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**Trustee Recruitment Policy**

**Policy Control Page**

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| Responsible Person | CEO |
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| Approved By | Trustees |
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| Date | Version | Update |
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1. **Introduction**
2. Living Options Devon recognises that an effective Board of Trustees is a pre requisite to achieving its objects. The Board must seek to be representative of the people with whom the charity works and must have available to it all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.  
   1. Board members and staff are essential to the well –being and effectiveness of Living Options Devon. Living Options Devon is committed to ensuring good governance and having the right Board in place is key to achieving this.
   2. As outlined in Living Options Devon’s Memorandum and Articles of Association ‘Not less than 75% of the total number of Trustees shall be persons with a disability and/or Deaf’.

**2.0 Planning Recruitment**

2.1 Living Options Devon believes that for the Board of Trustees to be fit for purpose, it must be comprised of individuals who possess a range of skills and experiences that will enable them to effectively fulfil their individual roles on the Board. To this end the Board will regularly undertake a ‘skills audit’ of the Board to ensure that its members offer a range of skills, knowledge and experience.

2.2 Whilst the Trustee recruitment process can start at any time of the year, as a minimum, every year 3 months before the AGM, the Board will decide whether they need to actively recruit new Board members. In addition if during the course of the year, any Board members announce their intention to leave, the Board will decide whether they need to recruit new Board members in their place.

**3.0 Responsibilities**

3.1 The Chair of Trustees will lead the recruitment process and make sure the recruitment is kept on the Board’s agenda; that progress is made; and that this policy is regularly reviewed. Action and responsibilities may be delegated to other Board members.

3.2 The Chair of Trustees is responsible for ensuring that due process is followed with support from employees at Living Options Devon.

3.3 The Board of Trustees is responsible for ensuring that applicants are fit to stand for election. Consideration should be given to:

* fulfilling the requirements set out in the Memorandum and Articles of Association;
* ensuring that applicants have the ability to fulfil the roles outlined in the job description and code of governance;
* that the suitability declaration on the application form has been signed and dated;
* the eligibility declaration has been signed and dated;
* the conflict of interest form has been signed and dated; and
* references have been returned.

**4.0 Appointment of new trustees - process**

4.1 The Board will refer to their governing document to determine whether new Board members should be elected, co-opted, and recruit in line with the appropriate process.

4.2 The Board of Trustees will need to ensure that the make-up of the Board sits within the criteria laid down in the Memorandum and Articles of Association. They will need to determine if the applicant has the skills and ability to fulfil the role as detailed in the job description and that they fulfil the legal requirements to be a Charitable Trustee.

4.3 Vacancies on the Trustee Board will be advertised appropriately and on the Living Options Devon website.

4.4 Candidates are required to submit a completed application form and will be interviewed by the Chair of Trustees. Appointment is then carried out as outlined in the governing document.

**5.0 Review and Development**

5.1 The Board will review the Board recruitment process after each appointment. The new Board member should be encouraged to feed in what they felt went well and what could be improved in their view. If any changes to this policy are needed, the changes shall be made and a revised policy put to the Board for adoption. This policy shall be reviewed after each Board member is successfully appointed.