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30/9/09

Vetting Policy for Trustee & Staff Recruitment

Introduction

"The appointment of a new trustee and staff to Village by Village is an important matter which will lead to a balanced and effective trustee board, workforce and a well governed and effective charity.

Existing trustees are legally responsible for the recruitment of new trustees. Trustees can delegate some aspects of recruitment to staff, but they must ensure that they retain overall responsibility and control of the recruitment, selection and induction processes.

In recruiting new trustees and staff, the existing trustees and management must act in the best interests of the charity. In order to ensure this is the case, the trustees have agreed responsibilities and have outlined the following steps to be taken during recruitment, selection, vetting, appointment and subsequent induction of one or more new trustees or members of staff.

Doctor Nicholas Swift, Chairman of Village by Village.
Date: 30 September 2009.

New Trustees : Ten step recruitment, selection, vetting, appointment & induction process

- (1) Village by Village identifies the need for new trustees at AGM, through resignations or specific skills need.
- (2) Via a skills audit the trustees agree what skills; experience and knowledge are needed, and create a short trustee description and person specification.
- (3) The trustees agree responsibilities and agree a process for recruitment and a method of attracting a diverse range of candidates with the skills the charity

needs; (in doing so comply with the requirements set out in the charity's governing document)

(5) Short-listing and informal interviews take place against agreed criteria. During the meeting it will be explained to potential trustees the requirements of them, about the purposes and aims of the charity, as well as their broader duties and responsibilities as trustees.

(6) Preferred candidates are identified and invited to join the trustees, subject to references, formal vetting and approval by the full trustee board. Unsuccessful candidates are notified and thanked for their interest.

(7) Vetting potential trustees - The trustees ensure the candidates is suitable to act as a trustee by:

(a. Asked to confirm in writing that this is the case by completion of a "Declaration of eligibility for newly appointed trustees" www.charity-commission.gov.uk/Library/supportingcharities/pdfs/sampledeccc30.pdf

(b. And checking their name against the Disqualified Directors Register <http://www.companieshouse.gov.uk/ddir>

(c. Production and photocopying of a valid passport

(b. Candidates are asked to consider and declare any existing or potential conflicts of interest.

(c. Criminal Records Disclosures should be obtained for trustees intending to travel to Africa

(8) In the light of the checks, declarations and disclosures, the Chair of the charity writes to the prospective trustee/s, setting out their duties and the charity's expectations of them.

(9) An information pack about the charity (including the 3 year plan) is sent to new trustees. New trustees meet existing trustees and others involved with the charity.

(10) The new trustees attend their first board meeting and are duly welcomed. All relevant parties, such as funders and the charity's solicitors and auditors, are notified of the new appointments and it is mentioned in the newsletter.

New member of staff : Ten step recruitment, selection, vetting, appointment & induction process

- (1) Village by Village identifies the need for new member of staff.
- (2) It is agreed what skills; experience and knowledge are needed, and write it down in the form of a short job description and person specification.
- (3) The trustees and management agree responsibilities and a process for recruitment and method of attracting a diverse range of candidates with the skills the charity needs.
- (5) Short-listing and informal interviews take place against agreed criteria. During the meeting it will be explained to potential members of staff the requirements of them, about the purposes and aims of the charity, as well as their broader duties and responsibilities.
- (6) Preferred candidates are identified and invited to join the charity, subject to references, formal vetting. Unsuccessful candidates are notified and thanked for their interest.
- (7) Vetting potential new members of staff - The charity ensure the candidates is suitable to be employed by:
 - (a. Production and photocopying of a valid passport
 - (b. Candidates are asked to consider and declare any existing or potential conflicts of interest.
 - (c. Criminal Records Disclosures must be obtained
- (8) In the light of the checks, declarations and disclosures, the Chair of the charity writes to the prospective employee/s, setting out their duties and the charity's expectations of them.
- (9) An information pack about the charity (including the 3 year plan) is sent to the new member of staff.
- (10) All relevant parties, such as donors and trustees are notified of the new appointment and are duly welcomed and the appointment is mentioned in the newsletter.