

## **D D McPhail Charitable Settlement CIO – Director**

### **Summary, Role description and Person specification – 2024 version**

#### **Summary of the Charity**

The D D McPhail Charitable Settlement CIO (DDMCS), charity number 1197598, is an active grant making Charitable Incorporated Organisation. It succeeds the D.D. McPhail Charitable Settlement, charity number 267588, which was founded in 1973 and operational till 2023.

DDMCS aims to support 2 or 3 major multi-year grant projects each year, which are actively sought by the Trustees to enable small / medium sized charities to make a significant or step change in their activities. The original trust deed and now the CIO constitution specifies three key areas of preference in the UK around

- Furtherance of medical research,
- Care of the disabled particularly disabled children, and
- Care of the aged and infirm.

The trustees have wide discretion to support other charitable activities in the UK. There is more detail in the annual report available via the Charity Commission website and the charity's own website that outlines the activities of the charity.

Potential grant project applications are outlined by one of the team. They are assessed on a desktop basis initially; then through visits to applicants, usually by the Director and a Trustee resulting in a recommendation (or not) to the next meeting of Trustees. Trustees are expected to assess the proposed project and the capacity and viability of the potential grantee in meeting the aims of DDMCS. Ongoing monitoring is achieved through project visits, usually by the Director and a Trustee, at suitable points in the project lifecycle.

There are two meetings of the full Board of Trustees per annum, usually in May and November. These are held in central London and timed to run from 11am for about 3 to 4 hours depending on the agenda. The board papers are currently despatched by email one week before each meeting. There is also an online archive containing soft copy Board and Grant papers.

The Finance Committee oversees the investment portfolio currently managed using a Total Return approach. The portfolio comprises funds managed by CCLA, Liontrust, Royal London and Troy. The Finance Committee meets, usually on Zoom, four times a year to review investment managers' performance and the grant programme cash requirement and to raise funds as required. These meetings usually last for about 2 hours. The October meeting usually considers the draft Trustees' annual report & annual financial statements with the auditor with a view to making a recommendation to the full board of trustees in November.

The Board of Trustees has oversight of the work of the Director who undertakes most of the practical work of the CIO. The current arrangement allows for up to 30 days of paid work by the Director each year. There are matters which require email confirmation from or a phone conference call for Trustees, in between each physical meeting.

There are currently seven trustees and scope for a maximum of ten. The board is made up of both descendants of the founder and trustees from outside the family. The aim is for external trustees to be in the majority and to form the Finance Committee. There are currently four external trustees. The trustees are named in the annual report referred to above.

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**Working environment:** The CIO holds two accounts at CAF bank and four investment funds with different investment managers. Although the number of projects varies year by year, we currently have five active projects with grantees and small number of others in the pipeline. Our auditors are Knox Cropper. The desk-based accounting software package used is the VT Accounts Suite by VT Software Ltd, we may consider switching to a cloud-based service such as Xero or others. We use Zoom for online meetings etc. There is no office. Reports etc are circulated in soft copy, usually pdf files. Trustees use both Microsoft and Mac platforms.

#### **Role of the Director**

1. The Director's role is to support the Trustees in their stewardship of the charity's assets and delivery of their grant making programme. The Trustees are responsible for decision making.
2. The Director is accountable to the Board of Trustees and directly to the Chair of Trustees.
3. The Director ensures that the CIO is run in accordance with Charity Law and Inland Revenue requirements and guidance on safeguarding, GDPR and DEI.
4. The Director is responsible for the appointment and management of the administrator / any staff.
5. The duties of the Director are
  - a. To assist the Finance Committee with the management of Trust funds by maintaining regular contact with Investment Managers and ensuring that regular reports are sent to and available to Trustees as they require. To attend and service the meetings of the Finance Committee.
  - b. To assist Trustees in reviewing, from time to time, the policy guidelines for the management of Trust funds.
  - c. To facilitate the grant making and monitoring process as follows:
    - i. To assist Trustees in establishing and reviewing the guidelines for making grants.
    - ii. To encourage Trustees to bring suggestions for grants to Trustees' Meetings; to make preliminary desk-top assessment of projects; to make site visits to potential grantees. To obtain grant applications from appropriate charitable organisations. To bring these forward to Trustees with the Director's recommendations.
    - iii. To monitor the use of Trust grants by receiving progress reports from major beneficiaries and presenting or reporting on these at Trustee' meetings. To keep in contact with these beneficiaries.
  - d. To ensure that the office runs effectively, that any necessary equipment is purchased and maintained (currently many individuals provide their own IT equipment) and that everything is run properly for the smooth conduct of the CIO.
  - e. To arrange for the appropriate book-keeping and audit of the accounts. To arrange for the appropriate financial reports to be provided on a regular basis to Trustees as they may require, that the annual audit is completed and the audit report made; and to address any feedback and recommendations from the auditor.
  - f. To call and attend all meetings of the Trustees, prepare the Agenda and relevant papers for these and assist the Chair as necessary. To write up the minutes of these meetings and implement the actions required.
  - g. To carry out other tasks which may be required by the Trustees from time to time.

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**Person specification**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Non-executive board roles, in any sector		✓
Non-profit sector / charities	✓	
Relevant professional and personal experience	✓	
<b>Skills</b>		
Qualified Accountant	✓	
<b>Personal Qualities</b>		
Integrity & honesty	✓	
Reliability, attention to detail, good organisational skills	✓	
Strong interpersonal skills. Excellent communication skills - both written and oral	✓	
Ability to build and nurture good relationships with trustees and externally with grantees, auditors and others	✓	
Ability to be a self-starter and to think and work independently	✓	
Comfortable with remote working	✓	