



**Diabetes
Care Trust**
Help Us to Care

Diabetes Care Trust (ABCD) Ltd

Trustee Manual

May 2024

CONTENTS

	Page
1. WELCOME	3
2. BACKGROUND TO DCT	5
3. LEGAL STATUS AND GOVERNANCE	6
4. STRUCTURE AND ORGANISATION	7
5. FINANCES	7
6 CONFIRMATION	8

1. WELCOME

1.1 Welcome

Thank you for volunteering to become a trustee of Diabetes Care Trust (ABCD) Ltd (DCT), your commitment to DCT and its (non-charitable) subsidiaries; ABCD (Diabetes) Care Ltd and BJDVD Ltd is greatly appreciated.

Please take some time to read this document and familiarise yourself with the responsibilities of a trustee. Even if you have been a trustee before it may be useful to refresh what you already know and ensure you are up to date with the legal requirements of what being a trustee means.

It may be useful to also read the Charity Commission's Charity Trustee Welcome Pack which provides useful information on the duties and requirements of a charity trustee and how the Charity Commission can support you in your role.

<https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>

In particular please make sure you read CC3 and CC3a which are both referred to in the pack.

1.2 What are charity Trustees?

Charity Trustees are the people who are legally responsible for the overall management and decision making of a charity. You are responsible for the direction and performance of DCT, which may include monitoring and controlling the staff of the charity and overseeing how any monies are spent.

1.3 What do you need to do as a charity Trustee?

The contents of this pack hopefully explain everything you need to know. All trustees need to be familiar with the purpose of DCT, what it was set up to do, its aims, and how it should be run. It is important that trustees read and understand the [Memorandum and Articles of Association](#) because trustees must comply with them.

If this is your first time as a trustee, please talk to other trustees who can explain what is expected of you and can discuss current major projects or issues facing DCT. Also, you can talk to the DCT Secretariat and ask them about their work and role within the charity and how they support trustees.

1.4 Keeping within the law.

As a Trustee, you are responsible for ensuring DCT keeps within the law. In addition to charity law ([Charities Act 2011](#)), DCT may also need to comply with other laws and regulations, such as Employment Law and Regulations, the Data Protection Act, Companies Acts and so on. Trustees do not need to be a legal expert, but it is important to bear in mind legal issues facing DCT. There are professionals who can advise you.

It is also worth familiarising yourself with the Charity Commission's [Charity Governance Code](#) which is a practical tool to help charities develop high standards of governance. This guidance is centred around seven key principles which are built on compliance with charity law and regulations. Good governance is a core component of a successful organisation.

1.5 What is expected of a charity Trustee?

- *To act in the best interests of the charity:* This means putting DCT's interests before any personal and professional interests. Even if you have responsibilities to other institutions or organisations, as a charity trustee, you must put DCT's interests first when acting on behalf of DCT.

- *To be involved in major decisions:* You need to be **actively** involved in decision-making. You need to attend trustee meetings regularly, including meetings held by teleconference, and contribute to discussions. You may also need to join in discussions by email between meetings. **If you are unable to attend many meetings, or be regularly and actively involved in decision-making, it is unlikely you could be an effective charity trustee and you may be required to relinquish your trustee status.**
- *To make decisions jointly with the other trustees:* Charity trustees must act together for the benefit of the charity. No trustee can make decisions or act alone unless authorised to do so by the Board of Trustees. You need to work with the other charity trustees to make sure DCT meets its aims effectively and works within the law.
- *To be unpaid:* As a charity trustee, you are a volunteer. With only a few exceptions, approved by the Charity Commission, you cannot be paid for services you provide to DCT either as a Trustee or in any other capacity. You can, however, claim some out-of-pocket expenses.
- For more information, please read the [Charity Commission's Essential Trustee guidance](#).

1.6 What else should charity Trustees find out about?

- *Managing money:* including investments and projects, accounting, budgeting, fundraising, internal financial controls, insurance, reserves, and trading.
- *Managing people:* including supervision and management of staff, delegation, health and safety, and equal opportunities.
- *Managing resources:* including equipment, computer systems and GDPR requirements.
- *Working effectively:* You need to monitor the work of DCT, so you know what it is doing and that it meets legal requirements. You also need to judge whether it carries out its purposes as effectively as possible. You and the other trustees should decide what type of information you will need to do this, how to collect it and how often to look at it. You also need to be sure DCT meets the needs of those it is set up to serve by making sure you take their wishes into account in your decision making.

You do not have to be an expert in these areas, but you need to be satisfied that they are being handled satisfactorily and be aware if there are problems. It is necessary to develop appropriate policies and rules for DCT to deal with these sorts of issues. Organisations such as the Charity Commission www.charitycommission.gov.uk and NVCVO (National Council for Volunteering Organisation) <https://www.ncvo.org.uk/> provide further information, support and guidance.

1.7 Your liability as a charity Trustee

In principle, you may be liable if DCT loses money because of a decision you have made. However, this is generally limited to a maximum of £10 as long as you have:

- Acted reasonably.
- Worked within the governing document.
- Taken proper and appropriate professional advice where you do not know enough to decide, or where you are required to by law.

1.8 Areas of possible risk

Some areas to bear in mind and where you may need further advice include:

- *Contracts:* If you enter into a contract on behalf of DCT to borrow money or to buy or sell goods or services, make sure that the charity has enough money to meet any liabilities that might arise under the contract. If it does not, you could be personally liable.
- *Conflicts of Interest:* You should have already disclosed any potential conflicts of interest to DCT, if you have not, you may be liable.
- *Liability for 'breach of duty':* this could happen if you do not work within the terms of the DCT's governing documents, fail to perform your duties as a charity Trustee, or do not comply with all other relevant laws.

- *Other types of liability:* You should make sure DCT has proper insurance, such as public liability, employer's liability (for staff), contents, etc.

2. BACKGROUND TO DCT

2.1 Diabetes Care Trust.

DCT was established as an incorporated charity in 2012 (replacing the 10-year-old ABCD Charitable Trust) to oversee and support the work of the Association of British Clinical Diabetologists (Diabetes Care) Limited (ABCD), which is responsible for delivering professional education and public awareness programmes as well as initiating and supervising clinical research and audit studies.

As an important part of DCT's charitable role, it provides grants to support projects that are likely to benefit people with diabetes, particularly by improving their understanding of their own condition and by advancing the education of medical and other health professionals involved with the care of those with diabetes. DCT also supports clinical research aimed at making direct improvements in the care and wellbeing of people with diabetes, as well as the audit and scrutiny of treatments and technology for people with diabetes. Grants are available for any suitable project, not just to members of the ABCD.

DCT provides practical support for diabetes specialists to improve the life of those with diabetes, particularly regarding the knowledge they need to look after their own condition and the safety and effectiveness of their treatment. The charitable objectives of DCT also involve advancing the knowledge of the public in all matters relating to diabetes mellitus and diabetes care. The DCT supports projects which are in line with its charitable aims.

The DCT has a close relationship with the ABCD and DCT oversees their important work in delivering professional education and public awareness programmes as well as in initiating and supervising clinical research and audit studies in diabetes. ABCD also represents diabetologists in national health decision-making when people with diabetes are affected and it is committed to the preservation and support of specialist diabetes care services, including the education and the professional development of specialists and specialists in training for careers in diabetes. Other ways in which ABCD fulfils its role are by supporting clinical diabetologists in dealing with management issues as they apply to the provision of specialist diabetes and by providing mentoring services for young consultants. ABCD also has the objective of achieving effective integration between primary and secondary care providers because it is no longer possible, or indeed appropriate, for hospital-based services to provide universal comprehensive care to all with diabetes.

Members of ABCD are an enormous resource of expertise in all matters relating to diabetes care in the local and national scene and they support the aims of the DCT by taking part as trustees on the charity's Board and by giving practical help in achieving DCT's charitable objectives.

2.2 ABCD (Diabetes Care Trust) Ltd

ABCD is the national organisation of Consultant Physicians in Britain who specialise in Diabetes Mellitus. Most are also Acute General Physicians, and many are also Specialists in Endocrinology and Lipid Metabolism.

ABCD was established in 1997 with the principal objective of ensuring high quality care for all UK diabetes patients. ABCD is essentially a professional organisation committed to the preservation and support of diabetes specialist care services. ABCD believes that local diabetes specialists are uniquely qualified to provide guidance and leadership for district diabetes services. ABCD

membership was initially open only to UK consultant diabetologists but was later extended to include specialist registrars.

2.3 British Journal of Diabetes (BJDVD Ltd)

The British Journal of Diabetes is a peer reviewed journal published quarterly and available open-access online at www.bjd-abcd.com. The journal is the official journal of the ABCD and publishes original research, review articles position statements, editorials, discussion papers and case reports on all aspects of the diagnosis and management of diabetes and diabetes-related conditions.

2.4 DCT Objectives

The objectives of the charity are to:

- Advance and encourage the education of medical and other health care professionals involved in the care of those with diabetes.
- Improve the understanding of people with diabetes about their own condition.
- Encourage the education and training of all medical and other health care professionals involved with the care of those suffering from diabetes.
- Support clinical research aimed at making direct improvements in the care and wellbeing of people with diabetes.
- Improve the audit and scrutiny of treatments and technology for people with diabetes.
- Advance the knowledge of the public in all matters relating to diabetes mellitus and diabetes care.

3. LEGAL STATUS AND GOVERNANCE

DCT is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association and managed in accordance with the terms of its Articles of Association. The DCT is governed by an elected and unpaid board of trustees. The DCT is supported by ABCD's committee and sub-committees. Secretariat services are supplied by the Operations Team at Red Hot Irons for the day to day running of the charity.

Diabetes Care Trust (ABCD) Ltd

Registered Charity No: 1139057

Company No: 7248361

ABCD (Diabetes Care) Ltd

Registered Charity No: 1139057

Company No: 7270377

BJDVD Ltd

Company No: 08632042

Correspondence Address: 483 Green Lanes

London

N13 4BS

B93 0LL

Telephone: 01675 477607

Email: info@abcd.care

Policies and Procedures

Trustees should ensure that they are familiar with all DCT policies. In particular, the Terms of Reference, Code of Conduct and Declaration of Interest policies. which can be found on the DCT website.

All trustees must complete the Declaration of Interest and the Fit and Proper Person's webforms annually. The Operations Team will contact you when it is time to submit these forms. Please ensure that you submit these by the deadline provided.

4. STRUCTURE AND ORGANISATION

4.1 How the DCT is structured

DCT is led by the Board of Trustees. The Board is ultimately responsible for the decisions and actions of DCT and its subsidiaries. It is supported by the ABCD directors, committee, and sub-committees and the directors of BJDVD Ltd.

4.2 The Board of Trustees

The core role of the Board is to focus on strategy, performance, and assurance. The Board and its individual trustees take collective responsibility for its decisions, funds, assets, and the reputation of DCT. Trustees have a legal responsibility to ensure that expectations are met.

The Board must be clear about DCT's aims and ensure that these are being delivered effectively and sustainably. The role of the Board of Trustees includes:

- Periodically reviewing DCT's vision and mission.
- Determining and driving strategic direction, leading with a strategy that aligns with DCT's charitable purposes.
- Evaluating the charity's impact by assessing results.
- Analysing the environment and planning for sustainability.
- Recognising its broader responsibilities towards all stakeholders.
- Ensuring diligent good governance is undertaken.
- Managing and controlling finances.

DCT's Memorandum and Articles of Association outline the statutory duties and obligations of the Board and there are certain decisions and actions that cannot be delegated to committees. The Board will have the confidence to suggest, question and challenge ideas and address, rather than avoid, difficult topics. The Board will be transparent in its decision making unless there is good reason for it not to be.

A list of trustees can be viewed on the DCT website: <https://www.diabetescaretrust.org/trustees>

5. FINANCES

5.1 Annual Reports and Audited Accounts

In accordance with the requirements of the Charity Commission and Companies House, DCT produces an annual report and accounts for DCT, ABCD and BJDVD.

The [Charity Reporting and Accounting: The Essentials](#) guidance outlines the Charity Commission's legal reporting requirements. This guidance is aimed at charity trustees and sets out what charities are required to do, in terms of preparing annual reports, accounts and annual returns. It also signposts trustees to other helpful information.

5.2 Bank

Unity Bank
4 Brindley Place
Birmingham B1 2JB
Tel: 0345 140 1000

5.3 Accountant

Haines Watts Sterling House
1 Sheepscar Court
Meanwood Road
Leeds
West Yorkshire LS7 2BB

5.3 Policies

Trustees should also familiarise themselves with the [Financial Controls Policy](#) and [Reserves Policy](#).

6. CONFIRMATION

Please confirm that you have read the DCT Trustee Manual and Policy document by clicking [here](#)

This document was reviewed and approved by the trustees on **23rd June 2021**.