



Filby Playing Field Committee



Trustee Recruitment and Training Policy

1 Recruitment of Trustees - Policy

- 1.1 Filby Playing Field Committee recognises that its circumstances may change from time and that recruitment made by the Committee must reflect its changing needs. Its Recruitment Policy will change to echo those needs.
- 1.2 The Committee is, presently, making a BIG Lottery Grant Application that is specifically aimed at providing facilities for both the elderly and the young.
- 1.3 The present Committee is composed mainly of retirees who are well able to represent the opinions of older residents of the village.
- 1.4 Younger residents are not represented on the Committee.
- 1.5 Women are under-represented on the Committee.
- 1.6 It is the Committee's policy that in filling vacancies, as they occur, positive discrimination will be employed to redress those imbalances.
- 1.7 A recent survey has demonstrated that Filby is a typical Norfolk village with little diversity. The Committee will monitor the village demographics and attempt, again by positive discrimination, to ensure that its composition is representative of the Parish as a whole.

2 Recruitment and Selection of Trustee's

- 2.1 When recruiting new members to the Committee, existing trustees, acting in the role of interviewer, must be clear in their own minds about the Committee's purpose and aims.
- 2.2 They also need to understand their broader duties and responsibilities as trustees, to ensure both that they are acting in the best interests of the Committee, and that they are in a position to explain to new trustees what is required of them.
- 2.3 Trustees need to ensure that they retain overall responsibility and control of the trustee recruitment, selection and induction process.
- 2.4 Existing trustees have a clear role to play in overseeing the effective management of an open and efficient recruitment process. This applies whether trustees themselves select new colleagues, or whether other arrangements apply such nomination by a user group.

- 2.5 Before recruitment, an assessment of the skills present, or a “skills audit”, of the existing trustees should be undertaken to identify gaps. This assessment should include consideration of what skills are required by the Committee to perform its role effectively and whether there are any gaps. The assessment can be simple, and need not involve more than the application of common sense.
- 2.6 It is a reasonable assumption that any difficulty in the recruitment of new Trustees can be reduced by a combination of better assessment and audit of skills needs, coupled with more open and inclusive methods of search, including advertising and networking between charities.
- 2.7 Whilst personal recommendation and word of mouth are not to be decried, there is a need for the Committee to broaden its recruitment practices and adopt more transparent methods.
- 2.8 When seeking to recruit younger Trustees, whilst also using more established methods, the Committee should not neglect the Social Media as a tool for recruitment.
- 2.9 The Committee welcomes the Charity Commission’s advice that diversity is an important factor for accountability and public confidence and when the opportunity occurs, it will seek to achieve greater diversity amongst its trustees.
- 2.10 The Committee will use trustee “job descriptions” or similar guidance to provide prospective trustees with a balanced account of what the role of trustee entails, including their duties and responsibilities as a trustee.
- 2.11 When dealing with prospective Trustees, existing Trustees should be encouraging and open in their dealings with the candidate and avoid either glossing over or exaggerating the role. Openness about the duties and responsibilities of a trustee will demystify them and help to reassure prospective candidates about any concerns they might have. An informal meeting at an early stage of the selection process can provide an opportunity for existing trustees to provide prospective trustees with an understanding of what a trustee is required and expected to do.
- 2.12 Prospective trustees may have concerns over the amount of time the role would take. Being frank about this may be useful, either in reassuring potential recruits about their ability to act, or in deterring those who would genuinely be unable or unwilling to make the necessary commitment.
- 2.13 Prospective Trustees should be informed that...

If they wish, they may be offered a period of observation of how the Committee operates before making any commitment.

They will be offered training in the role.

They will be mentored in the early days of their trusteeship. This may be particularly important as a means of reassuring young recruits.

- 2.14 Trustees must ensure that they are aware of the legal rules on eligibility to serve as a trustee, bearing in mind that it is a criminal offence to serve as a trustee if disqualified from doing so.

A person is disqualified from acting as a trustee if they fall under any of the following provisions, detailed in section 72 (1) of the Charities Act 1993...

People under the age of 18, unless the charity is a registered company

Anyone convicted of an offence involving deception or dishonesty unless the conviction is spent

Anyone who is an undischarged bankrupt

Anyone who has previously been removed from trusteeship of a charity by the Court or the Commissioner

and...

Anyone who is under a disqualification order under the Company Directors Disqualification Act 1996.

- 2.15 It is the Committee's policy that where there is a conflict of interest, a Trustee with any interest in the decisions of the Committee should declare that interest and absent themselves from any discussions on the subject. Potential new trustees should consider the question of possible conflicts of interest before there is commitment on either side. This is particularly important where personal interests may be significant enough to make it difficult for an individual concerned to make a full and rounded contribution to the board's discussions and decisions.

3 Induction of Trustees

- 3.1 The Committee will provide all new Trustees with sufficient induction material to allow them to understand its charitable purposes, its financial position and its current issues. This will include as a minimum...

A written description of their role as a Trustee of Filby's Playing Field Committee. It should explain their responsibilities and their authority.

The Charity Commission's publication 'Responsibilities of Charity Trustees (CC3).'

The Committee's Constitution.

A list of Filby Playing Field Committee Members and with an outline of their responsibilities

A copy of the latest Committee's Accounts.

Copies of the minutes of recent Committee meetings.

Copies of the following Committee Policy's...

- Equal Opportunities Policy
- Child Protection Policy
- Vulnerable Adult Protection Policy
- Financial Policy
- Health and Safety Policy
- Recruitment Policy
- Volunteer Policy

- 3.2 The new Trustee should be afforded an opportunity to read this material at their leisure and to discuss it and pose questions at a subsequent session.
- 3.3 The new Trustee should be offered the opportunity of being mentored by a senior trustee for an initial period. In order that they feel comfortable with their mentor, they should be offered the opportunity to influence the choice of mentor.
- 3.4 The new Trustee should be afforded a guided tour of all of the Committee's premises to be made aware of all of its facilities.
- 3.5 The Committee's Trustees need to work together as a team to ensure that it is run effectively and efficiently. As a body, the Committee has members who collectively have the skills and confidence that enable it to confront and challenge any issues affecting it. This means that it should work to avoid situations where knowledge, or an excessive degree of influence, is held in the hands of a select few. A good induction will help Trustees to assert their authority and face up to any challenges the Committee may face.
- 3.6 The Committee's Trustees are encouraged to take the opportunity of further training in their role, as it becomes available.

4 Evaluation of Recruitment and Training

- 4.1 The Committee will take the opportunity to gain feedback from new Trustees as to the effectiveness of its Recruitment and Induction methods. It should consider adapting these according to the feedback received.
- 4.2 As a minimum, this policy should be reviewed at the Committee's AGM.

Signed for and on behalf of Filby Playing Field Committee...

Chairman



Secretary



Date

