**TRUSTEE**

**RECRUITMENT & SELECTION POLICY**

# Statement of Policy

* 1. The policy has been designed as a guide to support Bedfordshire and Luton Community Foundation (BLCF) Board of Directors Recruitment & Selection Processes to include Full Director and Associate Director positions.
	2. The Board must seek to be representative of the people with whom the organisation works and must have available to them all the knowledge and skills required to run the organisation. Individual Trustees must have enough knowledge, both of their role, of trusteeship in general and of the organisation’s activities, to enable them to carry out their role and to represent the organisation at meetings and other events.
	3. This policy sets out how Bedfordshire and Luton Community Foundation intends to recruit a robust and effective board of trustees.
	4. The Board maintains a regular overview regarding the breadth of knowledge and skills and representation within the organisation and seeks to ensure that a broad mix of skills are represented. The Board is committed to the principle of equality of opportunity for all Trustees and prospective Trustees and reports and shared its EDI data on staff and Trustees.
	5. Board Skills Audits are held regularly to ensure that appropriate consideration reflects a fair representation of diversity to collate data in relation to Trustee Skills.
	6. Analysis of the Board Skills Audit and Demographic Data Results identifies the gaps in the Boards representatives. The Board seek to fill any given vacancies by using open and transparent recruitment methods. ‘Advertisements’ will be visible in diverse media platforms.
	7. The Board aim to recruit from a diverse group of people with varied geographical, social, economic, environmental, business, and cultural backgrounds and skills by maintaining an age and gender balance and (those underrepresented i.e. with a disability, and not limited to).
	8. BLCF seeks to ensure diversity in its Board of Trustees 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

# 2. Recruitment and Selection Information

2.1 This process applies to the Board of Trustees and has been implemented to ensure that BLCF execute a robust and fair process.

2.2 The Board will identify the need to recruit additional Trustees through carrying out an annual review of the skills of the Trustees on the Board and associated Committees, and also if a Trustee resigns, their term of office ends and they are not seeking re-election or their request for re-election is not successful.

2.3 Recruitment will be led by **The Nominations Committee** which will consist of a minimum of 50% of the board trustees. The committee will nominate one Trustee to chair the process.

2.3.1 Full Training will be provided for the Nominations Committee (followed by regular training sessions and when a new Trustee joins the Nominations Committee).

2.4 The CEO and the Chair of the Board of Trustees are exempt from the Recruitment Process.

2.4.1 The role of the Chair is to make initial contact with applicants and recommend them into the process.

2.4.2 The role of the Chair of the Board of Trustees is to welcome and introduce successful Applicants to the CEO at the end of the process following Applicant acceptance of the position.

2.5 The Advertisement and a Role Description will be available to view on BLCF website, together with details of the application process and all other diverse media and existing platforms.

1. **Recruitment and Selection Process**
	1. Recruitment follows an 8-stage process listed below

# 3.1.1 Enquiry stage – initial applicant find information about recruitment on the BLCF website <https://blcf.org.uk/news/work-for-us/> pages and are invited to have an initial informal conversation with the Chair of Trustees. Applicants who approach BLCF via the CEO will be directed to speak to the Chair.

3.1.2 **Stage 1 - Application Form** - The application form contains the qualities of the person that is required for a Trustee position and is an essential source of information for the selection criteria. Setting standards, experience or personal attributes may unfairly and unlawfully discriminate and result in the best person not being selected (see **Trustee Application Form**). The purpose of the Application Form is to determine that applicants have the skills and knowledge required to meet the organisations aim and objectives. It will also identity key values that match those of the organisation. It is worthy of note that the process below is the same for a Board Trustee Application or an Associate Director position. BLCF will determine the need for a full time Trustee position or an Associate Director position.

* + 1. **Stage 2 – Selection Process** - Applications will be shortlisted by 2 members of the Nominations committee. Completed Application Forms will be reviewed against the criteria and those shortlisted will be invited to attend for an interview. Responses will be anonymised, and the two members will be independent of the Interviewing Panel. Successful applicant will be invited to interview and unsuccessful will be informed.

3.1.4 **Stage 3** – **Interview** - The interview will be done by the remaining members of the Nominations Committee (minimum of 3 Trustees). A standard set of questions will be used (see **Trustee Interview Questions and Scoring**). Responses are noted and scored as 0 to 3 (0 = not met criteria and 3 = scored highest and appointable). Notes and information on the interview will be held securely for no more than 12months.

3.1.5 **Stage 4 – Appointment** – following interview successful and unsuccessful candidate will be notified by letter/email by the Chair of the Nominations Committee. The Chair will also inform the CEO and Director of Finance to continue to the next stage.

3.1.6 **Stage 5 – Checks, data, and references** – The CEO will oversee the collection of references (minimum of 2), collection of EDI information, conflict/declaration of interest and confidential data (see **Trustee Personal Data Form**). New Trustee will also be asked to sign the **Trustee Code of conduct.**

3.1.7 **Stage 6 – Charity Commission and Companies House** – once satisfactory declarations of interest and references have been received the Director/Head of Finance will update detail with Charities Commission and Companies House.

3.1.8 **Stage 7 – Induction** – once appointed new Trustee will be invited to an Induction workshop by the CEOI and a Grant panel training session by the Head of Impact & Programmes. New Trustee will also receive an induction pack of information containing list of Policies; copy of constitution; set of past years Board minutes and date of future meetings. In addition, they will be set up with access to shared folders and a BLCF email and Slack access.

3.1.9 **Stage 8 – First Board Meeting** – The Chair will discuss with new Trustee which executive Sub-Committee they are best placed to join and make arrangements for them to be invited to upcoming meetings

3.1.10 **Stage 9 – Annual Review** - All Trustees should have an annual review with the Chair of the Board of Trustees. This is a reflection on the year and provides a safe space to discuss opportunities or any relevant matters on an informal basis. (See **Trustee Self-Assessment Tool**)

**4** **Associate Director and Advisor to the Board**

4.1 In the event a Trustee is not appointed at interview stage the Nominations Committee have the option to appoint them as an Associate Director or Advisor to the Board.

4.2 Associate Director can attend up to 2 cycles of Board meeting before the Chair can decide to make them a full Director (Trustee) of BLCF. Appointment of any new Trustee or Associates becoming Trustee must be done at the AGM.

4.3 The option of Advisor to the board carries not responsibility to BLCF but offers expert and time limited advise to the board. No Trustee liabilities come with the role but Advisor are expected to comply fully with the Articles of Association, BLCF Policies and decare conflicts/declarations of interest in full

4.4 An Associate Director is a co-opted member of the Board and is not required to be registered as either a Trustee of the Charity, nor a Director of the Company.

4.5 Associate Directors may participate in the general discussions of the Board and in any of the Task and Finish Groups but are not entitled to vote on any subject. Associate Directors have no legal liability, or responsibility for the running or management of the Charity.

4.6 Associate Director/Co-opted members of the Board are volunteers and should not be out of pocket because of their service when working on BLCF business.

4.7 In addition to reimbursing direct expenses incurred, the Foundation is currently exploring the reimbursement for those co-opted for loss of earnings resulting from participation in Foundation business.

**5** **Transparency and Reporting**

5.1 In the analysis of the annual accounts, the total amounts claimed in expenses will be shown, for each Trustee and each co-opted member, by name.

5.2 The number of Board Meetings attended by trustees and co-opted will also be reported in the annual accounts.

**END**