

Board Induction & Training Policy



1. Introduction

- 1.1.** The Eldonian Community Trust ("the Charity") is committed to strong governance and ensuring that all trustees are properly inducted, supported, and trained to carry out their duties effectively and in compliance with legal and regulatory expectations.
- 1.2.** This policy outlines the process for inducting new trustees and supporting ongoing development and training for all members of the Board.

2. Purpose

- 2.1.** The aims of this policy are to:
 - 2.1.1.** Equip new trustees with the knowledge and resources they need to fulfil their role
 - 2.1.2.** Ensure all trustees understand their legal duties and responsibilities
 - 2.1.3.** Promote a culture of continuous learning and effective governance

3. Legal and Governance Responsibilities

- 3.1.** Trustees have a collective responsibility for the governance, strategic direction, and financial health of the Charity.
- 3.2.** Trustees are required to:
 - 3.2.1.** Comply with charity law, including the Charities Act 2011
 - 3.2.2.** Act in line with the Charity's governing document and the guidance in The Essential Trustee (CC3)
 - 3.2.3.** Uphold the principles of public life (Nolan Principles)
 - 3.2.4.** Comply with internal policies and procedures

4. Induction for New Trustees

- 4.1.** All new trustees will undergo an induction process, coordinated by the Chair or Secretary. This will include:

4.2. Written materials:

- 4.2.1.** The Charity's governing document
- 4.2.2.** The Essential Trustee (CC3) – Charity Commission
- 4.2.3.** Latest annual report and accounts
- 4.2.4.** Strategic plan or objectives
- 4.2.5.** Trustee Code of Conduct
- 4.2.6.** Key policies (e.g., safeguarding, finance, conflicts of interest, complaints)

4.3. Orientation:

- 4.3.1.** Meeting with the Chair and at least one other trustee
- 4.3.2.** Overview of current programmes and community priorities
- 4.3.3.** Introduction to fellow trustees, key volunteers, and partners

4.4. Documentation:

- 4.4.1.** Completion of declaration of interests
- 4.4.2.** DBS check (if required)
- 4.4.3.** Signing of Code of Conduct

5. Ongoing Training and Development

5.1. The Board will regularly review skills and training needs.

5.2. Trustees are expected to:

- 5.2.1.** Attend training on key topics (e.g., safeguarding, finance, fundraising, data protection) as required
- 5.2.2.** Keep up to date with relevant Charity Commission updates
- 5.2.3.** Share knowledge and contribute to a learning culture within the Board

5.3. Training may be provided in-house or through reputable external bodies such as the National Council for Voluntary Organisations (NCVO), Charity Commission webinars, or local support agencies.

6. Monitoring and Review

6.1. The Chair and Secretary will maintain records of trustee induction and training.

6.2. A trustee skills audit will be conducted at least every two years to identify gaps and plan future development.

6.3. This policy will be reviewed every two years or in response to changes in Charity Commission guidance.

7. Policy Approval

7.1. This Board Induction and Training Policy was approved by the Board of Trustees on Friday 9th May 2025.