

# WALCOT FOUNDATION

## Walcot Foundation Governor Recruitment Policy

### Introduction

Walcot Foundation recognises that an effective board of trustees (known as Governors) is essential if the charity is to be effective in achieving its objects. The board aims to be representative of the wider Lambeth community 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.

This policy sets out how Walcot Foundation intends to recruit a robust and effective board of Governors.

### Recruitment Sub-Committee

When a need has been identified to recruit Governors, the Board will create a Recruitment Sub-Committee to manage the process. This will include the Chair and at least two other Governors. The sub-committee will have responsibility for ensuring that a transparent recruitment and induction process is carried out. Responsibility for recruiting Governors will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.

### Skills/Diversity Audit

Whenever a Governor departs a skills and diversity audit of the board will be done. Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking. Consideration will also be given about the diversity composition of the Board and any identified gaps.

### Recruitment Process

Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. All opportunities will be publicly advertised and open for anyone to apply.

Walcot Foundation seeks to ensure diversity in its board of Governors as well as in its staff 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 Panel will not discriminate unfairly on any of the 'protected characteristics' (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

People enquiring to become Governors will be sent appropriate documentation about the Foundation, introductory material about Governorship and will be asked to submit a CV along with a covering letter. Where possible, Information Evenings/Webinars will be provided prior to the closing date in order for potential applicants to hear more about the Foundation and ask any questions. Arrangements will be made to assist any potential

applicant with specific needs in relation to completion of the form or access to the supporting materials.

### **Interview, Selection and Appointment**

The Recruitment Sub-Committee will review the applications and shortlist applicants for interview. The applicants will then be interviewed by the Recruitment Sub-Committee and efforts will be made to answer any questions that they may have. The applicant will be asked to declare any conflicts of interest and will be required to provide two references, which will be taken up prior to the next board meeting. The applicant will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993. It is the responsibility of the Governors on the Recruitment Sub-Committee to ensure that references are obtained and all other relevant checks are completed.

The observations and recommendations of the Recruitment Sub-Committee will be put to the following board meeting and a vote taken to decide whether to approve the appointment of the new Governors.

Candidates will be informed of the Board's decision and successful candidates will be invited to attend the next Board as Governor.

### **Induction**

Walcot Foundation will ensure that all new Governors receive sufficient induction. This will typically include meetings with Director and senior staff at the office. New Governors will also be provided with access to relevant background material (e.g. dates of future meetings, responsibilities of a trustee, articles of association, annual accounts, recent minutes, business continuity plan, Governor job description).