



Western Chan Fellowship CIO (“WCF”)

Policy on Vetting of Trustees

Preamble

It is good practice, and also a Charity Commission requirement, that charities implement a vetting procedure to ensure that a trustee or member of staff is eligible to act in the position they are being appointed to.

Areas of Potential Concern

This policy addresses areas of concern, namely the Charity Commission criteria which may make a person ineligible for trusteeship of a charity, and any others not covered by these rules.

The Charity Commission issues guidance on ineligibility in its Guidance booklet CC3 (“CC3”)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

Eligibility criteria for being a trustee of a charity changed on 1st August 2018 – see here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf

In addition, trustees must be appointed only in accordance with the rules of the constitution of WCF. There has now been added an extra Rule 7 under Clause 26 of the constitution requiring that trustees are at all times full members of WCF.

Being a trustee of WCF does not automatically lead to any contact with vulnerable persons, and where trustees may have such contact because of other roles which they hold within WCF (e.g. retreat leader) the vetting of them is covered by WCF Policy on Safeguarding Vulnerable Beneficiaries.

Vetting Mechanisms

In 2022, WCF current policy, based on self-declaration of eligibility at the time of appointment to trusteeship following appointment in accordance with the terms of WCF constitution, has been reviewed and updated.

The Charity Commission issues guidance on vetting procedures in its guidance booklet CC30 (“CC30”) last updated on 3rd May 2018

<https://www.gov.uk/government/publications/finding-new-trustees-cc30>

From time to time the Charity Commission issues a model self-declaration form for Trustees which will be signed by all existing and new WCF trustees. The current form as at May 2022 can be found here

<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

WCF current policy meets the minimum requirements. It has been strengthened by passing an additional Rule under Clause 26 of WCF Constitution to provide that trustees must at all times be full voting members of WCF.

Policy

WCF will use the Charity Commission model self-declaration and require it to be signed by all current trustees and all future trustees on appointment, and shall continue to appoint trustees only in accordance with the terms of the constitution of the WCF.

Special attention is not needed to be given to safeguarding vulnerable beneficiaries in relation to trustees, since our trustees qua trustees do not have contact with potentially vulnerable persons, and where their role within WCF does provide contact with potentially vulnerable persons they will be screened as per WCF Policy on Safeguarding Vulnerable Beneficiaries.

For the persons most responsible for handling money, i.e. the treasurer and membership secretary (whether or not membership secretary is a trustee), WCF will check the Individual Insolvency Register and the Register of Disqualified Directors to lessen the risk of past financial problems being concealed.

Wider Awareness

WCF is aware that the above procedures are not infallible, e.g. a new trustee may make a false self-declaration either deliberately or accidentally, or may be unsuitable but not yet have come to the attention of the authorities. However adding the provision that all trustees will be full voting members of WCF has the effect of ensuring that all trustees of WCF will have been known to WCF for some time. Even so vigilance will be used in all its activities, and appropriate extra enquiries made where these are relevant.

Adopted by Western Chan Fellowship CIO – 18th December 2022