



# Trustee Recruitment and Induction Policy

## Policy Statement

Oasis Children's Venture is committed to ensuring governance arrangements that 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 practice 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 Oasis Children's Venture the charity Trustees are the Management Committee of the organisation and are known as the Oasis Children's Venture Management Committee.

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.

## Diversity

Oasis Children's Venture 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 where possible 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 children's centres, schools, other voluntary sector and statutory organisations to ensure that the needs of children and young people 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 Oasis Children's Venture.

The Trustee Board must always act in the best interests of Oasis Children's Venture, 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 Oasis Children's Venture (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 five Trustees.

A Trustee must be over 18 years of age.

### **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 Disclosure and Barring Service (DBS) check
- 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 or not currently in employment, 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 or Develop)
- Self-Referral
- Advertisement, following a skills audit which identifies gaps

Potential Trustees will, in the first instance, be met by the Director 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 a minimum of two representatives of the Board.

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

- Skills
- Background
- Experience of working within a governance role
- Experience of working with children and young people.

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 Oasis Children's Venture and decide whether or not they are still interested.

They will be asked to complete, at this stage, an application form and a DBS 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 DBS 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 Director.
- Sign a declaration that they are eligible to serve as a Trustee
- Agree and sign two copies of the code of conduct, one to be retained by the Trustee and the other by the Director.

The new Trustee will be elected at the next AGM and the Trustee will be sent a letter of appointment.

The Director will notify Companies House of the appointment.

### **Expectations of Trustees**

A role description outlines the duties of the Trustee and a person specification details the experience and qualities needed to fulfil the role.

Trustees are expected to attend all board meetings.

Board meetings are held two to three times during the year (with management team meetings being held every 6 weeks).

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 33 Priory Grove, London SW8 2PD.

### **Reimbursement of Expenses**

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

Under the terms of Oasis Children's Venture'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.

### **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 Page 5 of 5
- Copies of all the current up to date policies (once agreement for appointment has been made by the Trustees)

All new Trustees will be encouraged to visit, at least, one of the projects provided by Oasis Children's Venture and will be invited to meet with the Director.

### **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
- Safeguarding

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

Trustees will be kept up to date, by email, on updates from the Charity Commission, Companies House, Trustee Network, Develop, 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 skills of the trustee board will be reviewed every year.

**Document approved and adopted by Oasis Children's Venture Management Committee on 31.10.18**