

# TRUSTEES – RECRUITMENT

## The Charity's objects (“the Objects”)

To occupy and manage Lyppard Grange Community Centre, Worcester, for the use of the inhabitants of the Warndon Parish of Worcester without distinction of political religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

## Suitability of Trustees

Trustees should have a strong personal commitment to the charity's aims and objectives.

The appointment of a new trustee to a charity is an important matter. Before appointing a new trustee the trustee board must make sure it is acting within the law, in accordance with the charity's governing document, and that the prospective trustee is not disqualified from being a trustee.

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.

Trustees are advised also that, in advance of an appointment, they should consider: -

- Potential conflicts of interest or breaches of confidentiality.
- Personal interests and activities which may have a detrimental outcome on the charity
- Requesting CRB disclosures where Trustees may work with vulnerable people

If there is a strong possibility that, following the appointment of a prospective trustee, conflicts of interest may arise or that there may be adverse publicity or reaction resulting from perceived lack of integrity or inappropriate conduct which would not be in the best interest of the charity in achieving its aims and objectives, the trustees should give the matter due consideration before making the appointment.

In accordance with the recommendations of the Charity Commission, all prospective Trustees will be required to undergo CRB disclosures before being appointed.

## The appointment procedure

Responsibility for the recruitment of new trustees rests firmly with the existing trustees. They must oversee the management of an open and efficient process and always act in the best interests of the charity.

Prospective Trustees will be invited to attend monthly general meetings of the Trustees and may observe and participate in the routine proceedings. During this probationary period prospective trustees will not have voting rights and may be asked to withdraw from the meeting while matters are discussed of a nature which the Trustees believe to be highly confidential.

Before the commencement of the third general meeting attended by a prospective Trustee all existing Trustees will by means of a simple vote decide whether or not to appoint a trustee and he/she may by mutual consent either decline or accept appointment as a Trustee.

No person shall be appointed as a trustee at any general meeting unless: -

- He/she has attained the age of 18 years;
- He/she is recommended by the trustees
- not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment stating the particulars which would, if he were so appointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed.
- in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38 of the Memorandum & Articles (below)

A trustee shall cease to hold office if he

- ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
- becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
- resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or/
- is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.

Lyppard Grange Community Centre is owned by Worcester City Council. The premises are subject to a lease made between the City Council and Lyppard Grange Community Centre Ltd on 14<sup>th</sup> October 1998. The services to be provided to the community are defined in a Service Level Agreement between these parties.

To protect its interests, the City Council has the right to appoint two ex-officio Trustees. These appointees have generally been councillors from the respective Warndon Parish North and Warndon Parish South wards.

## Trustee Declaration

Criminal convictions or proceeding pending (except motoring)	YES / NO
Details.....	
.....	

Undischarged bankrupt or insolvency proceedings pending	YES / NO
Details.....	
.....	

Provide details of other public bodies/organisations of which you are a member.
.....
.....

Provide details of personal interests/activities which may be relevant to the Trustees.
.....
.....
.....

Name	Address	DOB	Contact details
			Phone: Mobile: Email:

Skills, Knowledge or experience which you can bring to the charity
.....
.....

<p>To the best of my knowledge and belief the answers which I have given are both accurate and truthful and I promise to hold a strong personal commitment to the aims and objectives of Lyppard Grange Community Centre Limited and to act with integrity, avoid personal conflicts of interest or misuse charity funds or assets.</p> <p>Signed.....Date.....</p>
---