

# Capability Scotland Trustee Induction Procedure

For QMS purposes only:

Originator: Chief Executive

Reviewed: Board of Trustees

Approved: 

Title: Prof A Cameron, Chair of the Board, on behalf of the Board of Trustees

Date: 1 October 2020

Revision History - (Change Record)		
Revision Level	Reason for Change	Effective Date
7 Oct 2020	Initial Release	7 October 2020

# **Trustee Induction Procedure**

## **Purpose**

As per the Trustee Recruitment Policy, Capability Scotland recognises that an effective Board of Trustees is imperative to ensure that the organisation is successful in achieving its objectives. The Board must seek to be representative of the people and organisations that it works with and must have all the required knowledge and skills to run the Charity. Individual trustees must have sufficient knowledge of the role of a charity trustee and be able to effectively represent Capability Scotland at meetings and / or events.

Capability Scotland seeks to ensure recruitment to the Board and its committees is aligned with our Values, Vision and Mission.

## **Scope**

In order for a new Trustee to learn about Capability Scotland, a robust induction programme is required. By providing a thorough induction, new Trustees will be able to contribute more effectively as a Member of the Board.

This procedure seeks to ensure that new members of our Board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

A full Induction Checklist is attached to this procedure.

## **Internal References**

Code of Conduct for Trustees  
Trustee Induction Checklist  
Trustee Declaration Forms

## **External References**

Charities and Trustee Investment (Scotland) Act 2005  
OSCR Charity Trustee information and guidance pack (updated May 2020)

### **Background**

This procedure follows on from the Trustee Recruitment Policy and should be followed once any new Trustees have been confirmed as appointed.

It shall be the responsibility of the Governance & Executive Assistant to ensure that the materials specified in this procedure are prepared and copied and to ensure that the procedures are implemented appropriately.

### **Initial Contact**

As soon as possible after the Board has confirmed the appointment of a new member the Chief Executive shall make contact with the new member to let them know the outcome. The Chair will write a letter of congratulations and welcome.

### **Introductions**

The Chair shall introduce the new member to other members of the Board and Executive Team as soon as possible after their appointment.

The Chief Executive shall engage in a face-to-face induction session with the new Trustee, that will:

- draw their attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual;
- discuss any concerns they may have;
- offer the member a copy of ***OSCR Guidance for Charity Trustees***
- take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with at the moment, or will be looking at in the future.

### **Information Pack of Key Documents**

Upon appointment each Trustee will be provided with a set of key documents and supporting reference material for the organisation, to assist Trustees in discharging their responsibilities. Trustees will also be asked to sign various documents on joining, these include:

#### ***Code of Conduct***

The Code of Conduct sets out the guidelines as to standard of behaviour, responsibilities and best practice in fulfilling the trustee's obligations on the Board. This will require to be signed annually by all Trustees.

#### ***Consent & Eligibility Form***

As well as confirming an individual's eligibility to become a Trustee, the information requested on this form will allow us to complete regulatory requirements for both Companies House and The Care Inspectorate. This will be required to be reviewed, updated and signed on an annual basis.

#### ***Declaration & Register of Interests***

It is accepted and acknowledged that Trustees will have business interests other than those of Capability Scotland and have declared any conflicts that are apparent at present. In the event that a trustee becomes aware of any potential conflicts of interest, these should be disclosed to

the Chair and Company Secretary as soon as they are apparent. The Declaration of Interests Form will also be required to be reviewed and signed annually.

### **Trustee Visits to Services and Contact with Senior Staff**

All new Trustees will be encouraged to visit some of the services of Capability Scotland. New Trustees should also meet with the Chief Executive and other members of the Executive Team to discuss their roles across the organisation. The Board has delegated the day-to-day management of Capability Scotland to the Chief Executive.

The Chief Executive and members of the Executive Team shall invite the new Trustees to take a tour of some of the organisation's facilities and services and introduce them to staff and customers based at the services.

### **Ongoing Support and Training**

Trustees need to keep abreast of the latest developments especially major changes to legislation affecting Charities and in particular Trustee responsibilities. Trustees will be offered either collectively or on an individual basis ongoing training to keep up to date with legislative, regulatory and policy changes either via email newsletters or at Board Meetings with guest speakers or via briefing papers.

### **Performance Reviews**

New Trustees, in order to ascertain that they are settling into their role, should speak with the Chair after 6 months. This will be an opportunity to highlight any issues either may have such as the effectiveness of the induction programme and the Trustee's skills are being used effectively. On a regular basis (at least annually) the Chair will speak to each Trustee individually to review their contribution and if necessary offer additional training and or support which would assist the Trustee in discharging their duties and responsibilities. This could also be an opportunity for a Trustee to review the Board's performance.

### **Induction Information Pack**

New trustees will receive an induction information pack and a series of meetings and visits will be arranged as per the Induction Checklist. The manual will serve as an initial introduction to the Board and Capability Scotland, as well as an ongoing reference. It should include the key documentation mentioned in the Induction Checklist.

Capability Scotland will seek to ensure Trustees receive both induction training as well as any required support training to assist trustees in undertaking their trustee duties as per the role profile. Members are expected to make every effort to attend training sessions.

At the completion of the induction period, trustees will be asked to sign off the induction checklist as having been completed to their satisfaction.

### **Procedure Review**

This procedure shall be reviewed as required and no later than three years after its last review.

## Capability Scotland – Trustee Induction Checklist

### Key Documentation

OSCR Charity Trustee information and guidance pack ( May 2020)	
Scottish Governance Code for the Third Sector	
Good Governance & Safeguarding – A Guide for Trustees	
Trustee Role Profile	
<b><i>Code of Conduct (to be signed and returned)</i></b>	
<b><i>Eligibility &amp; Consent Form (to be signed and returned)</i></b>	
<b><i>Register of Interest Form (to be signed and returned)</i></b>	
Governing Document – Memorandum & Articles of Association	
Trustees Annual Report and Accounts	
Strategic Plan	
Current Operational Plan	
Current Corporate Risk Register	
Values Statement	
Quality Improvement Framework	
Governance Action Plan	
Scheme of Delegation	
‘In the Loop’ staff newsletter (last 3 editions)	
Organisation Staff Structure	
Services Map	
Schedule of Dates for Board and Committee Meetings	
Remits of Board and Committees	
Board Members Information/ Contact Details	
Minutes of last 3 Board Meetings	
Minutes of last 3 Finance & Audit Committee Meetings	
Minutes of last 3 Service Quality Committee Meetings	
Minute of the last AGM	
Register of Interest Policy	
Hospitality & Gift Policy	
Expenses Policy and Claim Form	
Complaints Policy	
Equality, Diversity & Human Rights Framework	
Safeguarding Framework	
Social Media / Communications Policy	
Trustee Recruitment Policy	
Data Protection Policy	
Financial Regulations	

## Meetings to be arranged

Chair of the Board	
Chief Executive	
Director of Finance & Resources (Company Secretary)	
Director of Adult Services & Business Development	
Director of Childrens' Services	
Visits to Services:	
Visit to Schools: Corseford  Stanmore House	
Visit to Offices / Functional Areas:	
Chair of assigned Board Committee  Finance & Audit  Service Quality  Remuneration & Nominations	