



## GOVERNANCE: Trustee Induction and Process

Having gone through the process of recruiting new Trustees, we now need to consider how to prepare them with the relevant information and guidance to proceed with their new responsibility.

Each group or organisation will have a raft of documents, financial processes and even history that is vital for a new Trustee to help and enable them to be most effective in their new role.

### Induction pack

Many organisations have developed an induction pack or a document which is given to a new Trustee. This should include a concise narrative about the history, aims and values of the organisation. The pack will also link to several key documents from within the organisation such as the last Annual Report and Financial Statement, Articles of Association and current Strategic or Business Plan. The new Trustee should be asked to read these between their appointment date and next meeting and to ask the Chair or CEO to clarify anything they don't fully understand. There are clever ways to link stored documents in a word document to save on paper, but printing these as part of the pack is always another option.

The pack should link to important guidance and information around the legal responsibilities of being a Charity Trustee. There are lots of great guides out there, but we recommend three for initial reading which are clear, concise and very user friendly.

- [OSCR Trustee Guidance Pack](#)
- [OSCR Trustee Good Governance](#)
- [Scotland's Third Sector Forum Five Key Principles](#)

In addition to the induction pack, to support your new Trustee to be informed and ready, there will be information that you require from them. As with any new staff member, you will want to gather;

- Full name and address
- Emergency contact details
- Preferred email and telephone number



You should also gather some required information such as;

- Fit and Proper persons declaration (HMRC requirement).
- Skills Assessment to identify areas of interest and expertise.
- Declaration of interests to identify areas where interests may impede their ability to vote on particular issues.

We have templates of the above forms available, if you would like a copy, please send us an email at [admin@smartplaynetwork.org](mailto:admin@smartplaynetwork.org) or give us a call.

If you are an incorporated charitable organisation, you will also need to register your new Trustee with Companies House. This must be done within 14 days of appointment. For this, you will also need their date of birth.

There are several other places you might consider adding information about your new appointment including;

- Your website - you might need to ask for a photo and bio.
- Your bank – depending on the role of the new Trustee and if they are to be a bank signatory.
- Your internal and external newsletters.
- Funders – some require to know about new appointments to the Board.
- If you have cloud storage such as Box, Dropbox or your own server.
- Communications systems such as Slack, Teams or similar.
- Personal staff files – Trustees are volunteers and should have a staff file stored securely either in paper or electronic form.



## PVG

As a Trustee (and for a charity supporting children) your new Trustee will have to be a member of the PVG scheme and / or go through the update process with you. As soon as possible after appointment, you should arrange for this to happen. This may involve viewing the required documents if you are an enrolled body or arranging this through your local Council for Voluntary Service or affiliated organisation.

## Training

Part of any robust induction is to identify training needs. This can either be discussed or given as a required form to fill in. There is a wealth of training courses available for Trustees, many of them free. Look them up online, but OSCR (Office of Scottish Charity Regulator) and SCVO (Scottish Council for Voluntary Services) is a brilliant place to start.

## Checklist

As demonstrated overleaf, there will be a lot of information flying both ways which can be very hard to keep track of. Below is a sample of a simple checklist that you could create for this purpose. Ours also covers areas of recruitment, but you could adjust to suit. If you would like this emailed to you as a template, we would be happy to do so.

## Practical support

Your new Trustee should be given the practical support needed to enable them to attend meetings and understand the workings of the organisation.

Trustees will need to know about the structure, timings and expectations of them at meetings. Prepare a short paragraph within the induction pack to outline this as well as how to claim out of pocket expenses for meetings. Tell them when to expect meeting papers and the mechanisms to add items to the agenda and comment on documents.

It will also be important for a Trustee to understand the financial health of your organisation or group and the way in which this is reported. Arranging a meeting or chat with the Treasurer or financial person in the organisation for this purpose will be very helpful.

If your new Trustee is given all the tools to support their new role, they will enjoy the meetings and the organisational business more and in turn, the organisation will benefit from a knowledgeable, dedicated Board Member.

### Smart Play Network Members Support

Remember you have access to telephone and email support. For more information about the topics covered in this information sheet, or any other queries you may have about your project, please contact us; 0131 554 2620 or [admin@smartplaynetwork.org](mailto:admin@smartplaynetwork.org)

3	Trustee Induction process Check list																						
	Recruitment				Induction			Tasks				Required forms											
5	Name	Date of Initial Enquiry	Informal chat date	Appointment Committee date	CHAIR Proceed?	Invited to first meeting (date)	Decision	Trustee Induction pack sent	Queries answered?	Training needs	Added to Slack	Added to Dropbox	HR FILE COMPLETE	Filed with Companies House	On website	PVG	Fit and Proper persons	Skills Assessment	Declaration of Interests	Meet Treasurer to explain finance reports	Offer to visit projects	Bank signatory?	Bank forms complete
6	Joe Bloggs	27.5.21	22.6.21	28.5.21	Yes	31.08.21	Appointed	07.09.21	NONE	PENDING	YES	YES	YES	08.9.21	WAITING ON PHOTO	PENDING	YES	YES	PENDING	ARRANGED FOR FRIDAY 3/10/21	tbq	N/A	N/A
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