

# **ROYAL NAVAL BENEVOLENT TRUST**

## **BYE-LAWS**

### **Introduction**

1. These Bye-Laws are subordinate to RNBT's Royal Charter which is the Trust's governing document, changes to which require Royal Consent on the advice of the Privy Council. Bye-Laws are for the 'regulation and administration of the business of the Trust' and will be reviewed and updated by the Central Committee following relevant changes in law and statutory guidance, as well as due consideration to direction and advice from relevant authorities and regulators, including but not limited to the Charity Commission, the Care Quality Commission, the Information Commissioner, the Fundraising Regulator and Cobseo, and when appropriate professional advice, best practice and experience.

### **COMMITTEE STRUCTURE**

2. The committee structure of the Royal Naval Benevolent Trust (RNBT) shall be as follows:

- a. The Central Committee (CC) – shall have all the powers of the RNBT vested within it and shall exercise the powers either directly or by delegation to other RNBT committees as it sees fit. All other committees shall be subordinate to the CC and the Chairman of the Central Committee has the right to attend any meetings of these committees.
- b. The Finance and Risk Committee (FRC) – shall oversee (in particular) the financial affairs of the RNBT, including setting and approving the levels of remuneration and benefits (including pensions) for RNBT staff and all allowances for personnel while travelling in connection with or conducting RNBT business. The FRC shall also take the lead on matters of risk.
- c. Care and Safeguarding Committee (CSC) – shall develop RNBT policy relating to care and safeguarding and oversee the operation of Pembroke House care and nursing home (PH) and the John Cornwell VC National Memorial almshouse (JCVCNM).
- d. Benevolence Committee (BC) – shall develop grant-making and benevolence policy and measures of effectiveness, reviewing Grant Instructions annually.
- e. Grant Committee (GC) – shall scrutinise applications to the RNBT for assistance to individuals and make grants to eligible applicants in accordance with the RNBT publication entitled Grant Instructions.

3. In addition to the formal committee structure, informal meetings are encouraged wherever groups of RNBT volunteers are concentrated with the aim of promoting the work and image of the RNBT within their region, including representing the RNBT at events as approved by the CC. The aim of these networks should be to actively encourage volunteers to offer their services locally and at higher levels within the RNBT i.e. joining the GC or putting themselves up for consideration as potential trustees. The Trust will provide administrative support and reimburse out of pocket expenses for such informal meetings Subject to the provisions of Articles 17 and 18.

## **CONDUCT OF MEETINGS**

4. Committee members unable to attend meetings are strongly encouraged to submit observations on agenda items in writing to the committee chairman and may also include their vote where appropriate. A vote may also be logged with the committee chairman without any observations having to be made (remote voting); proxy voting however is not permitted. Every member of RNBT Committees has one vote on each issue except for the chairman who, in addition, has a casting vote. (Royal Charter Articles 26 & 27).

5. The quorum requirements for RNBT committees are contained in their respective Terms of Reference that are at the Annexes. If a quorum is not present within one hour from the time appointed for any meeting the meeting shall be adjourned. Notwithstanding the quorum considerations, a committee chairman may elect to defer on any topic involving remote voting if it is considered that the topic is of such importance that the full membership of the committee in question should be present before such a vote takes place. The use of the teleconferencing facility will assist markedly in this respect.

6. The Meeting Secretary (see appropriate Annex) shall ensure that agenda and supporting papers are despatched a minimum of 5 working days in advance of a meeting and shall also ensure a record of the meeting is kept that will normally be in the form of Minutes with all actions, stating who is to do what and by when, clearly recorded. It is the responsibility of the Meeting Secretary to ensure that all actions are completed in a timely fashion.

7. Minutes should normally be distributed within 5 working days of a meeting taking place.

8. Committee members should keep their respective Minutes Secretaries informed as to their contact details that should normally include:

- a. Home and Office telephone numbers.
- b. E-mail address to which correspondence should be sent.
- c. Address to which correspondence should be sent as an alternative to e-mail correspondence.

9. All correspondence will normally be conducted using e-mail unless a committee member expressly requests 'hard' copies of meeting papers.

## **MEETING FREQUENCY**

10. The CC shall normally meet 3 times per annum (or as often as may be necessary) for the despatch of normal business, usually in February, May and September. The May meeting will normally be held at Pembroke House and the September meeting shall be classified as the Annual General Meeting when the Trustees Annual Report and Accounts is formally approved (Royal Charter, Article 24).

11. The FRC shall normally be held 3 times per annum and 2 weeks in advance of each CC meeting.

12. The CSC shall normally be held three times per annum.

13. The GC shall meet every Wednesday except Bank Holidays and closed periods or as directed by the Vice President or GC Chairman.

14. The BC shall meet as necessary, but not least annually.

15. In all cases, the timings of RNBT committee meetings should be such that economy is exercised in both time and travel.

## **MEETING OBSERVERS**

16. Observers shall not normally be invited to attend meetings of the RNBT's Committees other than by invitation from or by making a request to the Chairman of the committee in question. Observer's expenses are not normally paid, however, applications for such expenses may be made through the Chief Executive for approval by the Vice President. The number of observers and number of attendances at any given meeting will be at the Chairman's discretion.

## **REIMBURSEMENT OF OUT-OF-POCKET EXPENSES**

17. Personnel attending CC authorised meetings (but see Article 16) or RNBT work/events may claim out-of-pocket expenses actually and necessarily incurred under such conditions and at such rates as may from time to time be determined by the FRC. All such expenses should be submitted on the RNBT Expense Claim Form with supporting receipts; no expenses will be paid without such receipts. Claims should normally be submitted within 2 weeks of the date to which the claim refers other than GC expenses that are rendered monthly.

18. All out-of-pocket expenses are to be approved by the Chief Executive; the Vice President will approve any claims submitted by the Chief Executive. The Vice President's decision in any cases of doubt associated with out-of-pocket expenses will be final.

## **ELECTION OF OFFICERS AND OFFICIALS (TRUSTEES)**

19. The President is not a Trustee, but is elected by the Central Committee to serve for three years from the date of the AGM. The President may be re-elected or removed by the Central Committee. The President is entitled to attend meetings of the Central Committee but is not entitled to vote (Royal Charter Article 5).

20. All RNBT Trustees will serve on the CC and other committees as their availability, experience and competence allows. Trustees will be elected to office by the CC following the submission of an application form (see Annex F) and any other supporting information that would normally include a biography for new applicants. The criteria for selection will be competence, experience and a clear statement of how each applicant can add value to the RNBT. Specialist Trustees are selected by recommendation and are not subject to open competition. If they remain available to continue and remain active in their specialist field they will be re-elected by a vote of the CC. Once elected, volunteers will serve for the terms of office as shown below (Royal Charter Articles 5-12). They may stand for re-election for a second term but must then stand down for a period equal to the standard term of office before standing for re-election. An exception may be made if there is no suitable replacement and the incumbent is willing to remain in post. All such exceptions are subject to Central Committee approval.

- a. Vice President – 3 years \* Election of the Vice President will automatically include an extension of tenure as an OM trustee in order to complete the tenure as Vice President of 3 years where the elected person has less than 3 years to serve as an OM trustee.
- b. Honorary Treasurer – 3 years \* (*see a above if posts combined*)
- c. Chairman – 3 years
- d. Admiralty Governor and Senior Officer trustee – 3 years
- e. Specialist trustees – 3 years
- f. Ordinary Member trustees – 3 years

\*These posts may be combined

21. The CC reserves the right to alter the length of individual terms of office to ensure continuity of governance. The CC shall also set an equitable balance of Ordinary Member Trustees to ensure fair representation between serving and retired, male and female, senior and junior ratings/other ranks where possible with the overriding criteria being a spread of competence that will contribute most effectively to the governance of the RNBT. Ordinary Member Trustees shall be drawn from all areas of operation of the Naval Service; recruitment processes shall include advertising in publications that receive wide circulation among the serving and ex-serving communities.

22. The intervals between individual trustees taking/leaving post shall normally be regulated, where possible, to ensure the minimum of interruption to the RNBT's governance. Minimum intervals between taking/leaving post should normally be:

- a. President and Chairman – 12 months.
- b. Chairman and Admiralty Governor – 12 months.
- c. Admiralty Governor and Senior Officer trustee – 12 months.
- d. Specialist trustees – 12 months.
- e. Ordinary Member trustees – approximately  $\frac{1}{3}$  turnover every 12 months.

23. The timing of such elections shall normally be:

- a. President, Vice President, Honorary Treasurer and Chairman – September CC (Annual General) meeting.
- b. Senior Officer and Ordinary Member trustees – February CC meeting.
- c. Specialist Trustees – May CC meeting.

24. The Vice President shall be elected from the body of Ordinary Member Trustees (Royal Charter, Article 6) and shall be in addition to the maximum of 10 Ordinary Member trustees (Royal Charter, Article 12); the 3-year term of office shall run from January to January.

25. The GC Chairman shall normally be an Ordinary Member Trustee, however, if (exceptionally) this is not the case, the GC Chairman shall attend CC meetings in a non-executive capacity as a Subject Matter Expert.

## **RIGHTS OF ACCESS**

26. All members of the CC shall have access during normal working hours to the offices, books, documents, correspondence or other matter connected with the work of the Trust subject to arrangement through the Chief Executive or as directed by the Vice President.

## **ADVISORY OFFICERS**

27. All CC approved committees and other meetings addressing the RNBT's business or profile may engage the services of Advisory Officers of whatever background and experience as may be of benefit to that particular committee or meeting e.g. PR consultant, medical specialist, etc. Arrangements for the appointment of such officers should be through the Chief Executive and in all cases should be notified to the CC. The appointment and duration of office is at the discretion of the committee/meeting Chairman but in any event should not exceed 3 years.

## **INVESTMENTS**

28. There shall be an Investment Policy Statement (IPS) approved by the CC and reviewed annually at its September meeting. All monies held by RNBT and not required for immediate use in support of its objectives may be invested i.a.w. the IPS. Such investment activity shall be decided by the FRC and reported at each meeting of the CC.

## **AUDITORS**

29. The appointment of Auditors shall take place at the CC meeting following the audit for the accounts of the preceding financial year; that meeting shall normally be the Autumn CC (Annual General) meeting.

## **RNBT FINANCIAL ACCOUNTABILITY**

30. The Chief Executive shall cause the Accounts of the Trust to be properly and regularly kept in accordance with established accounting practice as directed by the Charity Commission and other authorised bodies from time to time. Such activity will normally be the preserve of the Financial Controller who shall make available all books, documents and money of the RNBT in his possession and render a full account at each Audit and whenever required by the CC or Honorary Treasurer.

31. The Chief Executive is authorised to expend such funds as approved by the CC in the annual budget. Any expenditure outwith the approved budget must be referred to the Honorary Treasurer for approval. All RNBT payments require two signatures/authorisations (other than petty cash) as indicated below:

<b>Type of Payment</b>	<b>1<sup>st</sup> Signatory</b>	<b>2<sup>nd</sup> Signatory</b>	<b>Alternative 1<sup>st</sup> Signatory</b>	<b>Alternative 2<sup>nd</sup> Signatory</b>
Grants	EPO	CE	GA1	FC
Pembroke House	EPO	CE	GA1	FC
Others	EPO	CE	GA1	FC

CE – Chief Executive, FC – Financial Controller, GA1 – Senior Grants Administrator, EPO – Events & Publicity Officer

32. Petty cash payments are limited to a maximum of £100.00 and must be approved by the appropriate budget holder. Out-of-pocket expenses paid in cash also require the authorisation of the Chief Executive (Article 17).

## **STAFF**

33. The Royal Charter (Article 3 (18)) allows for the employment of such staff (who may not be trustees) as are necessary for the proper pursuit of the objects of the RNBT. There shall be a post of Chief Executive at the head of all full and part time RNBT staff. The Chief Executive shall be responsible to the CC through the Vice President for the conduct of the RNBT's day-to-day affairs.

34. There shall be a Registered Home Manager for Pembroke House (HMPH) who shall be responsible to the Chief Executive for the day-to-day affairs of the Home.

35. The CC shall be informed when an incumbent of the posts listed below is approaching retirement or gives notice and shall also be informed of the arrangements for seeking a replacement. Such arrangements will include an interview panel with membership, where possible, as indicated for each post:

<b>Post</b>	<b>Interview Panel</b>
Chief Executive	Vice President, Chairman, Admiralty Governor and GC Chairman
Financial Controller	Vice President, Chairman and Chief Executive
Grants Administrator 1	Vice President, Chief Executive and GC Chairman
Registered Home Manager Pembroke House	Chairman CS Committee, Chief Executive and one other member of the CS Committee

36. The Chief Executive shall recruit other staff within the authorised complement and shall determine their respective duties and tenure of office in accordance with RNBT recruitment policy; this task may be delegated to Line Managers at the Chief Executive's discretion. All new staff will invariably serve a probationary period of 6 months, which may be extended. All full-time and part-time staff shall be subject to a contract of employment and some, depending on their roles, will be required to obtain a satisfactory Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS) or its successor organisation.

### **DUTIES OF THE REGISTERED HOME MANAGER, PEMBROKE HOUSE (HMPH)**

37. The HMPH shall be responsible to the Chief Executive for the management of Pembroke House. HMPH shall work within guidelines and instructions that may be issued by the CC or COP committees or the Chief Executive from time to time. Such instruction shall not be contrary to the standards set by external authorities (e.g. the Care Quality Commission, Local Area Fire Brigade etc.) who are specialist in matters such as nursing and care, catering, fire safety and other such areas as they appertain to the effective and safe running of care and nursing homes.

38. HMPH shall produce or give up all books, documents, property and money of the Trust when required to do so by the Chairman of the COP or by the Chief Executive and shall be responsible for the proper keeping of Pembroke House accounts. The production of such documents shall not be contrary to the requirements to hold specific records at Pembroke House (where they may be viewed) as set by external authorities (e.g. Care Quality Commission).

### **PEMBROKE HOUSE ACCOUNTS**

39. HMPH shall be responsible for the day-to-day running of the Pembroke House accounts, verifying and certifying as correct for payment all Pembroke House staff wages, accounts for goods or services supplied to Pembroke House including all items charged to the various funds and accounts unique to Pembroke House. Returns shall be made as directed by the Financial Controller sufficient such that monthly accounts may be prepared in advance of (Pembroke House) monthly management meetings chaired by the Chief Executive.

### **EXCEPTIONAL GRANTS**

40. Should the GC be presented with a situation where a grant may be deserving but falls outside the scope of the directives in Grant Instructions, a panel of three GC members shall be convened that should include the GC Deputy Chairman but shall not include the GC Chairman. The panel's decision will then be forwarded to the Chief Executive who will refer the case to the Exceptional Grants Committee (EGC), initially by email. An Exceptional Grant decision must be supported by at least three EGC members. The EGC shall comprise:

- Chairman or Admiralty Governor
- Vice President
- GC Chairman
- An experienced GC member
  - Chief Executive (in an advisory capacity)

## **ASSISTANCE IN CASES OF URGENCY**

41. If the Chairman/Deputy Chairman of the GC cannot be contacted, the Grant Administrators shall have power to render immediate financial assistance to eligible beneficiaries in need or distress and where unacceptable hardship would result from having to wait until the next GC meeting subject always to the general provisions of the Grant Instructions. An application in respect of such a grant shall be promptly submitted for consideration by the GC at the meeting following such a grant being made.

## **CASEWORKING**

42. Any volunteer or member of staff may undertake training to become a caseworker either under the tasking of the RNBT or working under the auspices of the principal UK based case-working organisations (*SSAFA* and *The Royal British Legion*). It is incumbent on such personnel to maintain the currency of their qualifications to a level laid down by the organisation to which they are affiliated. The RNBT will follow the higher of the qualification criteria exercised by either *SSAFA* or *The Royal British Legion*.

43. No such person who has investigated a case that leads to an application for financial assistance shall take any part in any GC discussion arising from or be party to the GC decision or recommendation in such a case.

## **RNBT SEAL**

44. The RNBT Seal (also known as the Common Seal) shall be held by the Chief Executive. Use of the Seal shall normally be attested by the Vice President or in his absence the Chairman and in all instances by the Chief Executive whenever it is affixed to any document.

## **FIDELITY GUARANTEE POLICY**

45. A Fidelity Guarantee Policy funded by the RNBT for such sums as the CC may from time to time determine shall be taken out for pecuniary losses arising from employee fraud or dishonesty for the purpose of protecting the RNBT's assets.

## **TRUSTEE PROFESSIONAL INDEMNITY POLICY**

46. A Professional Indemnity Policy for Trustees funded by the RNBT for such sums as the CC may from time to time determine shall be taken out to protect Trustees from any claims made against them while acting on behalf of the Trust subject to such actions not being carried out with either malicious or criminal intent.

## **ANNEXES**

- A. Central Committee (CC) – Terms of Reference
- B. Finance and Risk Committee (FRC) – Terms of Reference
- C. Care and Safeguarding Committee (CSC) – Terms of Reference
- D. Benevolence Committee (BC) – Terms of Reference
- E. Grant Committee (GC) – Terms of Reference
- F. Trustee Application Form



## **CENTRAL COMMITTEE (CC) – TERMS OF REFERENCE**

### **Purpose**

To exercise the powers of the RNBT (Royal Charter, Article 3) either directly or by delegation to other RNBT committees as it sees fit. All other committees shall be subordinate to the CC.

### **Composition**

Chairman  
Vice President  
Admiralty Governor  
Serving Senior Officer  
All Specialist Trustees (Maximum of 5 (Royal Charter, Article 11))  
All Ordinary Member Trustees (Maximum of 10 (Royal Charter, Article 12))

In attendance:      Chief Executive                      (Secretary)  
                                 Financial Controller  
                                 Minutes Secretary

### **Quorum**

Six members including at least one from the Chairman, Vice President and Senior Officer Trustees and at least four Ordinary Member Trustees noting that notwithstanding the above, a quorum shall not be deemed to exist unless there is a majority of Ordinary Member Trustees present at all meetings of the CC (Royal Charter, Article 25).

### **Accountability**

To the Charity Commission and the RNBT, its stakeholders and beneficiaries.

### **Authority**

To instruct the Chief Executive to carry out tasks in pursuance of the purpose of the Trust.

To establish other committees as it sees fit in order to ensure that the RNBT delivers against its charitable objectives (Royal Charter, Article 2).

### **Meetings**

Three times per annum, usually in February, May and September, the May meeting will normally be held at Pembroke House and the September meeting shall be classified as the Annual General Meeting.

## **Main Tasks**

To conduct the effective governance of the RNBT and in particular:

- The appointment of Trustees.
- The appointment of Auditors.
- To maintain the currency of the Royal Charter and Bye-laws through periodic reviews.
- To approve the Public Relations Programme

## **FINANCE AND RISK COMMITTEE (FRC) – TERMS OF REFERENCE**

### **Purpose**

To oversee (in particular) the financial affairs of the RNBT including setting and approving the levels of remuneration and benefits (including pensions) for RNBT staff and all allowances for personnel while travelling in connection with or conducting RNBT business. The FRC shall also take the lead on matters of finance. The FRC will be responsible for the capture and quantification of risks, taking appropriate advice from other committees such as CSC, and specialists.

### **Composition**

Investment & Finance Specialist Trustee (Chair)  
Chairman  
Vice President  
Admiralty Governor

Grant Committee Chairman  
One other Ordinary Member Trustee

In attendance:      Chief Executive  
                                 Financial Controller                      (Secretary)  
                                 Minutes Secretary

### **Quorum**

Three trustees including at least one from Chairman, Vice President and Admiralty Governor and at least one Ordinary Member Trustee.

### **Accountability**

To the CC.

### **Authority**

To instruct the Chief Executive and Finance Controller to carry out tasks in pursuance of the purpose of the Committee.

To direct changes in the make up of the investment portfolio within overall investment policy and subject to advice from investment managers.

To set and approve the levels of remuneration and benefits (including pensions) for RNBT staff and all allowances for personnel while travelling in connection with or conducting RNBT business.

### **Meetings**

Three times per annum, normally held 2 weeks in advance of the CC meeting.

## **Main Tasks**

To monitor the performance of the Investment Portfolio.

To approve the RNBT Investment Strategy and appoint Fund Managers.

To review the following policies, plans and reports before submission to the CC:

- Annual Report and Accounts
- Risk Register (annually or when considered appropriate)
- Annual Objectives
- Annual Budget
- Investment Policy Statement
- Periodic Financial Reports
- 5-Year Financial Plan (STP) (annually)

## **CARE AND SAFEGUARDING COMMITTEE (CSC) – TERMS OF REFERENCE**

### **Purpose**

To develop RNBT policy and monitor key issues relating to care of older people and oversee the operation of Pembroke House care and nursing home (PH) and the John Cornwell VC National Memorial almshouse (JCVCNM).

### **Composition**

Care Specialist Trustee (Chairman)  
Two or three other Ordinary Member Trustees

In attendance:      Chief Executive  
                                 Financial Controller              (Secretary)  
                                 Home Manager Pembroke House  
                                 Minutes Secretary

### **Quorum**

Three trustees.

### **Accountability**

To the CC.

### **Authority**

To instruct the Chief Executive to carry out tasks in pursuance of the purpose of the Committee.

To instruct the Home Manager Pembroke House to carry out tasks in pursuance of the purpose of the Committee.

To set the PH fees and JCVCNM weekly maintenance charges.

### **Meetings**

Three times per annum, and in advance of CC meetings; meetings shall normally be held at Pembroke House.

## **Main Tasks**

To review financial performance, occupancy, staff levels and other key features of the operation of Pembroke House care and nursing home and John Cornwell VC National Memorial almshouse.

To develop policy proposals concerning care, including care provision in beneficiaries' homes, before submission to the CC.

To propose any further development of Pembroke House and John Cornwell VC National Memorial almshouse for CC approval.

To oversee any development of Pembroke House and John Cornwell VC National Memorial almshouse approved by the CC.

To conduct periodic inspections of Pembroke House and John Cornwell VC National Memorial almshouse.

To oversee the implementation of any project for care by the RNBT approved by the CC.

To review all complaints received by the Care Home Manager.

To review care statistics as presented by the Care Home Manager.

To review any health and safety matters.

To review and update Safeguarding Policy and present to CC for approval.

To investigate any safeguarding incidents or concerns, reporting findings to CC.

## ANNEX D

### BENEVOLENCE COMMITTEE

#### Purpose

To monitor key issues relating to benevolence and develop RNBT benevolence policy.

#### Composition

Vice-President (Chair)

GC Chairman

1 or 2 other trustees

In attendance:

Chief Executive  
Financial Controller (Secretary)  
GA1  
BSC1  
Minutes Secretary

#### Quorum

2 trustees

#### Accountability

To the CC.

#### Main tasks

To develop grant-making and benevolence policy.

To oversee the development of measures of effectiveness.

To review Grant Instructions annually and to approve changes to RNBT Grant Instructions concerning details within individual grants categories.

To monitor benevolence trends and determine the requirement for any changes in the delivery of benevolence.

## **GRANT COMMITTEE (GC) – TERMS OF REFERENCE**

### **Purpose**

To scrutinise all applications to the RNBT for assistance to individuals and make grants to eligible applicants in accordance with the RNBT publication entitled Grant Instructions.

### **Composition**

The GC shall comprise those who have served or are serving as Warrant Officers and below in Our Naval Forces (Royal Charter, Article 34 (1)). There should be an even representation of serving/retired, senior/junior and male/female personnel serving on the GC however, the emphasis is on the competence and willingness of volunteers as opposed to any set formulae for the committee's composition.

There is no set upper limit on numbers but for GC members to be effective, however, committee members need to maintain their currency in dealing with requests for assistance.

The members of the GC shall elect a Chairman (preferably a serving member) and a Deputy Chairman, to serve for one year. The Chairman shall normally be an Ordinary Member Trustee, however, if (exceptionally) this is not the case, the Chairman shall attend CC meetings in a non-executive i.e. advisory capacity.

### **Quorum**

Three GC members of which one shall be an Ordinary Member Trustee.

### **Accountability**

To the BC and CC, as appropriate.

### **Authority**

To award grants to eligible beneficiaries in need or distress in accordance with such instructions as may from time to time be issued by the CC.

To award such Regular Charitable Payments as the CC may from time to time make available for allocation to eligible beneficiaries in need or distress and to fill vacancies for such Payments as they arise in accordance with such instructions as may from time to time be issued by the BC.

### **Meetings**

Wednesday every week other than Bank Holidays or closed periods or as otherwise directed by either the Vice President or GC Chairman. In addition, there shall be at least one formal meeting per annum, normally in March, to elect the GC Chairman and Deputy Chairman; the GC Chairman and Deputy Chairman's terms of office shall be from the first day of April each year.



## **Main Tasks**

To make grants to individuals in accordance with Grant Instructions.

To award Regular Charitable Payments and to conduct periodic reviews of those already in place.

**APPLICATION TO BECOME A TRUSTEE OF THE ROYAL NAVAL BENEVOLENT TRUST (RNBT)**

Name	
Service Number (where applicable)	
Rate/Rank	"
Date of joining RN/RM	"
Current post or date of retirement	"
Address	
Telephone	Work: Mobile: Home:
Are you happy to be contacted at work?	YES/NO
E-mail	

Please answer **YES** or **NO** to the following:

- Have you an unspent conviction for an offence involving dishonesty or deception? **YES/NO**
- Have you an unspent conviction for specified terrorism offences? **YES/NO**
- Have you an unspent conviction for a specified money laundering offence? **YES/NO**
- Have you an unspent conviction for specified bribery offences? **YES/NO**
- Have you an unspent conviction for the offence of contravening a Charity Commission Order or Direction? **YES/NO**
- Have you an unspent conviction for offences of misconduct in public office, perjury, or perverting the course of justice? **YES/NO**
- Have you an unspent conviction for aiding attempting or abetting the above offences? **YES/NO**
- Are you on the sex offenders register? **YES/NO**
- Have you an unspent sanction for contempt of Court? **YES/NO**
- Have you been found guilty of disobeying a Charity Commission Order? **YES/NO**
- Are you a designated person under specific anti-terrorism legislation? **YES/NO**
- Have you been removed from the office of charity trustee, officer, agent or employee of a charity? **YES/NO**
- Have you ever been disqualified as a company Director? **YES/NO**
- Are you an undischarged bankrupt or subject to an insolvency order<sup>1</sup>? **YES/NO**
- Are you in receipt of benefits from the RNBT? **YES/NO**

<sup>1</sup> Subject to any of the following: an undischarged sequestration Order; a bankruptcy restrictions Order; an interim Order; a moratorium period under a debt relief Order under Part 7A of the Insolvency Act 1986; a debt relief restrictions Order 4ZB to the Insolvency Act 1986; or where a person has made a composition or arrangement with, or granted a trust deed for, their creditors and has not been discharged in respect of it.

If you have answered 'YES' to any of the above questions, please give further details:

Do you have any particular experience or skills that you bring to the Trust e.g. other charity work, law, finance, investment, medical etc.? If YES, please expand below. **YES/NO**

What specific competences do you feel you bring to the RNBT?

Seconded ( " ) ..... Signature ..... Date .....

CE RNBT will obtain Proposer & Seconded signatures for new applicant trustees

Applicant's signature ..... Date .....

In signing the Applicant confirms he/she is over the age of 18

**Using your personal information**

Personal information which you supply to us will be used for the purposes of assessing your eligibility to become a trustee and the trustee selection process. If successful, your personal information will be used for the purposes of administering your role as a trustee. We may share your information with the Ministry of Defence or its agencies in order to verify service records; with the Charity Commission to comply with reporting requirements; with the Trust's banks and investment managers for authorisation purposes; with grant making organisations for fundraising applications; and with the Disclosure & Barring Service as part of the application process. We will not disclose your information to anyone else outside of The Royal Naval Benevolent Trust except for these purposes, without your consent. For further information on how your information is used, how we keep your information safe and your rights to access information we hold on you please see our privacy policy at [www.rnbt.org.uk](http://www.rnbt.org.uk).