

POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Trustee Recruitment and Induction

Category: Human Resources

Policy Statement

Solihull Life Opportunities (SoLO) is committed to ensure that its governance arrangements are robust to ensure that the organisation is managed in accordance with the current legislation, as well as adopting procedures that are examples of good practise and improve the effectiveness of the organisation.

Introduction

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. For SoLO, the charity trustees are the Board of Directors of the Organisation and are known as the SoLO Board of Directors or the Trustee Board.

Co-opted members do not have voting rights, but are invited to join the board for their areas of specialist interest. Although they do not have the same legal responsibilities as trustees, they will be recruited and inducted in the same manner and would be required to adhere to the same code of conduct.

The new Code of Governance for the Voluntary and Community Sector includes as part of its principles that 'trustees should have the diverse range of skills, experience and knowledge needed to run an organisation effectively' and that 'trustees should ensure that they receive the necessary induction, training and ongoing support they need to discharge their duties'

In addition to this, disclosure is now required in SORP 2005 of the methods adopted for the recruitment and appointment of new trustees and the policies and procedures adopted for the induction and training of trustees.

Policy Name: Trustee Recruitment and Induction

Organisation: Solihull Life Opportunities

Date policy issued: May 2007

Amended: November 08

Approved by: SoLO Board of Directors Date : 11.6.07

Approved by: SoLO Board of Directors 6.11.08

1

Next Review Date: May 2010

Pages in this document 9

Diversity

SoLO will ensure that it engages effectively with the community it serves, responds effectively and equitably to the needs of its users and increases its accountability and public confidence in its work by:

- ◆ ensuring that the mix of Trustees reflects the local area and includes people from ethnic minorities and those with disabilities.
- ◆ ensuring that the needs of children and adults with learning disabilities are represented by the inclusion of parents and carers within the Board.
- ◆ working with the Service User Reference Group to ensure that the needs of adults with learning disabilities are kept central to the organisational priorities.

If representation on the board does not reflect the areas of need, active recruitment to redress this balance will be carried out.

Role of the Board of Trustees

At its simplest, the role of the Trustee Board is to receive assets from donors, safeguard them and apply them for the charitable purposes as declared in the objects of SoLO. The Trustee Board must always act in the best interests of SoLO, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he or she had responsibility. The Trustee Board must act as a group and not as individuals.

Rules governing the appointment of Trustees

In the governing documents of SoLO (memorandum and articles of association) there is no maximum number of Trustees set, but there should, at any one time, be in place a minimum of Three Trustees which represents the quorum. A Trustee must be over 18 years of age.

The Trustees form the membership of the organisation, and are entitled to vote.

A third of the Trustee board retires at each Annual General Meeting, but can be re-elected if there is a proposer, seconder and majority vote in their favour.

Eligibility to become a Trustee

It is a criminal offence for an individual to serve as a Trustee if disqualified from doing so. Rigorous checks will be carried out to ensure that all persons applying to become a Trustee are eligible. These checks will include:

- A criminal records bureau disclosure
- Two references (one from a current employer and one from an individual who has known the applicant for over two years and is not a relative). If the potential trustee is retired, one reference should come from someone who has known them on a professional level.

Having a criminal record will not necessarily prohibit a person from becoming a Trustee, but will necessitate a risk assessment to be carried out to determine suitability.

Process for appointment of Trustees

Potential Trustees can be recruited through:

- ◆ Recommendation
- ◆ Referral from a recruiting organisation (e.g. Council for Voluntary Services)
- ◆ Self-Referral
- ◆ Advertisement, following a skills audit which identifies gaps

Potential Trustees will, in the first instance, be met by the CEO and given an overview of the organisation from an operational perspective. They will be given background written information about the organisation and invited to meet with two representatives of the Board.

The subsequent meeting with two members of the Board will ascertain the following information:

- ◆ Skills
- ◆ Background
- ◆ Experience of working within a governance role
- ◆ Experience of working with people with learning disabilities.

It is a two-way process and the discussion should present the prospective trustees with an opportunity to find out more about being a trustee for SoLO and decide whether or not they are still interested.

They will be asked to complete, at this stage, an application form and a CRB form if they wish to continue the process of appointment.

Two references will be followed up, directly following this meeting.

Following this meeting and on receipt of the references and CRB check, recommendations will be made to the board of trustees and, if agreed, the new candidate will be invited to attend the next available board meeting.

At this point, the new trustee will be asked to:

- Complete and sign the declaration of interest form, to be retained by the company secretary. (appendix three)
- Sign a declaration that they are eligible to serve as a Director (appendix three)
- Agree and sign two copies of code of conduct, one to be retained by the trustees and the other by the company secretary.

The new trustee will be elected at a Board meeting and the trustee will be sent a letter of appointment.

The Company Secretary will notify Companies House of the appointment.

Expectations of Trustees

A role description outlines the duties of the trustee (appendix one) and a person specification details the experience and qualities needed to fulfil the role (appendix two)

Trustees are expected to attend all board meetings. Board meetings are held every six weeks during the year (with a slightly longer break during August to allow for holidays). Each meeting lasts for up to 3 hours, is usually in the evening, and papers are provided by email five days before the meeting with a hard copy available at the meeting. Occasional day time meetings are held for Board Development.

Board meetings are usually held at the Hub, Touchwood.

Reimbursement of Expenses

Trustees can claim reasonable out of pocket expenses in relation to travelling and other expenses (refreshments).

Under the terms of SoLO's governing documents, Trustees will not be paid for carrying out their duties on behalf of the organisation, although they may be paid for professional services if agreed by the board.

Policy Name: Trustee Recruitment and Induction

Organisation: Solihull Life Opportunities

Date policy issued: May 2007

Amended: November 08

Approved by: SoLO Board of Directors

Approved by: SoLO Board of Directors

Date : 11.6.07

6.11.08

4

Next Review Date: May 2010

Pages in this document 9

Induction Programme

All Trustees should receive:

- ◆ An organisational chart
- ◆ Outline of current boards skills and experience
- ◆ A copy of the previous year's annual report and financial report
- ◆ A copy of the memorandum and articles of association
- ◆ A copy of the previous board meeting minutes (once agreement for appointment has been made by the Trustees)
- ◆ A copy of the business plan
- ◆ Charity Commission CC3 – The essential trustee: What you need to know
- ◆ Charity Commission CC60 – The Hall marks of an Effective Charity
- ◆ Current Newsletter
- ◆ Volunteer Handbook
- ◆ Copies of all the current up to date policies (once agreement for appointment has been made by the Trustees)

All new Trustees will be invited to attend:

- ◆ Vulnerable Adults Training
- ◆ Safeguarding Children's Training
- ◆ Staff and Volunteer Induction Training

All new Trustees will be encouraged to visit, at least, one of the leisure projects provided by SoLO and will be invited to meet the staff at the registered office.

Ongoing Support and Training

Trustees will be offered ongoing training opportunities and be kept up to date with Charity Commission guidance and policy news through the board meetings and via email.

They will be invited to attend relevant training pertinent to their role, such as:

- ◆ Health and Safety
- ◆ Employment Law
- ◆ Financial Management
- ◆ Diversity and equal opportunities

This training may be in a collective setting, individual and may be provided either in-house or from other reputable training providers.

Policy Name: Trustee Recruitment and Induction

Organisation: Solihull Life Opportunities

Date policy issued: May 2007

Amended: November 08

Approved by: SoLO Board of Directors Date : 11.6.07

Approved by: SoLO Board of Directors 6.11.08

5

Next Review Date: May 2010

Trustees will be kept up to date, by email, on updates from the Charity Commission, Companies House, Trustee Network, or other national support organisations.

Review of Trustee Performance

On a regular basis (preferably annually) the Chair will speak to individual trustees to consider their contribution to the organisation and identify any areas where the trustee would benefit from additional training or support.

The Trustee Board will collectively review its performance at regular intervals, again preferably annually. It should also review the performance of the Chair person.

The Trustee Board will use resources available from Government Governance Support Agencies to support this process.

The policy is also linked to:

- SoLO Recruitment Policy
- Grievance Procedures for Volunteers
- Equal Opportunities Policy
- Recruitment of Ex-Offenders Policy
- Code of Conduct and Conflict of Interest

Role Description

Trustee Board Members

The Charities Act defines Charity Trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity.

The duties of the Trustee Board Member are:

- To ensure that SoLO complies with its governing document (i.e. its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations.
- To ensure that SoLO pursues its objects as defined in its governing document
- To ensure that SoLO applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to SoLO, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of SoLO
- To ensure the financial stability of SoLO
- To protect and manage the property of SoLO and to ensure that when investments of funds occur that they are appropriate and managed
- To appoint and support the CEO and monitor his/her performance
- In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise.

Person Specification

Trustee Board Members

Each Trustee must have:

- A commitment to the mission of SoLO
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind, whilst respecting the views of others
- A understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to put the needs of the organisation above any specific personally held views

The Board of Trustees needs skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes
- Financial management
- Understanding of the voluntary sector
- Understanding of learning disability
- legal matters
- fundraising
- Information Technology

The Board is particularly keen to recruit Trustees from black and ethnic minority communities.

Policy Name: Trustee Recruitment and Induction

Organisation: Solihull Life Opportunities

Date policy issued: May 2007

Amended: November 08

Approved by: SoLO Board of Directors

Approved by: SoLO Board of Directors

Date : 11.6.07

6.11.08

8

Next Review Date: May 2010

Pages in this document 9

Initial Declaration of Eligibility and Conflict of Interest by Trustees

Name

Address

I declare that I have not been disqualified from becoming a Trustee under the provisions of Article 30.

.....
signature

.....
date

I declare that the following appointments may give rise to a Conflict of Interest whilst acting as a Trustee/Director of SoLO

Organisation	Role	Date of appointment

I declare that I do not hold any offices that may give rise to a Conflict of Interest whilst acting as a Trustee/Director of SoLO

.....
signature

.....
date