TLT_Chester_RGB

**TRUSTEE RECRUITMENT AND INDUCTION POLICY**

**Approved by Board: May 2023**

**Date for next review: May 2025**

**TRUSTEE RECRUITMENT AND INDUCTION POLICY**

# Introduction

Transforming Lives Together recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects.[[1]](#footnote-1) The board must seek to act wholly in the best interests of the charity and must have available to it all of the knowledge and skills required to govern the charity in accordance with its aims and objectives. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the charity at meetings and other events.

TLT recognises that taking time to explore the required skills and experience of any potential trustees will be a crucial element in a successful recruitment process.

This policy sets out how TLT intends to recruit a robust and effective board of trustees.

1. **Governing Document**

TLT seeks to have a minimum of 9 trustees, who will be appointed by the Chester Diocesan Board of Finance.

In accordance with the Governing Document of TLT, trustees have:

* A commitment to TLT’s values and objectives, including equal opportunities,
* An obligation to contribute to and share responsibility for the Board’s decisions,
* An obligation to read Board papers and to attend meetings, training sessions and other relevant events,
* An obligation to declare relevant interests,
* An obligation (subject to any overriding legally binding requirement to the contrary) to keep confidential the affairs of the board,

All trustees have an obligation to comply with statutory and fiduciary duties, including:

* To act in the best interests of the charity,
* To declare any interests a trustee may have in matters to be discussed at Board meetings and not put themselves in a position where their personal interest, or duty owed to another, conflicts with the duties owed to the charity,
* To secure the proper and effective use of the charity’s property,
* To act personally,
* To act within the scope of any authority given,
* To use the proper degree of skill and care when making decisions,
* To act in accordance with the articles and the law.

In accordance with Charity Law, no person may be appointed as a trustee:

* If they are under 18 years of age,
* If they have an unspent conviction of dishonesty or deception (or attempting, aiding or abetting an offence of dishonesty or deception),
* If they are currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order,
* If they are subject to a debt relief order, a debt relief restrictions order or interim order,
* If they have been disqualified from being a company director,
* If they have an unspent conviction relating to:
  + Terrorism, money laundering or bribery offences,
  + Misconduct in public office, perjury or perverting the course of justice,
  + Disobeying an order or direction of the Commission on application to the High Court,
  + Attempting, aiding or abetting any of the above offences.
* If someone is a designated person for reasons linked to terrorist activity by the Treasury
* If someone is subject to notification requirements under the Sexual Offences Act 2003.

# Skills Audit

When a Trustee resigns (or has announced their intention to resign) a skills audit of the members of the board should take place, which will confirm the skills and experience of the remaining Trustees and highlight those being lost by the departure, thus identifying any gaps that need to be filled. The only time this step may be omitted is if the trustee who is leaving has a specific role (e.g. Treasurer) which requires the replacement to have a specific set of skills.

# Recruitment

Once the ideal skill / experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found.

Whilst approaches to Board members’ personal contacts who are considered to meet the skill / experience profile can be suggested and discussed by the Board, consideration should also be given to advertisement in the media, volunteer bureau, professional bodies and other voluntary organisations, as the intention is to promote diversity and to avoid conflicts of interest.

A role description and written advertisement should be prepared which outlines both the general role of a trustee and any specific skill requirements identified by the Board. A deadline for applications should be decided (ideally between 3 and 6 weeks from publishing the advert).

TLT seeks to ensure diversity in its board of trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the board might be reached and encouraged to apply. However, at the point of selection the board will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

Applicants will be asked to submit a copy of their CV and a covering letter explaining how their previous skills and experiences equip them to be a trustee, and why they are interested in being involved in TLT.

# Selection and Appointment

Applicants who appear suitable, and whose skills and experience match those outlined in the role description, will be invited for an informal chat with selected members of the board of trustees and senior staff. Applicants will be provided with a copy of the latest Annual Report and Accounts; a copy of the Charity Commission’s CC3 –*‘The Essential Trustee: what you need to know, what you need to do’,* a copy of the charity’s governing document, and a copy of both the Equal Opportunities policy and the Conflicts of Interest policy.

In the event of there being a large number of applicants whose skills and experience match those required, it may be necessary to invite applicants for a further conversation.

Upon selection, the applicant will be asked to provide details of two referees. On the return of two satisfactory references, the applicant will be asked if they wish to be appointed and will be required to declare any conflicts of interest they may have and to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993. The applicant may be given the opportunity to attend a board meeting as an observer prior to appointment should they wish to do so.

In accordance with TLT’s governing document, details of the suggested new trustee should be submitted to the Diocesan Bishop (or his appointed representative) who will either approve the nomination or submit questions that require addressing by the board.

Following the return of satisfactory references, the appointment of the new trustee should be confirmed in writing.

Upon the appointment of a new trustee CUF should be notified, via the Together Network Coordinator, along with the key details of said trustee(s), including names, title and email address, for the purposes of keeping accurate records and maintaining communications to all active trustees. Notification should also be given of the resignation of trustees, for the same reasons.

If the new trustee is to become a signatory, then the bank mandate should be updated. In addition to this, both the Charities Commission and Companies House should be updated to include the details of the new trustee.

# Induction

A training programme will be developed to ensure that any newly appointed trustee will receive training on all matters necessary to enable them to perform their duties effectively. The new trustee should, as a minimum, be given a copy of *‘The Essential Trustee: what you need to know, what you need to do’ (CC3)* published by the Charity Commission. The new trustee should also meet with the Reporting Office/senior member of staff to be briefed on the history and current activities of the organisation, on the financial accounts and reporting procedures and any relevant policies. It is acknowledged that trustees often have a wide range of other commitments, and every effort will be made to ensure that any induction related activities take place at mutually convenient time.

The new trustee should be provided with any future meeting dates as soon as possible, along with the dates of any upcoming training or events that may be relevant to them.

If the new trustee has not been appointed to a particular role (e.g. Treasurer), it may also be pertinent for the senior staff member and Chair to meet with the newly appointed trustee to better understand how the new trustee would like to contribute their skills for the benefit of the board.

# Retaining and developing trustees

Transforming Lives Together recognises the importance of motivating trustees and ensuring that they are able to contribute their knowledge, skills and experience to the organisation.

It is acknowledged that each trustee will have different support and development needs and will want to meet those needs in different ways. Skills audits can help trustees identify their support needs, and where appropriate, trustees should be able to attend training. Trustees may also wish to join local forums and networks where they can meet and learn from other trustees.

8.  **Related policies and documents**

* Conflict of Interest policy
* Trustee Declaration of Eligibility
* Trustee Declaration of Interests

**9. Review**

This policy will be reviewed every 2 years unless circumstances require earlier attention.

Signed: TLT Chairman

Date:

1. TLT is both a registered company and registered charity, therefore when we use the term “trustee” we also mean a director of the company. [↑](#footnote-ref-1)