regarded by statutory, private and third sector partners as one of the most trusted and respected providers of services, research and training across those geographies.

The largest registered care charity in Northern Ireland, Praxis has around 1,850 staff and a turnover approaching £70m. We are governed by a board of voluntary trustees, who come from a range of professional backgrounds and give freely of their time and expertise to support, guide and challenge the organisation to fulfil our purpose. We are committed to helping those at risk of exclusion because of complexity of need.

At all levels of need we seek to identify the best solution available, with the people we support and others who are important to them. This includes type and location of accommodation, who they live with and the support they need from our staff.

We are particularly motivated by our success in helping those with complex needs and who face the greatest challenges realise their ambitions of living in their own homes and being part of their communities.

We believe that complex needs should not prevent someone from having the opportunity of community living. Providing a person with the right living environment, with a person-centred support package, shaped around their needs and aspirations makes that possible and offers meaningful choice about the lives they lead.



What We Do

Praxis Care provides services across a broad spectrum of needs. We provide support and accommodation approaches, which are shaped around the needs and preferences of the individual and reflect how they want to live their lives. You can read a summary of what we do below and there is more detail on our website at www.praxiscare.org.

Mental Health

A range of supported living services to people experiencing mental ill health. Praxis Care also provides home response, domiciliary care and counselling support services to individuals suffering from a range of mental health conditions such as agoraphobia, depression and anxiety.

Learning Disabilities

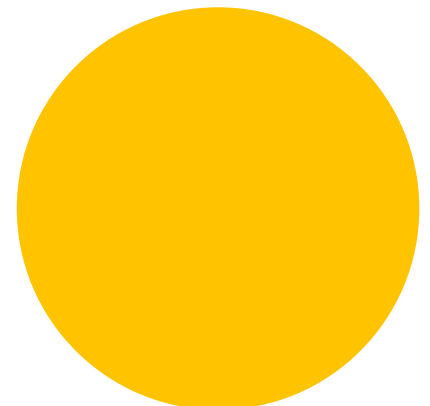
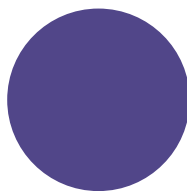
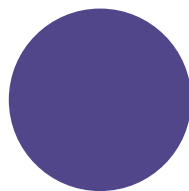
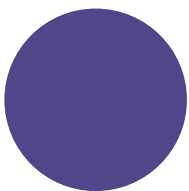
Supporting adults and children with a learning disability to live in appropriate community settings, through offering a holistic range of care and diversional activity. Praxis Care specialises in services for adults and children who have complex needs, including challenging behaviours, which could not normally be met outside a hospital or institutional setting. These services include a range of residential and supported living schemes and the provision of work and training opportunities.

Autism

A wide range of dedicated support services to people with autism and their families. Praxis Care understands that autism affects every individual differently and influences how a person communicates with and relates to other people. Praxis Care is committed to understanding each individual and the unique complexities which surround their diagnosis in order to provide bespoke accommodation and support personalised to their needs.

Elderly Services

Supported living services for older people including people with dementia. This model of support enables people to maintain their independence within the living environment of their choice as well as supporting family and primary care givers. Praxis Care has provided services to approximately 230 people during the year.



Our Mission, Vision & Values

Our Vision

Leading the co-production of innovative, individualised care and support approaches across the UK, the Isle of Man and Ireland.

Our Mission

Empowering lives that are valued, meaningful and inclusive, regardless of the complexity of need, every day.

Our Values

These are what make Praxis Care unique, helping us take the right decisions; guiding us in our work with the people we support, each other and the wider community.

Passionately Caring

Praxis Care is so much more than a job. We are aware of the enormous trust placed in us and value the uniqueness and potential of every person we support.

Compassionate

Compassion for people who face real challenges in their lives is a defining component of what makes us Praxis Care.

Person Centred

We assist people to make informed choices about their own lives and shape the support they receive around their individual needs and aspirations.

Acting With Integrity

We uphold the rights of every person, ensuring their confidentiality, privacy and dignity are respected. Acting with honesty and transparency in all interactions with our service users, their families, our staff, our partners and the public.

Protecting Individuals

The best interests of people we support are paramount. We work in partnership with other organisations, safeguarding individuals, ensuring risk is managed, and encouraging positive risk taking.

Innovating & Improving

We are committed to continuous innovation through practice based research, development of our staff and feedback from the people we support.

Meet The Board



Ken Brundle
Chair

Ken's early career was in senior management at Shorts. In May 2000, Ken was appointed Executive Vice President Operations at Bombardier Aerospace and was responsible for all aerospace operational activity in Montreal, Toronto, Wichita and Belfast until his return to Belfast in 2004 to take up the role of Vice Chairman. He was appointed Chairman in 2012.

Ken is a former Chairman of both Maydown Precision Engineering and Belfast City Airport and is currently a Director of The Cancer Fund for Children, Honorary Chairman of Bombardier Aerospace Belfast and Chairman of Ulster Wildlife. Additionally he Chairs all of Bombardier defined benefits pension schemes in the UK with combined assets of over £3 billion. Ken is also the Canadian Honorary Consul for Northern Ireland.

Ken was appointed Chair of the Praxis Care Board in October 2011.



John McGregor
Vice Chair

John spent most of his career in the Construction Industry, Business to Business Support and Third Sector Engagement. Prior to his retirement, he worked for HBE as a Buildings Asbestos Surveyor, providing advice on Health and Safety.

John has been a volunteer on many organisations which include: Volunteer Reader Cliftonville PS, Chairman Lisburn Institute, PSNI College Advisory Board Chairman of Strategy Group, Chairman Prison Fellowship, Chairman Laganview Enterprises, West Belfast Employment Services Board and Belfast Health Action Zone Council.

John is the current Vice Chairman for Praxis Care and Chairman of the Finance Committee. He has been a member of the Praxis Care Board since 1998.





Oswyn Paulin
Company
Secretary

Oswyn was the first Head of the Government Legal Service of Northern Ireland retiring recently after a career of 39 years as a solicitor in the Civil Service. He is also a member of the Board of Governors of Wellington College Belfast.

Oswyn joined the Board of Praxis Care in 2016 and is Chair of the Governance Committee.



Alyson Dunn

Alyson made a huge contribution as Director of Care in Praxis for 13 years, before leaving to take up a senior managerial position in disability services in the Northern Trust.

She returned to Praxis Care as a member of the Board in October 2020 and is a member of the Care Committee.



**Ambrose
McLoughlin**

Ambrose McLoughlin retired in July 2015 after 40 years of service at a senior level in Ireland's health and social services, having served as Chairperson of the Health Service Executive and Secretary General of the Department of Health from 2012 until his retirement.

Ambrose is the current Chairperson of the Heartbeat Trust and has been a member of the Praxis Care ROI Advisory Group and Praxis Housing Association, where he chairs the Audit and Risk Committee, since 2016. He was appointed to the Board of Praxis Care in September 2019.



John Melvin

A qualified engineer with an MBA, John Currently John is a consultant working independently or in conjunction with other firms focusing on (ISO) management standards, process, change and lean management.

John qualified as a Chartered Director with the Institute of Directors (IoD), London in 2016 and has considerable experience in governance, leadership and strategy gained through this qualification as well as 3 years' experience as a Non Executive Director at VHI, the largest private health insurance company in Ireland.

John was appointed to the Praxis Care Board in September 2021 and is a member of the Finance Committee.



Mike Dawson

Mike Dawson joined Belfast Harbour Commission as People and Corporate Services Director in August 2021 and is responsible for their People, IT and Digital Transformation strategies. Mike holds an LLB Honours degree in Law from the University of Liverpool, a Post Graduate Diploma in Human Resource Management from Queen's University Belfast an MA and an MBA. Mike is a Fellow of the Chartered Institute of Personnel and Development and holds SHRM-SCP status from the Society for Human Resource Management. Mike previously held senior roles with Dale Farm, Glen Dimplex Group and Schrader Electronics; he was also a non-executive director with Food and Drink Sector Skills.

Mike was appointed to the Praxis Care Board in October 2020 and is Chair of the HR Committee and a member of the Governance Committee and IT Sub Committee.



Noreen Roche

Noreen Roche is the founder of Noreen Roche Consultants. She is a registered general nurse both in Ireland and the UK. In addition she is qualified in areas of nursing management, legal and ethical aspects of nursing, psychology, safety health and welfare at work, and also holds a Master's of Science in Health Ergonomics. Together with her qualifications and experience in the nursing, medical and legal consultancy fields, Noreen offers a nationwide professional and informed service in the provision of comprehensive nursing care reports and costings in catastrophic personal injury cases, in preparation for High Court, mediation and tribunal hearings in accordance with the Irish health sector. She also investigates occupational injuries within the health sector.

Noreen was appointed to the Praxis Care Board in October 2015.



Timothy Hopkins

Tim is a Chartered Valuation Surveyor with extensive experience in Dispute Resolution. He is a Director at Hopkins Chartered Surveyors Limited and his specialist field is the valuation of land and property throughout Northern Ireland.

Tim was appointed as a Board Member in 2017 and is Chair of the Property Committee.

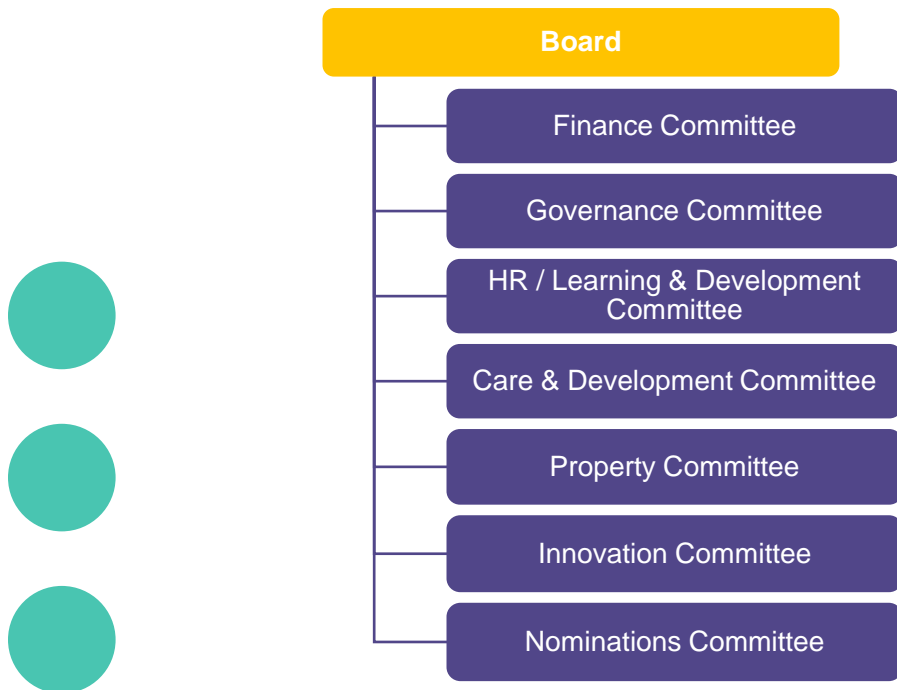


Jason Rance

Jason Rance has spent the majority of his corporate career delivering growth and innovation strategies for world class consumer brands and in disruptive VC/PE funded e-commerce and service businesses. He was successively Global Head of Product Innovation and Global VP Marketing & E-Commerce for the Speedo swimwear brand and led its Global Innovation Team Aqualab. Prior to joining Speedo, he co-founded Europe's first e-commerce platform linking apparel brands and retailers with their global supply base. His most recent role was as Global Innovation Director of Incora, a \$2.4bn private equity owned aerospace supply chain solutions business where his team focussed on leveraging digital technologies, including machine learning and AI, to build best in class customer solutions. He holds a BSc. Econs from the London School of Economics & Political Science and is a co-founder of a purpose-led e-commerce apparel business, www.crazyarms.com, focussed on reducing the risk of skin cancer in children and adults.

Jason was appointed to the Praxis Care Board in October 2022.

Board Committees



Finances

You can view a summary of our latest published income/expenditure report here, taken from our [Annual Report](#).

Further details on our financial performance can be accessed by clicking on the links below to our annual reports.

[Annual Report 2022](#)

[Annual Report 2021](#)

[Annual Report 2020](#)

[Annual Accounts March 2022](#)

[Annual Accounts March 2021](#)

[Annual Accounts March 2020](#)



Finance Committee Chair Role Description

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

Financial planning and reporting

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

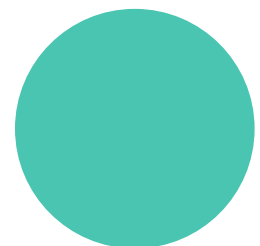
Other

- To chair meetings of the Finance Committee.
- To sit on appraisal, recruitment and disciplinary panels as required.

Person Specification

The postholder will be an accountant, have the ability to make sound judgements and critical appraisals and have experience working at a senior level within a large organisation. We are particularly keen to benefit from the postholder's knowledge and experience of one or more of the following areas:

- Financial Strategy
- Budget Setting
- Financial Monitoring Review
- Business Development.
- Experience of pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.



Board Members' Shared Responsibilities

All Board Members share responsibility for ensuring the good governance of the organisation; the overall governance and strategic direction and sustainability of Praxis Care; the development of its Mission, Vision and Values, the development of the organisation's strategic objectives in accordance with the Memorandum and Articles of Association and other legal and regulatory guidelines:

- Ensure that Praxis complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulation.
- Ensure that Praxis pursues its objects as defined in the Memorandum and Articles of Association.
- Ensure that Praxis uses its resources exclusively in pursuance of its objects and does not commit resources to activities which are not included in those objects.
- Contribute actively to the Board of Trustees in giving firm strategic direction to Praxis, approving Praxis's strategy and annual business plan and monitoring its implementation.
- Help set and monitor the overall policy of Praxis, defining goals and setting targets and evaluating performance against those targets.
- Contribute to ensuring that Praxis has the resources needed to achieve its objectives, supporting the Chair and Vice Chair in ensuring the financial stability of the organisation.
- Help protect and manage the property of Praxis and ensure the proper investment of Praxis funds.
- Assist in the appointment of the Chief Executive Officer and the monitoring of his/her performance.
- Support the Chief Executive Officer and his/her staff in the performance of their duties.
- Safeguard the good name and values of Praxis.
- Comply with the standards and rules set out for a trustee in the Governance Code, within company and charity law and within the Memorandum and Articles of Association.



Eligibility

Candidates must disclose any information about their personal or professional life which in the Board's perception could bring Praxis into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information, which could give rise to a perception of conflict of interest with their role as a Praxis Board Member. This will not necessarily result in an inability to serve on the board.

Time Commitment

The total time commitment for the postholder is estimated at **six hours per month**.

The Board meets once every two months and the Finance Committee meets monthly (under review). Board members also attend the Annual General Meeting and other strategic/planning meetings throughout the year.

Board Term Duration

Board Members are appointed for a three-year term which may be renewed for a further 2 terms subject to re-election.

Induction and Support

New Board Members will be offered a full induction programme and supporting materials.

The Application Process

1. Candidates are asked to provide a full CV by email to joannelyttle@praxiscare.org.uk by **12 Noon on Friday 29 September 2023**.
2. Shortlisted candidates will be invited to meet the Nominations Committee for a two-way discussion about their candidacy.
3. The full Board will vote to ratify the selection of the successful candidate.



Please address any enquiries relating to the advertised position, and your submission, to

Jo-Anne Lyttle
Executive Office Lead
joannelyttle@praxiscare.org.uk
+44 28 9023 4555

Enquiries unrelated to this recruitment can be addressed to:

Praxis Care
25-31 Lisburn Road
Belfast BT9 7AA

Tel: +44 (0) 28 9023 4555
Email: info@praxiscare.org.uk / info@praxiscare.ie

Web: praxiscare.org

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