

STANDARD BOARD PAPER FOR HEALTHY MINDS BOARD MEETINGS

Title: Trustee Induction Website Gap Analysis

Agenda Item No.: 7e

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Date: 11th December 2019

Purpose of the Paper:

To identify the gap between the material that is currently on the Trustee section of the website and the items that have been agreed as necessary for comprehensive trustee induction and ongoing reference.

Background:

At the October 2019 Board meeting, the scope of the Trustee induction was agreed. It was agreed that this information should be contained within the Trustee section of the HM website which would then form an up-to-date reference for all trustees. The next step was the gap analysis which is detailed below.

Information/Document	Currently on Trustee Webpage ?	Action Required
<u>Introduction/Induction</u>		
Induction process paper	No	To be developed to reflect agreed process
Link to NCVO's free online induction training	No	Add link: https://knowhow.ncvo.org.uk/studyzone/a-trustees-role-and-responsibilities
<u>The Charity</u>		
Strategy	Yes	No
Business Plan	Yes	No
Most recent annual report and accounts	Yes	No
Key policies	In part	Needs populating with all necessary policies
Report of annual risk audit	Risk register is there	Need to agree whether we change this heading to Risk Register, or add in the register and include an annual report.
Brief overview of each project/service	No	Need developing
<u>Legal status and regulatory guidance</u>		

Copy of the governing document and associated documents	Yes	No
Charity Commission guidance The Essential Trustee: What you need to know (CC3)	No	Upload link: The Essential Trustee: What you need to know (CC3)
Charity Governance Code	No	Upload link: Charity Governance Code
<u>Governance</u>		
Role descriptions for trustees, chair, treasurer and CEO	No	Need uploading
Conflict of Interest Policy and form for completion	Yes	No
Code of conduct for trustees and other relevant policies (eg anti-bullying, confidentiality, grievance procedures and whistle-blowing)	No	Upload Code of Conduct Upload relevant policies to Policies section
Diagram of governance structure or list of board committees, together with membership details	No	Needs developing
Terms of reference for board committees	Yes	No
Document setting out levels of the board's delegated authority, including financial delegation and controls	No	Do we want to develop this or remove it?? NCVO recently published guidance on board delegation: https://knowhow.ncvo.org.uk/tools-resources/board-basics/model-documents-and-templates/sample-schemes-of-delegation
List of current trustees, including contact details, brief biographies and a simple skills audit	No	Need to complete this information and upload
List of important dates (eg board meetings, annual general meeting etc)	No	Need to develop/regularly maintain.

Details of travel and subsistence allowances for trustees with a copy of a claim form	No	Need to upload
<u>Management</u>		
Contact details for the chief executive	Elsewhere on the website	Do we want to specifically include this here?
Diagram of management and staff structure	Elsewhere on the website	Include link to diagram on public website
Role description for the chief executive and other senior staff	No	Need to upload

Finance:

The costs would be the administrative time required to populate and maintain the trustee website.

Next Steps:

- Agree roles and responsibilities

Recommendation:

Board to agree the next steps.