



**Effingham Parish Council**

**15. Policy on appointing Nominated Trustees to Effingham Village Recreation Trust (EVRT)**

(Co-opted Trustees are appointed by the EVRT Board of Trustees)

1. When there is a vacancy for a Nominated Trustee, or one is notified, EPC will appoint a Working Group of three or more parish councillors to oversee the process.
2. The EVRT Board will be invited to agree a short description of the Role and Responsibilities of being an EVRT Trustee including the skills and experience they would wish to see in a new trustee (or trustees if more than one vacancy). This will be provided to all potential candidates who express an interest in the role.
3. The EVRT Board will be invited to suggest any candidates they have in mind as meeting their requirements. Parish councillors are also eligible to apply for appointment, and if appointed must declare this as a non-pecuniary interest at all meetings of the Parish Council.
4. EPC will advertise the EVRT vacancy as far as possible, with an application deadline, at least via an announcement at an EPC meeting, and an advertisement on the notice boards and on the EPC and EVRT websites. Other publications such as an EPC newsletter or the Roundabout magazine will be used if practical. The Working Group shall prepare suitable wording for the advertisement, taking account of the description agreed with the EVRT Board.
5. The Working Group will prepare an information pack which will be sent to potential candidates, and will also encourage them to contact EVRT to arrange to meet with current Trustees before deciding whether they wish to make a formal application. The pack will contain at least:
  - a) A covering letter thanking candidates for their interest, explaining the process to be followed, and encouraging the candidate to contact EVRT to discuss the role prior to making a formal application.
  - b) The description of the Role and Responsibilities agreed with the EVRT Board.
  - c) The web link to the Charity Commission document *The Essential Trustee* (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>)
  - d) A copy of the EVRT Charity Scheme (also available on the KGV website <https://www.effinghamkgv.co.uk/the-charity/> )



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- e) An application form requiring:
- a CV explaining their relevant experience, qualifications, and skills;
  - a statement explaining their interest in applying and their intended contribution, including how much time they can reasonably offer to the role;
  - details of their contact with EVRT to discuss the role
  - confirmation that they have read and understood the Charity Commission document 'The Essential Trustee';
  - confirmation that they are not disqualified from being a Trustee for any of the reasons set out in the application form;
  - confirmation that they have no conflicting interests (personal or pecuniary) which would seriously conflict with their duty to act in the charity's best interest at all times. Such conflicting interests would include
    - Membership or holding shares in companies or organisations which have a direct pecuniary interest in the charity
    - Membership of an organisation which holds a licence or lease to use the facilities of the charity
6. The Working Group will consider all formal applications and will check eligibility as necessary with third parties (including the Charity Commission to ensure the applicant is not disqualified from being a trustee and with Companies House that they are not debarred from being a Director of a Company.)
7. The Working Group will consider all formal applications made and will decide whether or not the applicant is eligible for possible appointment. All parish councillors will be informed in confidence of any rejected applicants and the reasons for their rejection; any parish councillor may request that the rejection is reconsidered by the full Parish Council, meeting in committee with the public excluded at the end of the next Parish Council meeting.
8. The Working Group will invite all eligible applicants for interview, with an interview panel comprising three members of the Working Group. They will invite the EVRT Trustees either to send a comment on the candidate to the Working Group in confidence, or to nominate one Trustee to attend the interview as an observer.



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9. Following the interview, the Working Group will prepare a brief report of their view of the candidate's suitability, including any comments received from EVRT, and make a recommendation as to appointment or not to EPC. All parish councillors will be supplied in confidence with the report, together with a copy of the candidate's completed application form. (Parish councillors must destroy their copies once a decision on appointment is made.)
10. EPC will consider and decide on the recommendation from the Working Group at the next available Parish Council meeting. If parish councillors require a discussion about the recommendation, this discussion will be held in committee with the public excluded, otherwise the recommendation may be agreed and the appointment decision announced without discussion.
11. If appointment is agreed, the Clerk to the Parish Council will then issue a Notice of Appointment to the Nominated Trustee, stating the start date and term of appointment (up to four years, or as set out in the current Charity Scheme), and stating their address and other contact details. This Notice will be copied to the EVRT Board.
12. If no appointment is made, the Working Group will continue and will report back to EPC at each Parish Council meeting, and the vacancy may be re-advertised as appropriate.
13. In exceptional circumstances, for example where there is an imminent risk that the EVRT Board will become inquorate, the Parish Council may at their discretion make an immediate appointment of a Nominated Trustee at a meeting of the Parish Council, without prior interview.

*Adopted 2 March 2021*