

## Trustee Recruitment Policy

### 1. Induction

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

Northdale Horticulture 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 North Yorkshire 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 Service Manager and other appropriate 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) (iii) To ensure the ongoing financial viability of the Trust and safeguard its assets for current and future beneficiaries of the Trust.
- (iv) (iv) To provide guidance and support to the Service Manager and other appropriate employees

#### **4. The Appointment of Trustees**

Northdale's governing document specifies that there should be a minimum of 6 and not subject to a maximum of 9.

Trustees generally serve a period of 3 years before seeking re-election as set out in the Articles of Association.

#### **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 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 Service manager.

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 an application, setting out how they meet the requirements of the role, why they would like to be a Trustee at Northdale, 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 Trustee**

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 2 hours and is usually held during the daytime.

In addition, there may be an occasional focused working group.

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 will not be paid for carrying out their duties on behalf of the Northdale, but some expenses for such as training courses will be paid as appropriate.

## **9. Induction Programme and Training**

All Trustees will be supplied with essential information about Northdale 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. As part of this Trustees will be referred to the Charity Commissions Support for Charity Trustees (5minute guides) and the Essential Trustee.

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

There will be bi - 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 9<sup>th</sup> May 2024

The policy will be reviewed every three years.





## Northdale Horticulture Code of Conduct for trustees

By reading this document and accepting the role of a charity trustee of Northdale, all charity trustees agree to the following responsibilities:

### General Conduct

- Charity trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charity trustees do not have relevant expertise.
- Charities trustees are required to act in the best interests of the charity at all times.

### Independence

- Charity trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Charity trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees. More specifically charity trustees:
  - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
  - must avoid actual impropriety and any appearance of improper behaviour.
- Charity trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Charity trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity trustee. Any gifts or hospitality received in any connection to Northdale should be declared to the Board.

### Charity Trustee Roles

Charity trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings, and participating in committees and special events when required.

## **Board Meetings**

Charity trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson of the board, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity.
- Bring a genuinely independent perspective to enhance decision-making, given that charity trustees share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other charity trustees.

## **Volunteers/Employees within the Charity**

Charity trustees should:

- Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers, and any employees work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by:
  - respecting management arrangements and avoiding any actions that might undermine such arrangements;
  - not interfering in the performance by volunteers or employees of duties delegated to them within the charity while ensuring that volunteers and any employees working for the charity are held to account through the service manager, as appropriate.

## **Legal Requirements and Policies**

Charity trustees must:

- Act in accordance with the charity's governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the charity trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply.
- Abide by the charity's conflict of interests or loyalties policy and ensure the charity's conflict of interest register is completed and updated as required.
- Abide by any equality, diversity, safeguarding, health, and safety, bullying and harassment policies and any other policies agreed by the board.
- Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

Where a charity trustee is found to be in breach of the standards outlined by the board in its Code of Conduct, he or she will be asked to meet with the Chairperson of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charity trustee may result in the trustee's tenure being terminated.

The board of charity trustees should review this Code of Conduct for trustees at 3-year intervals or as appropriate.

Signed .....

Name .....

Date .....



## TRUSTEE APPLICATION FORM

Please complete the Trustee application form and submit with a copy of your CV to:  
[admin@northdale.org.uk](mailto:admin@northdale.org.uk)

Name				
Home Address				
Telephone	Home		Mobile	
	Work			
Email				
Occupation				
Qualifications				
Which of the following skills or experience could you bring to the Board?	Please indicate against each relevant area whether you have knowledge and understanding by writing 'KU' or a secondary skill where you have experience, by writing 'S'.			
		KU/S		KU/S
	Human Resources		Business Management	
	Financial/Accounting		Marketing / P.R	
	Fundraising		Diversity & Disability	
	Legal & Employment		Partnership Working	
	Strategic Planning		Project Management	
	Quality Assurance		Health & Safety	
	Information Technology		Risk Management	
	Governance		Procurement/Commissioning	



**Please indicate why you want to become a trustee and how you think your own skills and experience would enable you to fulfill the role of a Trustee as described in the Role Description (300 words)**

**Please give details of two people who would be willing to provide a reference.**

<b>Name</b>		<b>Name</b>	
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<b>Address</b>		<b>Address</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Email</b>		<b>Email</b>	

**Trustee applicant's declaration of eligibility:**

I declare that:

- ☐ I am over age 18.
- ☐ I am not an undischarged bankrupt.
- ☐ I have not previously been removed from trustee of charity by a Court of the Charity Commission.
- ☐ I am not under a disqualification order under the Company Director's Disqualification Act 1986.
- ☐ I have not been convicted of any offence involving deception or dishonesty (unless the conviction is spent).
- ☐ I am, in light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- ☐ I undertake to fulfil my responsibilities and duties as a trustee of Northdale Horticulture in good faith and in accordance with the law and within Northdale Horticulture's objectives/mission Code of Conduct for trustees.
- ☐ I do not have any financial interests in conflict with those of Northdale Horticulture (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interests at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

**Signature.....Date.....**

Thank you for completing this for application form and for your interest in becoming a Trustee of Northdale.

This form should be marked 'Confidential and returned to Administration Officer Northdale, Yafforth Road, Northallerton, North Yorkshire, DL7 0LQ or email to [admin@northdale.org.uk](mailto:admin@northdale.org.uk)

Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act 2018 and will only be used for the purpose of selection of trustees.