

Capability Scotland Trustee Recruitment Policy

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: 25 June 2020

Revision History - (Change Record)		
Revision Level	Reason for Change	Effective Date
[Date]	Initial Release	[Date]

Trustee Recruitment Policy

Purpose

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

This policy outlines how Capability Scotland intends to recruit a robust and effective Board of Trustees. This policy applies to all Trustees of Capability Scotland.

Internal References

Code of Conduct for Board Members
Trustee Induction Checklist and Information
Trustee Declaration Forms

External References

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

1. Background

Equality of opportunity extends to governance as well as all areas of Capability Scotland work. Capability Scotland seeks a balanced representative membership open to all irrespective of colour, ethnic or national origin, religion, religious or similar philosophical belief, disability, sexual orientation, gender identity or gender re-assignment. All Board and Committee Members will be required to participate in Equality & Diversity training, which will be updated regularly.

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 events.

2. Policy Statement / Description

Capability Scotland aims to have a maximum of 12 members on the Board, with skills, knowledge and experience relevant to the work of the organisation and the running of a charity.

3. Process

When a need has been identified to recruit trustees the Remuneration & Nominations Committee, in conjunction with the Chief Executive and Governance & Executive Assistant, will manage the process. The Committee will have responsibility for ensuring that the remainder of the recruitment and induction process is carried out in a fair and open manner.

Responsibility for recruiting trustees will not be delegated to employees although employees may provide support to the Committee.

A skills audit of the Board will be carried out annually, or whenever a trustee departs. Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking.

Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. The vacant positions will be advertised through social media, and online voluntary sector recruitment websites, direct approaches to professional bodies and to other voluntary organisations. The trustees will consider approaches to personal contacts however will ensure that we promote diversity and avoid conflicts of interest. All applicants from whatever source will be required to follow the same recruitment process.

Capability Scotland seeks to ensure diversity on its Board as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the Board might be reached and encouraged to apply. However, at the point of selection the Board will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

People enquiring to become Trustees will be sent appropriate documentation about the charity, introductory material about trusteeship and will be asked to complete an application form. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials.

Applicants most closely matching the skills required will be approached at this stage, consideration will also be given to appointing more than one suitable applicant should this be relevant. As a minimum, and if not sent earlier in the process, applicants will be provided with:

- a copy of the latest accounts of the charity;
- OSCR guidance on Charity Trustees Duties;
- a copy of the charity's governing document;
- a copy of the minutes of the last three board meetings (edited to conform with the principles of data protection if necessary and redacted for any commercially sensitive information);
- a trustee role profile;
- relevant policies including those regarding equal opportunities and conflicts of interest; and
- a copy of this policy.

Selected applicants will be invited to attend an interview with the Remunerations & Nominations Committee and a recommendation to appoint or not will be made to the full Board. If the appointment is approved then referees will be approached to provide references as to the individual's suitability for the role.

Following this process, successful candidates will be co-opted on to the Board at its next meeting. Nomination of their appointment to the Board will be sought at the following AGM.

The performance of individuals on the Board will be monitored through an annual review system with the Chair of the Board.

All Board members have equal voting rights. The Chair has a second vote in the event of a tie.

All retiring board members are entitled to offer themselves for re-election and will be subject to the appropriate process as indicated above.

New trustees will receive an induction information pack and a series of meetings and visits will be arranged as per the Induction Checklist.

Capability Scotland will seek to ensure Board members 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.

4. Legislative Implications

Charities and Trustee Investment (Scotland) Act 2005

OSCR Charity Trustee information and guidance pack (updated May 2020)

GDPR and Data Protection principles apply.