

one richmond



TRUSTEE HANDBOOK



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WELCOME TO ONERICHMOND



IMPROVING LOCAL LIVES

Welcome to OneRichmond, a place based giving scheme for the Borough of Richmond upon Thames.

Our Trustees play a crucial role in the governance and strategic oversight of the charity and we're delighted to have you on the team.

This pack aims to provide a helpful overview of the charity and your role and responsibility as a trustee.



OUR MISSION

Our area has long been seen as a wealthy, flourishing London suburb, but this is only part of Richmond's story. For many local people, this masks a harsher reality.

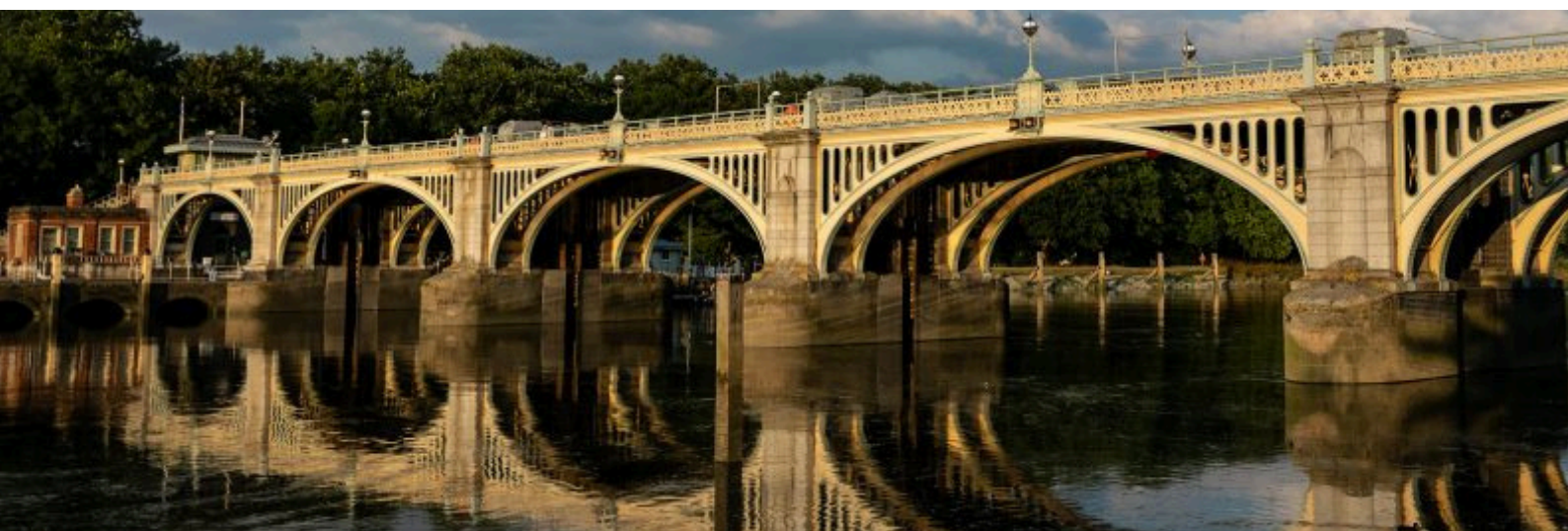
We aim to bring the local community together and galvanise local people and organisations to commit their time, money and energy to create a stronger and more connected community.

Through research, local data and by talking to residents, we have built a good understanding of the issues facing people living in Richmond today. With help from our local community, we can raise awareness of these local issues and unlock new funding to help tackle them.

By encouraging people who live locally, to give locally, we can increase the amount of grant funding available to local organisations, and ensure projects and services are available where they are needed most.

OneRichmond is part of a network of placed-based giving schemes across London. Place-based giving is about devolving power to communities and trusting them to make decisions. It's about empowering people, businesses and organisations to come together to build a better borough for everyone.

For more information visit londonsgiving.org.uk





OUR HISTORY

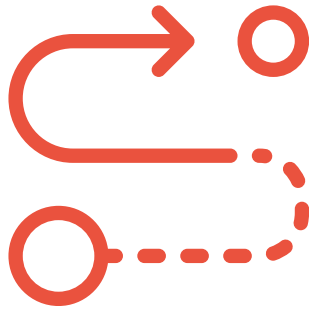
OneRichmond was established by two well-known local funders, Richmond Foundation and Hampton Fund, to address inequality and hardship across the borough.

It was established following findings from research commissioned by the founding partners, "On the Edge". This concluded that "The general perception of Richmond as a wealthy borough masks deprivation. It impacts on investment coming into the Borough from funders outside the area and results in greater disparity between wealth and disadvantage locally. Future needs will require resources over and above those offered by [existing] local funders."

This prompted the charities to discuss new ways of addressing the needs of disadvantaged and vulnerable local people. As endowed funds, the parent funders can not readily fundraise, so OneRichmond was established.

Initially operating within the two funders with oversight from a joint committee, it became a charitable incorporated organisation (CIO) registered with the Charity Commission in April 2024.





OUR STRATEGY

In developing our strategic priorities, a desktop analysis of existing data on local needs and issues in the borough was undertaken. Evidence was used to help decide the priority theme and strategy. Workshops took place with the trustees to establish a shared vision, understand local needs, identify priority areas and explore how to maximise impact. Focus groups with local experts were also conducted to gain deeper insights into specific themes. As a result of this work, a theory of change was developed (see overleaf). As a place-based charity, OneRichmond is perfectly positioned to address the growing issues in the borough, tackling disadvantage, hardship and the root causes of social isolation. Our initial funding appeal prioritised unpaid carers, but the current funding appeal is aimed more generally at ensuring every person in the Richmond borough has the chance to thrive by getting the support they need. To achieve this, our new Development Board and funding network will help us raise the necessary funds to support local charities and initiatives.

RAISING FUNDS

Our core costs are currently covered by grants from our parent funders and City Bridge. However, this funding can not be used for grant giving, so fundraising is a key priority.

ENSURING EVERY PERSON CAN THRIVE

Together with the local community, we will ensure every person can thrive, targeting themes such as Disability Advocacy, Elderly Support, Mental Health Services, Youth & Children's programmes, and Homelessness & Housing.



OneRichmond unlocks new funding and encourages our community to give locally.

We enable real change right on our doorstep through grant-making informed by evidence, local voice and insights.

Where “people who live and work in Richmond” are described we are considering them as potential donors. Richmond refers to the borough of Richmond

1 We focus on these activities

Research and data collection to gather up to date insight into issues affecting the borough

Identifying and unlocking new sources of funding (inside and outside of the London Borough of Richmond upon Thames)

Regular Communications to raise awareness of local issues to potential donors in Richmond

Distributing and managing grants to organisations working on our priority themes

Connecting and convening organisations working on our priority themes, acting as an enabler and hub for new practice and innovation

2 Underpinned by these assumptions

If people are more aware of how to give in Richmond then they will be motivated to do so

There are untapped sources of funding inside and outside of Richmond

Increased funding will help tackle priority issues identified by OneRichmond

3

Which lead to these short term outcomes (within three years)

- People who live and work in Richmond are more aware of local issues and needs
- Increased number of people who are giving locally in Richmond
- There is greater collaboration among organisations working on OneRichmond’s priority themes
- Increased funding is available for OneRichmond’s priority themes
- Funders and other stakeholders outside Richmond are more aware of local needs and issues
- Examples of new practice or innovation from organisations funded by OneRichmond

Line of accountability

Beyond these short-term outcomes, OneRichmond also contributes to medium and long-term outcomes

4

Which lead to these long term outcomes (three years+)

- People who work in Richmond are more aware of local issues and are contributing to local causes
- Evidence of the positive impact that OneRichmond’s funding has had on local people and communities
- A variety of strong and sustainable income sources for local giving exist
- A significant growth in the amount of new funding which is unlocked for the voluntary sector.

5

Which contributes to OneRichmond’s vision for the future

A connected and engaged Richmond where everyone has the opportunity to thrive



OUR KPI'S

With fundraising the key priority, to enable grant giving, a set of KPI's was agreed in December 2024 by OneRichmond and both parent funders.



Creating and launching a volunteer-led fundraising appeal for the next 18-36 months



Working with local charities to build on their fundraising



Securing other trust and foundation income



Developing brand awareness and demonstrating impact to support fundraising campaign



Building a network of engaged local businesses to support with fundraising



Positioning OneRichmond as a central local strategic partner



DEVELOPMENT BOARD

The Development Board is a dynamic team of local leaders, entrepreneurs, and changemakers working together to shape the future of our borough. The team will play a vital role in strengthening OneRichmond's fundraising, expanding our network of supporters, and helping us deliver bold, community-led initiatives that promote equity, opportunity, and resilience across Richmond. There are eight founding members, but further recruitment is anticipated.



WILLIAM DAY (CHAIR)
Investment Director,
Rathbones



CHANADE RAMSAY
Regional Social Value Lead,
Kier Construction



JONATHAN DUNN
Managing Director,
J P Construction



JOSHUA MOENCH
Director, MKH Search



NATALIE O'ROURKE MBE
Founder, Park Lane Stables



RITU MAHANDRU
GTM Leader, EtiqAI



STUART HIGGINS
Owner, Stuart Higgins Media



SYLVIA PARSONAGE
Founder/Principal, Parsonage & Co



BOARD OF TRUSTEES

The Board consists of four “nominated” members (proposed by the founding charities) and the balance being “appointed” (independent). The intention is that, as OneRichmond grows and becomes increasingly independent, there will be no nominated trustees and they will be gradually replaced by independent trustees.



STEPHEN SPEAK (CHAIR)
Nominated / 2 years



KATHERINE MERRIFIELD
Appointed / 2 years



RICHARD BARRON
Nominated / 2 years



LUCY GRALEY
Appointed / 2 years



LAURENCE SEWELL
Nominated / 3 years



SARAH WILKINS
Nominated / 3 years

- The constitution permits twelve trustees and further recruitment is anticipated. There should be no more than four nominated trustees and sufficient independent trustees to enable a quorum to be formed if all nominated trustees have a conflict of interest.
- Trustees are appointed for terms of up to three years.
- A trustee can serve for three consecutive terms and may be reappointed after an interval of at least one year.



TRUSTEE RESPONSIBILITIES

Charity trustees have a fundamental responsibility to ensure their charity operates for public benefit, manages its resources responsibly, and complies with all legal obligations and governing documents. They are ultimately accountable for the charity's actions and must act in its best interests, taking into account both immediate and long-term consequences of their decisions.

PUBLIC BENEFIT

Trustees need to make sure that OneRichmond is doing what it was set up to do and that its work genuinely helps the public. They should also keep in mind the Charity Commission's guidance on public benefit when making decisions and ensure the charity's activities match its purpose.

MANAGE RESOURCES RESPONSIBLY

Trustees need to make sure that OneRichmond's money, and other resources are used wisely and only for its charitable work. They should keep an eye on finances, avoid unnecessary risks, and make decisions that help the charity stay sustainable and effective.

COMPLY WITH LEGAL OBLIGATIONS

Trustees need to make sure OneRichmond follows all the rules and laws that apply to it. This includes things like filing annual reports, keeping accurate records, and meeting any legal requirements specific to the charity's work. It's about staying on top of the paperwork and making sure everything is above board.

ACT IN THE CHARITY'S BEST INTEREST

Trustees need to make decisions that put the charity first, ensuring its work and resources are used to achieve its goals. They should avoid personal or external influences and focus on what's best for the charity and the people it serves.

ENSURE ACCOUNTABILITY

Trustees need to make sure everything OneRichmond does is open and transparent. That means keeping clear records, sharing updates about what's happening, and always being willing to answer questions. It's all about building trust and ensuring everyone can see that the charity is doing things the right way.

PROVIDE STRATEGIC LEADERSHIP

Trustees help steer OneRichmond's future by setting its overall direction. They work together to decide on big-picture goals and strategies, ensuring that the charity remains true to its mission while adapting to new opportunities and challenges. In short, they act as the guiding force that keeps the charity moving forward.

RISK MANAGEMENT

Trustees play a key role in managing risk (including financial, reputational and operational), by identifying potential issues, making informed decisions to reduce them, and ensuring OneRichmond stays secure and compliant. This helps protect its mission and maintain public trust.



BOARD MEETINGS

- The Trustee Board meet four times a year.
- Papers, minutes and governance documents (including policies) are shared on the OneRichmond Sharepoint, to which you will be provided access.
- Papers are circulated five working days prior to a Board meeting.
- The quorum is two Trustees, or the number nearest to one third of the total number of Trustees, whichever is greater, or such larger number as the Trustees may decide from time to time.
- Decisions are made by majority votes. The Chair has a second or casting vote in the event of an equality of votes.
- In the absence of the Committee Chair, members can elect one of their members to chair the meeting.
- The agenda will be set by the Director and Chair.

