



TRUSTEE RECRUITMENT AND INFORMATION PACK

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OVERVIEW OF THE BOARD

The Science Council is a registered charity which is governed by a Board of Trustees. The Board has overall responsibility for the work of the organisation, and has the following role:

- to oversee the charity's governance
- to establish strategy
- to performance manage the achievement of the strategy
- to contribute to the leadership of the charity

The President

The current President is Professor Sir Keith Burnett FRS, who was elected for four years in December 2016.

The current trustees are:

- Professor David Croisdale-Appleby (Chair of Trustees)
- Professor Robert Ashford
- Dr Heather Barrett-Mold (Vice-Chair)
- Philip Diamond
- Sue Ferns
- Dr Simon Festing
- Jonathan Gorvin
- Emma Kelly-Dempster
- Dr Adam Law
- Dr Helen Pain
- Dr Chris Westcott

The Chair of Trustees is elected by the Board and is a trustee. The current Chair is David Croisdale-Appleby, who was elected in March 2017 for an initial three-year period.

Elected trustees serve for a maximum four-year term. Trustees may stand for election for a further four years but are required to stand down for a year between terms.

Elections are held each year at the Annual General Meeting, where one quarter of elected trustees must stand down.

The Board is currently supported in its work by three principal committees:

- Audit and Risk Committee
- Governance Committee
- Registration Authority

These committees provide board members with the opportunity to engage in more detailed scrutiny and discussion of the charity's work than would otherwise be possible in an ordinary Board meeting. The Chairs of the Audit and Risk Committee and the Registration Authority attend Board meetings but are not trustees, adding another layer of independence.

The role of the Audit and Risk Committee is to maintain an overview of the financial health and performance of the organisation, and advise the Board on the adequacy and effectiveness of the Science Council's arrangements for accountability, risk identification, mitigation and management, control and governance, and compliance with statutory requirements.

The role of the Governance Committee is to provide effective leadership and oversight of the Board's responsibilities through providing an appropriate governance system, recruitment process, monitoring of activities, and constructive evaluation of trustees' performance.

The role of the Registration Authority is to maintain robust and high-quality professional standards and a code of conduct, ensuring that all scientists meet high professional standards.

The Board has the following expectations of all trustees:

- Attendance at quarterly Board meetings, and an annual Board strategy meeting. This equates to three days a year. Board meetings taking place over a weekday morning or afternoon, and the strategy day takes place over a full day during the week.
- In addition, there are approximately two days per year which should be allowed for reading papers and preparing in advance of Board meetings.
- Availability via phone or email to the Chair or Executive for advice, from time to time.

In addition, Trustees will be expected to undertake the following:

- Membership of at least one Board Committee, requiring attendance at about four meetings each year, usually held during the working day.
- Attend and participate as required at General Meetings.

Overall, Board Membership will require around 12 days a year.

The Board of Trustees Terms of Reference are on page 8.

USEFUL LINKS FOR PROSPECTIVE TRUSTEES

The Essential Trustee, What you Need to Know. The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

The Hallmarks of an Effective Charity. The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387134/CC10_LowInk.indd.pdf

Conflicts of Interest: a Guide for Trustees

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Science Council Royal Charter

http://sciencecouncil.org/web/wp-content/uploads/2016/02/Charter_PrivyCouncilAgreed_201512.pdf

Science Council Bylaws

http://sciencecouncil.org/web/wp-content/uploads/2016/11/BylawsPrivyCouncilAgreedClean201512hyperlinked_no-trackchanges.pdf

Science Council Regulations

http://sciencecouncil.org/web/wp-content/uploads/2016/11/RegulationsPrivyCouncilAgreed201512hyperlinked_v2_Board-Nov-2016-amendment.pdf

BOARD OF TRUSTEES TERMS OF REFERENCE

ROLE

The role of the Board is to provide effective governance for the Science Council and to ensure it moves towards achieving its mission and aims.

RESPONSIBILITIES

- Set the strategic direction for the organisation, including its vision, mission, goals and values, and sets the strategies to guide the Science Council to achieve its aims in the most efficient and effective manner consistent with the organisation's values and approach.
- Take ultimate responsibility, as per the Charter, Bylaws and Regulations, for governance and management of the organisation whilst delegating operational management to the Chief Executive.
- Make decisions about any major changes to the Science Council's structure, or changes to its status as a Chartered body or registered charity.
- Agree any changes to the Charter, Bylaws and Regulations in accordance with its governance documents.
- Reserves the right to approve any extension of the Science Council's activities into areas other than what is stipulated in the Charter, Bylaws and Regulations or strategy, or decisions to cease to operate any strategically significant business activity.
- Put in place, and maintain oversight of a governance framework to ensure that the organisation complies with legal, regulatory, statutory and financial requirements, and undertakes competent and prudent management, sound planning and adequate accounting to meet these requirements.
- Work collectively to promote the organisation's professional registers, as set out in the Bylaws.
- Hold ultimate responsibility for oversight and maintenance of high-level policy areas including data protection and Health and Safety, but delegates close scrutiny of these policies to its sub-committees and operational responsibility to the Chief Executive.
- Set and regularly monitor adherence to external-facing policies that carry a significant legal or reputational risk.
- Take ultimate responsibility for maintaining effective relations with Council, Member Organisations and all key stakeholders.
- Take responsibility for the recruitment, appointment and remuneration of the Chief Executive. Support, management and appraisal of the Chief Executive will be the responsibility of the Chair reporting as appropriate to the Board.
- Take responsibility for licensing Member Bodies to admit individuals to a register, and will establish a suitable appeals procedure should a license be suspended or terminated by the Registration Authority.

BOARD RECRUITMENT

Having recently agreed to move to a skills-based Board, trustees are elected through one of two categories, 'Category A' and 'Category B'.

Category A

If you are an employee or a member of one of our Member Organisations you are eligible to stand for election through 'Category A' only.

Category B

If you are neither an employee nor a member of one of our Member Organisations you are eligible to stand for election through 'Category B' only.

All candidates should state on their covering letter whether they are an employee of a member of one of our Member Organisations. If you are not sure whether you are an employee or a member of one of our Member Organisations you can find a list [here](#).

The application and selection process

The application period is open from **Monday 3rd April to Sunday 4th June**. Following the submission of your application information (please see p.14 for details), all communication should be with the Chief Executive's office - they can be contacted on 020 3434 2025. If you would like to arrange an informal chat please contact the Governance Manager, Oli O'Hanlon on 020 3434 2025 or o.ohanlon@sciencecouncil.org.

All applications are anonymised, and shortlisting takes place within a few days of the closing date for applications. All applications are assessed against the skills criteria established by the Board.

Individuals who, on the basis of their application, meet the required criteria will be invited to take part in an interview conducted by the CEO and Chair of the Board. Interviews will be conducted in person or by phone, and are scheduled to take place between **Monday 12th and Friday 16th June**. When you make your application, please advise us of any dates/times you may not be available on these days.

Within a week or so of the interviews being held, successful interviewees will be contacted and informed of the decision to recommend them for election; unsuccessful candidates will also be contacted. Successful interviewees' CVs and supporting statements will then be circulated to the Science Council membership who will vote for candidates to fill Category A and Category B vacant elected trustee positions within the Board.

Ballot papers will be sent out to the membership in mid-July and will include the closing date, after which the results will be collated and made available to the Chair in time for the Annual General Meeting, which is to be held in mid-August.

The results will be announced at the AGM and the successful candidates will take off at the end of the meeting.

Newly elected trustees will take part in an induction meeting soon after the AGM.

TRUSTEE ROLE DESCRIPTION

Your role as a trustee

As part of the Board of Trustees, to set the direction for the charity so it operates within its objects and delivers public benefit. Collectively and individually, trustees have a legal, regulatory and moral obligations to enable accountable, effective and efficient and leadership of the Science Council. Trustees are not delegates and are expected to act in an independent capacity but take collective responsibility for Board decisions in all public fora.

Trustees' key Responsibilities:

Legal

- To ensure that the charity complies with its governing documents, charity, company and employment law, data protection and any other relevant legislation or regulations.
- To ensure that the charity pursues its objects, as defined in its governing documents.
- To ensure that the charity uses its resources solely in pursuance of its public benefit objects.

Strategic

- To contribute actively to the Board, ensuring the charity has a clear vision, mission, goal and strategy.
- To take an active role in achieving the overall vision, mission, goal and strategy, and evaluating performance against agreed targets.
- To keep under review the long term development of the charity in light of the political, economic and social environment in which it operates.

To ensure appropriate advice is taken from professional advisers on matters where there may be material risk to the charity or where trustees may be in breach of their duties.

Financial

- To ensure the solvency and effective running of the charity.
- To ensure that the charity has effective financial control systems and procedures, and to review the level of risk regularly as required.
- To protect and manage the physical and intellectual property and resources including all intellectual property belonging to the charity and to ensure the proper investment of its funds.
- To ensure that the operational plan and budget reflect the charity's vision, mission, goals and agreed strategy.
- To approve the annual budget and monitor performance against it.
- To ensure appropriate records relating to accounts and financial matters are maintained and audited in line with regulatory requirements.

Reputational

- To act in the best interests of the charity, its public benefit obligations, and its current and future beneficiaries at all times.
- To safeguard the charity's reputation, and other intangible assets.
- To maintain the confidentiality of all sensitive / confidential information received in the course of a trustee's responsibilities.

Governance

- To ensure the governance framework and structures of the charity are fit for purpose and are reviewed regularly.
- Integrity of board decisions respect and uphold process of decisions.
- To appoint the President and Chair.
- To ensure that proper minutes are kept, recording the deliberations and decisions of the Board and its committees.

Management

- To appoint the Chief Executive, to set their terms and conditions and to ensure that the charity and the appointee invests in ongoing professional development, and considers succession planning.
- To hold the Chief Executive accountable for the achievement of the charity's goals, and provide them with regular, constructive feedback on both management and overall achievement.

Trustee tasks

- To participate in the annual strategy review and planning workshop, and General Meetings.
- To attend Board and committee meetings, read relevant papers, and otherwise prepare in order to make an informed and constructive contribution to effective decision making.
- To maintain up-to-date knowledge of the charity's activities.
- To hold fellow trustees, Board members and the Chief Executive accountable for fulfilling their role.
- To support the staff when requested, sharing expertise, as members of a working groups, committees or in other appropriate ways.
- To build and maintain relationships with Board members, existing and potential member organisations and attend events as an ambassador for Science Council to network and promote the work of the Science Council.
- To champion the charity, including assisting with income generation, speaking, networking, sharing professional connections and otherwise seeking support and

funding for the charity's activities in conjunction with staff and volunteers as appropriate.

- To be prepared to act as a spokesperson for the Science Council when asked by the Chief Executive or Chair, working within an agreed brief.

Accountability

As the Board is responsible and liable for the governance and functioning of the charity, trustees are accountable to a variety of stakeholders, including: Member Bodies, funders, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

You will find our governing documents on our website [here](#).

Exclusions from holding Trustee positions

Sections 178 and 180 of the Charities Act 2011 disqualifies anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
- Is an undischarged bankrupt.
- Has previously been removed from Trusteeship of a charity by the court or the Charity Commissioners.
- Is under a disqualification order under the Company Directors Disqualification Act 1986.
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

It is an offence to act as a charity Trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011

PERSON SPECIFICATION

The Board is looking for people with senior-level experience, expertise and knowledge in the following areas:

- Fundraising and income generation
- Marketing and brand awareness
- Social media/digital advertising
- Working with science employers and knowledge of the science and technician workforce
- Legal and Governance
- Risk management and financial expertise
- Diversity, Equality and Inclusion
- Higher and Further Education
- Stakeholder and public engagement
- Event Planning and Management

You should also be able to demonstrate:

- A commitment to the aims and objectives of the Science Council, including its commitment to diversity.
- The ability to work at a strategic level.
- Interest in the science professions from a personal or professional perspective.
- Understanding and acceptance of legal duties, responsibilities and liabilities of Trusteeship.
- Willingness to devote necessary time and effort to provide effective trusteeship.
- Willingness to take and stand by decisions, putting personal interests aside.
- The ability to probe facts, challenge assumptions and identify the advantages and disadvantages of proposals.
- Good, independent judgement and a willingness to speak up, and constructively criticise and debate proposals.
- The ability to think creatively and facilitate development of solutions.
- Ability to work effectively as a member of a team and contribute skills, knowledge and expertise.
- Acceptance of the Nolan Committee's Seven Principles of Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Equality of Opportunity

The Science Council is strongly committed to equality of opportunity in the provision of its recruitment, selection and employment procedures.

Monitoring is recommended by the Codes of Practice for the elimination of discrimination. In order to monitor this policy, we would request that applicants complete an Equal Opportunities Form, which would be used for this purpose and **will form no part of the selection and interview process.**

Applicants must also satisfy statutory requirements in order to become a trustee as detailed below:

Any person aged 16 or over can act as a trustee of a charitable company provided that they are not disqualified by law, although the Science Council requires trustees to be 18 or over. The Charities Act 2011 disqualifies people who:

- have unspent convictions for offences involving deception or dishonesty
- are undischarged bankrupts
- have been at any time removed from Trusteeship of a charity by the Charity Commission or the court in England, Wales or Scotland, because of misconduct
- are disqualified from being company directors under the Company Directors Disqualification Act 1986
- have failed to make compositions (i.e. come to an arrangement) with their creditors and have not been discharged.

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a trustee. It is a criminal offence to act as a Charity Trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a trustee you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a trustee (director) of a charitable company.

Under the Company Directors Disqualification Act 1986 the court may disqualify people:

- Who have been convicted of criminal offences relating to the promotion, formation, management or liquidation of a company.
- Who have been persistently in default of a company legislation for filing accounts and other documents.
- Who have been found guilty of fraudulent trading or fraud.
- Whose conduct as a Director has made them unfit to be involved in the management of a company.

TRUSTEE APPLICATION

All applicants are required to provide the following information:

- A complete and up-to-date CV.
- A Supporting Letter which outlines how you meet the Person Specification. You should state on your covering letter if you are an employee or a member of one of our Member Organisations, and whether you have any unspent criminal convictions*. The letter should be no more than 3 pages long, and typed in at least size 11 font. It is common practice, although not essential, to address each individual point in the person specification.
- Details of at least two referees that we may contact (we will not contact your referees without your prior consent).
- Your contact details and preferred method of contact. Please include an email address, work or home address, and a contact telephone number.
- A completed equal opportunities monitoring form. You will find the form on p.15.

Please email the above information to: o.ohanlon@sciencecouncil.org and title the email 'Science Council Trustee Elections 2017'. Alternatively you can post the above information to:

Science Council Board Elections

Science Council

Hodgkin Huxley House

30 Farringdon Lane

London, EC1R 3AW

*The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity trustees.

Please note that all applications received by midnight on **Sunday 4th June** will be considered in the days following that date and time.

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

EQUAL OPPORTUNITIES MONITORING FORM

The Science Council is committed to equality of opportunity in the provision of its recruitment, selection and employment procedures. Monitoring is recommended by the Codes of Practice for the elimination of discrimination. In order to monitor this policy, we request the following information, which would be used for this purpose and **will form no part of the selection and interview process**.

All information provided will be treated as strictly confidential in accordance with the Data Protection Act. The information will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. No information will be published or used in any way that allows individuals to be identified.

Please complete and return this form with your application.

1. Gender

What is your gender?

- Male
- Female

2. Age

Please tick the box corresponding to your age group:

- 15-19
- 20-24
- 25-29
- 30-34
- 35-39
- 40-44
- Prefer not to say
- 45-49
- 50-54
- 55-59
- 60-64
- 65-69
- 70+

3. Nationality

This question is about the country or nation that you belong to. Please tick one option that most accurately describes your nationality:

- UK/British
- English
- Welsh
- Scottish
- Northern Irish
- Irish
- Other EU ((includes: Belgium, France, Germany, Italian, Netherlands, Luxembourg, Denmark, Ireland, Greece, Portugal, Spain, Austria, Sweden, Finland, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Bulgaria, Romania))
- Non-EU
- USA
- Australian
- New Zealander
- Chinese
- Chinese (Hong Kong SAR)
- African (excluding South African)
- South African

- Indian
- Pakistani
- Bangladeshi
- Other, please specify _____
- Prefer not to say

4. Ethnic origin

This question is not about your nationality, place of birth or citizenship – it is about the cultural group to which you perceive you belong. The codes and descriptions are those used in the 2011 UK Census.

Please tick one option you feel most accurately describes you.

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, please describe _____

Mixed / Multiple ethnic backgrounds

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background, please describe _____

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please describe _____

Black / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background, please describe _____

Other ethnic group

- Arab
- Any other ethnic background, please describe _____
- Prefer not to say

5. Disability

The Disability Discrimination Act 1995 defines a disabled person as someone who has *'a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.'*

Do you have a condition or impairment that falls within this definition?

- No
- Yes
- Prefer not to say

6. Sexual orientation

As people are discriminated against because of their sexual orientation, we believe it is helpful to gather this information. However, we appreciate you may not wish to answer this question in which case, tick the 'Prefer not to say' box.

- Gay woman/Lesbian
- Gay Man
- Bisexual
- Heterosexual/Straight
- Other _____
- Prefer not to say

7. Religion

What is your religion?

- No religion
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion, please specify _____
- Prefer not to say

8. Caring Responsibilities

Do you have any caring responsibilities?

- Yes
- Primary carer of children under 18
- Primary carer of person/people with disabilities
- Primary carer of older person/people
- Secondary Carer
- None
- Prefer not to say

Thank you for completing the form.