



Special General Meeting

Worthing Mencap members and volunteers your attendance is required to vote on the following proposals:

1. Converting our charity, Worthing Mencap, to a CIO (Charitable Incorporated Organisation).
2. If proposal is passed, choosing the right governance model for the CIO.

Thursday 14th November, 1pm – 1:30pm, Buddys.

Please tell us you intend to attend by telling a member of staff or emailing buddys@worthingmencap.org

Please see further information regarding the proposals below. Please ask a member of staff if you would like to ask further questions.

Converting to a Charitable Incorporated Organisation (CIO) key information

Question	Answer
Why change to a CIO?	In recent years the charity has grown in size. To keep up with our legal obligations, to build on our growth and continue to provide the great services for our beneficiaries we need a change in governance structure. We have plans to expand our footprint across Worthing and develop more services, which is only possible with a change in governance structure.
What does it mean?	Currently we are an 'unincorporated association' charity, legally Worthing Mencap is recognised as a group of people (trustees and members).

	<p>If we change to a CIO Worthing Mencap will have a legal personality in its own right. It's members and trustees will not have personal liability for the charity's operations and matters.</p> <p>We will still be a registered charity, with a charity number.</p>
What is the process?	<p>If agreed, the process will be to:</p> <ul style="list-style-type: none"> • set up Worthing Mencap CIO • Transfer Worthing Mencap Society's assets (cash and property), staff and liabilities to the CIO • Close Worthing Mencap Society
Will Worthing Mencap's purposes change?	<p>No, Worthing Mencap CIO's constitution will be as close to Worthing Mencap Society's constitution as possible. This will need to be authorised by the charity commission before any transfer of assets can take place.</p>
What will change day to day?	<p>Nothing will change for Worthing Mencap's day to day operations. You will not notice any kind of change to the Worthing Mencap you know. It would purely be a change in our legal status.</p> <p>Our trustees and staff will remain the same.</p>
Will all of the services and activities still run?	<p>Yes, there will be no changes to our services and activities as a result of changing to a CIO.</p>
The different models of CIO	<p>There are two models of CIO.</p> <ol style="list-style-type: none"> 1) Foundation CIO – This model is where the organisation is run solely by its trustees. They are entrusted to make key decisions and plans for how the charity runs and operates. 2) Association CIO – This model is where a wider membership votes on important decisions such as electing trustees. <p>Currently our unincorporated association charity is similar to model 2.</p> <p>We are proposing that Worthing Mencap CIO should adopt model 1 – Foundation CIO model. This is so that the key decisions can be taken in a timely and efficient manner. We would still be listening to our beneficiaries to inform our decisions.</p>

Further information can be found <https://www.gov.uk/guidance/change-your-charity-structure>