

Annexe 1

Selection of Trustees Policy

1. Introduction

- 1.1. In this Policy “Committee” shall mean the Search and Nominations (the SAT Members) Committee or such other Committee as the Trust may task for this purpose.
- 1.2. The Committee will advise the Board of Trustees on all aspects of the Trust’s membership, including the appointment and reappointment of Trustees. It is the responsibility of the Trust Secretary to alert the Committee when a Trustee’s term of office is nearing expiry and the Committee will use this policy when arranging a reappointment or the recruitment of a replacement. This will include keeping the Board of Trustee’s skill mix and diversity under review with a view to aligning it with future needs and seeking appropriate improvements if possible.
- 1.3. The Committee will review on a regular basis those terms of office that are due to expire and will seek to ensure that periods of time when the Board of Trustees is below full membership are minimised.

2. Independent Trustees

2.1. Expiry of the Term of Office of an existing Trustee

- 2.1.1. The Trust Secretary shall report to the Committee the name of any Trustee whose term of office is nearing its expiry. This must be done in sufficient time for the Committee to report to the Board of Trustees at its meeting before the term of office expires.
- 2.1.2. The Committee will consider whether or not the Trustee is to be appointed to serve for a further term of office. The Committee shall base its recommendation on the following factors:
 - a) Whether the skills and experience of the Trustee are still required.
 - b) Whether it would be appropriate to take the opportunity to refresh the range of skills, experience and diversity available to the Board of Trustees.
 - c) The Trustee’s contribution and commitment to the Trust’s work.
 - d) The length of the Trustee’s previous service as a Trustee.
- 2.1.3. A Trustee’s term of office will expire automatically unless the Committee recommends a further appointment and the Board of Trustees accept that recommendation. A Trustee shall not serve for more than a cumulative total of nine years save that the Chair may be permitted an extension of office to serve up to a further three years, at the annual discretion of the Members.
- 2.1.4. A recommendation from the Committee that a Trustee be reappointed for a further term of office will be subject to the Trustee being willing to serve. The Trust Secretary will ascertain in advance of the Committee meeting whether or not the Trustee in question is willing to be appointed for a further term. If the Trustee is not so willing, a vacancy arises and will be dealt with under paragraph 2.2 of this policy.

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The Committee will recommend to the Board of Trustees whether an existing Trustee should or should not be appointed for a further term of office.

2.2. Filling of Vacancies

- 2.2.1. When a vacancy arises for an independent Trustee, the Committee will review the current skill mix and diversity of Trustees and both the current and anticipated requirements of the Board of Trustees.
- 2.2.2. In its search for new Trustees the Committee may employ a variety of recruitment methods including advertisements, head hunting, direct approaches and recommendations. The method employed will depend upon need but will always be open to scrutiny.
- 2.2.3. Applications and information regarding the collection of equality data shall be submitted in writing to the Trust Secretary. This is to ensure that the trust can demonstrate its commitment to equality, diversity, inclusion and human rights and the importance of collecting appropriate data.
- 2.2.4. A selection/interview panel consisting of three Members, the Chair of the Board of Trustees and the CEO will be convened to shortlist and interview suitable candidates, advising the Committee of any candidate recommended to be appointed.
- 2.2.5. The Committee will confirm to the next meeting of the Board of Trustees the candidate(s) that have been appointed. Upon appointment the Trust Secretary will advise the candidate in writing of their appointment and file the necessary documents with Companies House.

3. The CEO

In accordance with Article 50 B of the Articles of Association, the CEO shall be a Trustee if they choose to act as a Trustee.

4. Appointments

It is a condition of appointment for all Trustees that they must:

- (a) Declare all relevant interests on the form prescribed by the trust Secretary;
- (b) Declare their eligibility for Trustee membership; and
- (c) Agree in writing to be bound by the Standing Orders, Code of Conduct and the Policies and Procedures of the Trust for the time being approved by the Board of Trustees.

5. Related documentation (policies, procedures or guidance)

- Standing Orders
- Code of Conduct
- Articles of Association
- Trustees' Terms of Office Policy