



Carnegie Community Trust CIO Trustee Recruitment Policy and Procedure

Background

Carnegie Community Trust (CCT) was established as a Charitable Incorporated Organisation (CIO) in October 2015 to provide an appropriate legal organisation through which plans and applications can be made for the asset transfer to community ownership of the Carnegie Library Building under the Co-operative Council Community Hubs Policy of Lambeth Council.

CCT has initially been established as a Foundation Model Charity. This means that the current Trustees are the only full members, and appoint further Trustees. The Trustees have also indicated a wish to develop an Associate Membership Scheme, and to move to an Association Model Charity in the future, with a larger membership that will directly elect the board of Trustees.

Aim

Although, as a Foundation Charity, the formal legal mechanism for appointing new Trustees is by vote of the current Trustees, CCT is committed to making the recruitment process as open, transparent, accountable, and supportive as possible.

The Trustees are also committed to increasing the number of Trustees, having regard to the skills required to take forward the charitable objectives of CCT's Constitution, the operational needs of the Trust, and the needs and aspirations of the local community that we serve, as defined in our Area of Benefit ('the district of Herne Hill in London postcodes SE24 and SE5, along with adjoining neighbourhoods').

Finally the Trustees are committed to ensuring that the Board of Trustees fully reflects the diversity and range of the local community and that it complies with both the spirit and letter of its Equal Opportunities and Diversity Policy.

Trustee Duties and Responsibilities

- To ensure that CCT complies with its governing document, charity law, and all relevant legislation or regulations.
- To ensure that CCT exclusively pursues its objectives as defined in its governing document.
- To ensure that CCT applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities that are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to CCT, setting overall policy, defining goals, setting targets and evaluating performance against those agreed targets.
- To safeguard the good name and values of CCT.
- To represent CCT at functions and meetings as appropriate.
- To declare any conflict of interest while carrying out the duties of a trustee.

- To be collectively responsible for the actions of CCT and other trustees.
- To ensure the effective and efficient administration of CCT.
- To abide by the equal opportunities, health and safety and safeguarding policies and to ensure they are fully implemented and observed by CCT, including all staff and volunteers.
- To ensure the financial stability of CCT.
- To protect and manage the property of CCT and to ensure the proper investment of the organisation's funds.
- To make sure CCT is properly insured against all reasonable risks.
- As appropriate, and in line with CCT's employment policies and procedures, to appoint and support the employees and monitor their performance.
- To use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to CCT's work and in which the Trustee has special expertise.
- To ensure that where necessary CCT seeks external professional advice.
- To attend meetings, and to read papers in advance of meetings.
- To attend sub-committee meetings as appropriate.
- To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising, and recruiting and supporting further Trustees.
- To keep informed about the activities of CCT and wider issues that affect its work.

What CCT will offer Trustees

Becoming a Trustee offers a number of personal benefits. It can:

- Allow you to put your existing skills and experience to good use.
- Allow you to make a contribution that will be valued by others.
- Increase your own skills, experience and confidence, which in turn can be valuable for other areas of your life and help increase employment prospects.
- Give you the opportunity to have a say in how the organisation is run.
- Give you the opportunity to network and meet others.
- Offer you the opportunity to get involved in local democracy

However CCT recognises that becoming a Trustee can be a daunting step for many people who nonetheless have valuable skills and insight to contribute. CCT is therefore committed to working with Trustees, prospective, new and old, to ensure they have a full understanding of CCT's work and responsibilities, and are supported in taking on the role of a Trustee.

CCT will do this by:

- Providing on its website an up-to-date Organisational Information / Trustee Induction Pack.
- Providing during the recruitment process informal and relaxed opportunities for prospective Trustees to find out about CCT, the role of a Trustee, and what would be involved.
- Ensuring that once appointed each new Trustee has a full induction meeting with the Chair at which any special needs or support required by the new Trustee to effectively discharge their role will be noted and discussed.
- Ensuring that all such reasonable special needs of any Trustee are met, and that these requirements are reviewed and updated annually for all Trustees.

Annual Recruitment Process

Step One

- The Board reviews recruitment policy and procedure and amends where necessary, as well as updating all relevant application and supporting documents.
- The Board reviews and updates the Organisational Information / Trustee Induction Pack and updates the relevant website pages as appropriate.
- The Board deposes members of the Board of Trustees to form the selection panel.
- The Board of Trustees will appoint an outside independent Chair to chair the Selection Panel, and may also appoint other independent members of the panel.
- The Board agrees the timetable for the recruitment process, including deadline for applications, deadline for review of applications and shortlisting, deadline for interviews, and date for Board of Trustees meeting to meet and appoint new Trustees.

Step Two

- Advertise for Trustees and invite expressions of interest/requests for Application Forms.
- Ensure that full details of the role, how to apply, what is involved and other relevant supporting information have been provided on the CCT website.
- The Board of Trustees will offer an informal opportunity for prospective Trustees to find out more about the role.
- Advertise the recruitment process widely, including on the CCT website and other relevant platforms and via local community groups which from time to time the Board may deem appropriate.
- Particular regard will be paid to ensuring that the advertising of the role ensures that all sections of the local population are reached in line with CCT's commitment to Equalities and Diversity.

Step Three

- Acknowledge and send out Application Forms, keeping a record of who has requested one.
- Follow up Application Forms that are sent out and ensure they are returned by closing date.

Step Four

- Chair of Selection Panel convenes a briefing meeting for the Panel to note the priorities for selection of the Board of Trustees, agree shortlisting process, agree interview questions and agree dates for shortlisting and interviews.

Step Five

- Shortlisting will be done by an agreed and transparent scoring system with all notes by all Panel members to be kept on record for reference for six months.
- Successful candidates to be invited to interview and those not shortlisted to be invited to help in another volunteer role where appropriate.

Step Six

- Shortlisted candidates interviewed by Selection Panel with interviews scored using a consistent and transparent system and all records from all panel members to be kept on file for six months,
- Panel agree candidates to recommend to the full Board of Trustees for selection and appointment. Those not selected informed and invited to help in another volunteer role where appropriate.

Step Seven

- Full Board meeting to meet and appoint the new Trustees. The Board may reject the recommendations of the Selection Panel, but must record reasons in the minutes of the Board.

Step Eight

- New Trustees provided with induction