

Trustee Recruitment Policy

1. Introduction

The Charities Act 2011 defines charity trustees as the people who have general control and management of the administration of a charity.

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

In addition, Statement of Recommended Practice 2005 requires disclosure 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.

2. Diversity

Barnwood Trust recognises that an effective Board of Trustees is imperative to ensure that the charity is successful in achieving its objectives. The Board wants to ensure that it engages effectively with the people, organisations, and communities it serves, responds equitably to the needs of disabled people and people with mental health challenges and increases its own accountability and wider public confidence in its work. This will partly be achieved by ensuring that the mix of Trustees reflects the county of Gloucestershire and includes people with a full range of protected characteristics, especially from the Trust's beneficiary groups.

3. Role of the Board of Trustees

The role of the Board of Trustees is:

- (i) To work collectively with fellow Trustees, the Chief Executive and other senior employees to further the organisation by ensuring the Trust has a clear vision, mission and strategic direction and is focused on achieving these, whilst ensuring that all activities are within the charitable objects.
- (ii) To monitor the delivery of the annual work plan ensuring delivery of key projects and milestones.
- (iii) To ensure the ongoing financial viability of the Trust and safeguard its assets for current and future beneficiaries of the Trust.
- (iv) To provide guidance and support to the Chief Executive and other senior employees.

4. The Appointment of Trustees

Barnwood Trust's governing document specifies that there should be a minimum of 6 and a maximum of 12 Trustees.

Trustees are usually appointed for a fixed term of 3 years and for a maximum continuous term of 9 years.

5. Eligibility to become a Trustee

It is a criminal offence for an individual to serve as a Trustee if disqualified from doing so. Appropriate checks will be carried out to ensure that individuals who have been selected to become a Trustee are eligible. These checks will include both references and screening by the Disclosure and Barring Service.

6. Process for Recruitment and Appointment

Before any recruitment process starts the Board of Trustees will undertake an audit of existing members to identify what additional skills and experience are required.

The Trust will seek to reach the widest pool of applicants possible by using a mix of different advertising approaches.

As part of a fair recruitment process, those expressing an interest will be invited to let the Trust know if there is anything that we can do to make the process more straightforward for them. This might be providing the recruitment pack or application form in a different format, provision of BSL interpreters for any meeting as part of the recruitment process etc.

The recruitment pack will include detailed background information about both the organisation and the role, and individuals who are interested in finding out more will be provided with contact details for the Chief Executive.

The recruitment pack will also set out the 'essential skills or experience' required based on the results of the skills audit. All applicants with a disability or mental health challenge or long-term health condition who have these essential skills or experience will be guaranteed an interview.

Applicants will be asked to make a written or videoed application, setting out how they meet the requirements of the role, why they would like to be a Trustee at Barnwood Trust, what additional skills and experience they would

bring to the Trust, what contribution they would like to make and what support they would like and need to be able to make that contribution.

All applications will be reviewed by a committee of the Board of Trustees against the role requirements. The committee will produce a short list and invite those on it to submit their references and attend an interview.

Interviews will be conducted by a panel of Trustees, who will then make recommendations for appointment(s) to the Board.

Appointments will be subject to references and checks and the successful applicants will be asked to:

- (i) Complete and sign a declaration of interest form, to be retained by the Trust;
- (ii) Sign a declaration that they are eligible to serve as a Trustee; and
- (iii) Agree and sign the code of conduct.

7. Expectations of Trustees

Trustees are expected to work to the role description (see appendix 1) and a code of conduct (see appendix 2) and attend all Board meetings. If a Trustee is absent without the permission of the Trustees from all meetings held within a 6 month period, the Trustee may be removed from office.

Board meetings are held 6 times a year. Each meeting is for up to 3 hours and is usually held during the daytime.

There is also an annual Board awayday and an Annual Public Meeting.

In addition there are currently 2 sub-committees of the Board, and applicants will normally be invited to join 1 of these sub-committees, or an occasional focused working group.

The overall time commitment expected from Trustees is approximately 65-70 hours per annum.

There will be a 12 month probationary period to ensure the fit of the new Trustee to the Board, and the Board for the new Trustee.

8. Reimbursement of Expenses

Trustees can claim reasonable out of pocket expenses that are incurred whilst fulfilling the role of Trustee. Such expenses might include travel and refreshments, childcare, a personal assistant, a BSL interpreter etc. An expenses policy covering what can be claimed is available.

In accordance with the Trust's governing document, Trustees will not be paid for carrying out their duties on behalf of the Trust.

9. Induction Programme and Training

All Trustees will be supplied with access to the Trust's Governance Portal, which includes essential information about Barnwood Trust and Minutes and papers from previous Board and sub-committee meetings. For new Trustees there will be a formal Induction Programme which will cover all aspects of the Trust's work and the legal responsibilities that come with being a Trustee.

In addition Trustees are required to undertake additional training and development as agreed by the Board.

There will be an annual appraisal opportunity with the Chair to review individual performance and to consider any specific training needs.

10. Review and Approval

This policy was approved by the Board on 20th December 2021.

The policy will be reviewed before December 2023.