

## **UK Sikh Healthcare chaplaincy group – Trustee Succession planning policy**

Currently, the UK Sikh Healthcare chaplaincy group does not have a trustee succession planning policy. Therefore the chair and the board requested that this be looked at with a recommendation to be made to the board to be added to the incorporating articles.

A useful source of information for considering trustee renewal is set out in Jordans' Charity governance.

“In order to ensure that the mix of skills and experience to the board is continually refreshed, most charities will wish to set limits on the terms for which trustees hold office. There is no legal requirement that trustees should only act for a particular term and, if no term is specified, the rule is that a trustee will continue to act until he or she retires, is removed, dies, becomes incapable of acting or is otherwise disqualified.”

There is a balance to be struck between bringing new trustees (with new skills, experience and ideas) to the board and preserving the continuity and collective experience of the board. Using terms of office fixed by the constitution is the usual way of striking this balance. The key provisions are generally:

- Setting a fixed term of office for every trustee
- A trustee who comes to the end of his or her term of office may be eligible for re-appointment for a further term, but the maximum number of terms may be specified
- A “cooling off” period (often a year) during which a retiring trustee cannot act may be included either between each term or, more usually, at the end of a specified number of terms
- An “override” provision which will allow the board to resolve that a trustee’s term of office should continue beyond the term for which he or she is appointed where they are doing particularly valuable work on a particular project or aspect of the charity’s operations and need to be able to continue to act while that work continues.
- Provisions that allow the retirement and appointment and re-appointment of trustees to be staggered, so that trustees who have acted for similar periods of time do not all retire en masse leaving a board of new trustees to start work without the benefit of their collective knowledge and experience.

Ideally these provisions ought to be embedded in UK SHCG’s governing document, but in our current circumstances this has not been the case. Thus, it would be proposed to look at the following recommendation to be agreed and minuted by the trustee board.

## **Proposal**

- 1. Trustees will be appointed to the board of the UK Sikh Healthcare chaplaincy group for a fixed term of four years.**
- 2. At the end of term of office, trustees are eligible for re-appointment for a further fixed term of office of 3 years. No trustee may serve more than two terms of office.**
- 3. On retirement, either after two terms of office or earlier, a trustee is not eligible for re-appointment to the board until the period of one year has passed from the date of retirement.**
- 4. With the approval of a majority board, a trustee may be asked to continue for a further fixed period, agreed by the board in advance, in circumstances where that trustee is doing particularly valuable work on a particular project or aspect of the charity's operations and needs to be able to continue to act while that work continues.**
- 5. In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of UK Sikh Healthcare chaplaincy group.**