

Governance Procedure

This document is relevant to:	
Trustees	✓

Purpose

To explain procedures related to the Governance Policy to be followed by Trustees.

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Introduction

Dorset Mind is governed by a Board of Trustees who are responsible for controlling the management and administration of the charity and also ensuring the charity is solvent and well-run; delivers the charities objects and identifies, manages and reviews any and all inherent risks. The Trustees are also responsible for

- establishing a framework of delegation and control
- putting in place appropriate policies, plans and budgets to achieve the charity's aims and objectives
- securing finance and resources to achieve the charity's aims and objectives
- measuring the charity's performance
- ensuring the sustainability of the organisation
- understanding and discharging their legal duties and ensuring legal, financial and regulatory compliance

Recruitment

1. Dorset Mind will provide applicants with:
 - agendas of at least previous three Trustee meetings
 - the Annual Report
 - CC3 - Charity Commission guidance on the Responsibilities of Charity Trustees
 - Memorandum & Articles of Association of Dorset Mind
 - Governance Policy and Procedure
 - a web-link to the main Dorset Mind policies
 - Dorset Mind Trustees Code of Conduct.
2. Dorset Mind will ask for evidence from prospective Trustees in respect of:
 - identity
 - suitability for the role (via a personal statement on the application form; 2 written references)
 - eligibility for the role (via a Fit and Proper Person declaration; Conflict of Interest declaration; Charities Act 2011 declaration; check of the Insolvency Register/Disqualified Company Director Register/Disqualified Trustee Register)
 - qualifications for the role, if applicable (eg Treasurer role)
3. Applicants will need to complete an application form and provide a current CV. Two references will be sought.
4. All applicants will be invited for an interview with the Chair of Trustees and a second Trustee. If an applicant is personally known to either of the interviewing panel, then the panel must be re-constituted with Trustees who do not know the applicant personally.
5. Dorset Mind will provide feedback to any unsuccessful applicant.
6. Applicants who have been successful at interview are asked to attend two consecutive Trustee meeting in order for other Trustees to meet them. At the end of the second meeting the Trustees will ask the applicant to leave the meeting in order that they can vote whether or not to appoint the applicant.
7. Any offer of appointment will be subject to all take on paperwork being completed, two satisfactory references and a satisfactory enhanced DBS check evidenced. Dorset Mind will provide, upon request, written feedback to any unsuccessful applicant.
8. Trustees appointed in this way are co-opted Trustees, must step down at the next AGM and be recommended for full appointment by Members. Members will vote on their appointment, and if successful individuals will then be full Trustees.

Induction

Upon appointment as a co-opted Trustees individuals are requested to work through an induction training programme which will consist of (but not limited to):

- Dorset Mind induction (the aims and objectives of the Charity; the history of the Charity, the role of the voluntary sector in the mental health field, Dorset Mind as an affiliate of National Mind)
- Mental Health Awareness
- Role/Responsibilities of a Trustee
- Safeguarding Adults

Continuation

Where a Trustee seek re-election after a three-year term of office the following will take place:

- the Trustee must submit a statement to the Executive Committee indicating why they wish to be re-elected/continue
- confirmation is required that all requests for documentation/receipts/etc have been complied with and nothing is outstanding
- the re-election/continuation will be considered at the next Trustee meeting (not after 3 meetings as with the take on of a new Trustee).

It is recommended that Trustees serve for a maximum of three terms of office.

Decision Making

Matters which require a formal vote:

- the expenditure of a significant sum of money;
- entering into a commitment which involves significant financial or resource costs;
- the establishment of a new paid position;
- the adoption of a policy;
- the appointment or dismissal of a Trustee;
- the approval of annual accounts and budgets;
- recommending any resolution to a general meeting;
- approving the minutes of a previous meeting;
- significant disagreement between Trustees;
- or any other matter which, in the Chair's opinion, requires a formal vote.

In the case of an equality of votes the Chair shall have a second or casting vote.

A Schedule of Delegation must be drawn up and updated as needed.

Procedure Ownership

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Approval and review status

Approved by	Signature	Date
Chris Price	<i>Chris M Price</i>	18 th December 2015

Consult the Chief Executive for the latest version of this procedure.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
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Ken Heap	Trustee
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Change History

Issue	Date	Author	Reason
1.0	Dec 15	Chris Price	Final version