



Charity number 1197599

Trustee Induction Policy for Brereton Big Local CIO

Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of your organisation. It is important when new trustees join the charity, they are provided with all the information that they need to understand the charity and how it is managed.

Contents

It is important that Trustees are not overwhelmed with information when they join the board so the information could be staggered to ensure they get what they need at the right time.

Your organisation needs to decide what information to give to new trustees and at what point in the induction process. Contents of the induction pack could include:

- The schedule of dates of future trustee meetings, committees, and sub-committees, if appropriate
- A description of the procedures to be adopted at trustee meetings. Including:
 1. when the papers are sent out
 2. normal location of meetings
 3. how long they last.
 4. an indication of the routine business transacted.
 5. procedure for raising items for consideration.
 6. domestic arrangements, e.g., access, parking, lunch, childcare and other expenses, etc
- A brief outline of the role of the trustee or trustee and a summary of his or her responsibilities and continuing obligations.
- A copy of the strategic plan and business plan
- A brief history of the charity
- The internal telephone directory, email, and web addresses
- A list of current trustees
- Charity Commission booklets
- Trustees' Declaration of Interest form and Information Form
- An up-to-date copy of the governing document
- An organisation chart.
- The annual report and accounts for the past three years

Once the trustee is in place, there will be more information that it would be useful to access. This could include:

- The charity's guidelines on: * matters reserved for formal trustee meetings * the policy for obtaining independent professional advice by trustees * other standing orders, policies and procedures of which the trustee should be aware, or where they can be obtained from (including investment and reserves policies, DBS checks, children and vulnerable people policies, money laundering, and data protection)
- The minutes of general meetings (annual and extraordinary) of the last three years
- The minutes of the meetings of trustees of the last six meetings and agendas for any meetings held in the last three years.
- Details of relevant committees and sub-committees with:



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1. terms of reference
 2. specifications of those responsibilities delegated by the trustees to any committees.
 3. names of the trustees and non-trustees serving on any committees and/or sub-committees
- a copy of all management accounts prepared since the charity's last audited accounts.
 - Details of any contractual obligations
 - Summary details of the charity's insurance policies
 - Details of any on-going litigation presently being undertaken either by the charity or against the charity
 - Details of the charity's professional advisers (e.g., accountants and solicitors), together with the name of the partner or other nominated person dealing with the charity's business
 - A list of the full contents of the induction pack so that the trustee can check for any omissions.

