

The Alice Cross Community Centre

**Recruitment and Selection of New Trustees Policy**

Version 1.1

June 2021

**Policy Revisions Record**

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| Version | Date | Review due |  |  |  |
| 1 | 28 March 2019 | March 2020 |  |  |  |
| 1.1 | June 2021 | June 2023 |  |  |  |
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**Trustee recruitment**

(1) The charity identifies the need for new trustees. This may be because vacancies have arisen through resignations, or it may be that existing trustees have decided that one or more new trustees with specific skills are needed to help run the charity more effectively.

(2) The trustees agree what skills, experience and knowledge are needed, and write it down in the form of a short job description and person specification.

(3) The trustees agree responsibilities and a process for recruitment; in doing this, they take care to comply with any specific requirements set out in the charity’s governing document. Some of the work may be delegated to a sub-group of trustees, but the whole trustee board remains in full control of the process and decisions.

**Finding potential trustees**

(4) The trustees consider the best methods of attracting a diverse range of candidates with the skills the charity needs. This may include advertising in the local and/or specialist press and using trustee brokerage services and through word of mouth or letters of invitation to specific organisations.

**Vetting & appointing new trustees**

(5) Applicants complete the trustee application form which is circulated to the board, and skills audit form.



(6) Short-listing and interviews take place against agreed criteria. Informal interviews are carried out by one or a small group of trustees, and each candidate is asked similar questions to ensure a fair and objective approach. Notes are kept of each interview and circulated to the board.

(7) Preferred candidates are identified and invited to join the trustees, subject to references, formal vetting and approval by the full trustee board. Unsuccessful candidates are notified and thanked for their interest.

(8) The trustees check that the candidates have not been disqualified from acting as trustees, and candidates are asked to confirm in writing that this is the case and asked to complete the declaration of eligibility.



(9) Candidates are asked to consider and declare any existing or potential conflicts of interest and complete the declaration form.



(10) Where needed the trustees seek any appropriate checks from the Disclosure and Barring Service.

(11) In the light of the checks and declarations, the trustees decide to go ahead and formalise the appointment of new trustees.

(12) The trustees check the charity’s governing document to ensure that they appoint the new trustees in a proper and legal way.

(13) The Chair of the charity writes to the prospective trustees, setting out their duties and the charity’s expectations of them.

(14) An information pack about the charity is sent to new trustees, they are referred to the charity commission website for more information on becoming a trustee and a full induction process is arranged. New trustees meet existing trustees and others involved with the charity, such as members of staff, volunteers and beneficiaries.

 (15) Trustees attend their first board meeting and are duly welcomed. All relevant parties, such as the charity commission, Companies House, IT & other staff etc. are advised of their new appointment.

When preparing to appoint a new trustee, the trustee board must ensure that the person is qualified to act as a trustee. No-one under the age of 18 can be a trustee of a charitable trust or unincorporated association. However 16 is the minimum age for the appointment of a director, and so a trustee, of a charitable company. Further information on young people as trustees can be found on our website. Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

* anyone who has an unspent conviction for an offence involving deception or dishonesty;
* anyone who is an undischarged bankrupt;
* anyone who has been removed from trusteeship of a charity by the Court or the Commission for misconduct or mismanagement; and
* anyone under a disqualification order under the Company Directors Disqualification Act 1986.
* anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

It is normally an offence to act as a trustee while disqualified unless we have given a waiver under section 181 of the Charities Act 2011 (there are some special provisions applying to the administration of charitable companies). Further information about disqualifications and waivers of disqualification can be found in our staff guidance OG41 and OG42 on our website.

The appointment of a trustee must be in accordance with the charity’s governing document, which will set out procedures for appointing new trustees, including any restrictions, such as a maximum number of trustees or an age limit. It is important that trustees follow these procedures. If they don’t, this could result in the appointment being invalid. If the governing document contains provisions which prevent certain people from acting as charity trustees, we cannot grant a waiver under section 181 of the Charities Act 2011 as we cannot override the provisions within a governing document.

**Induction**

(16) New trustees are invited to view the premises and meet the staff & volunteers and spend time partaking of or helping at activities.

(17) Trustees are provided with log on details for the charity sharepoint site and specifically the “Trustees” area where documents are stored.

(18) Trustees are encouraged to attend training and refereed to sites for more information on their responsibilities.

Signed on behalf of the Board of Trustees



Name: Sue Halfyard Date: 3 June 2021

**Appendix**

**POST COVID 19 PROCEDURE- FOR ALL**

1. Before volunteering or working at the centre you must be feeling well. If you feel sick, have high temperature or upset stomach then please do not come in.
2. Do not block the entrance to or from the building or any doorways.
3. On arrival, complete the register including temperature check on arrival to enable us to track and trace if required and scan the NHS QR code
4. Wash and sanitise hands regularly whilst here.
5. As of 7/8/2020, it is a legal requirement to wear a face covering, mask or visor when attending this centre. Wear clean clothes when you come to the centre. There are aprons, masks and gloves available.
6. Respect social distancing of 2 metre in the building always, take particular care in the toilets where we should only have 1 person at a time. Please follow any one-way routes in the centre. Maximum 3 people in the kitchen at one time
7. Call 01626 778039 to pre-book your space at the Centre or to reserve a lunch or attend an activity.
8. Please do not move around the Centre unnecessarily, this could spread the virus.
9. Please adhere to the maximum number of people allowed in each room. Please keep doors and windows open to provide ventilation.
10. Please clean down with the sanitiser and cloths provided when you finish your activity.
11. If you become unwell within a few days of visiting, please let us know.
12. Your safety is our priority, please follow this procedure and if you have any concerns, please let us know as soon as possible.