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| **Trustee Application Form** |

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| As part of our recruitment process we ask all prospective Trustees to complete the following documents in this form:   * Trustee Skills Audit; * Ethical Opportunities Monitoring Form; * Declaration of not being disqualified from being a Trustee; * Register of Interests.     We do this in order to:   * assess what new skills you might bring to the Board and what existing skills you will strengthen; * ensure that we are a diverse and representative Board; * confirm that you are not disqualified from being a trustee; * identify any potential conflicts of interests that might arise from being on our Board.   If you are successfully appointed the following documents would be published on our website as part of the information we share about our Board:   * Declaration of not being disqualified from being a Trustee; * Register of Interests.   If you are unsuccessful in being appointed we will destroy this information in a safe and confidential manner. |

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| **Trustee Skills Audit** |

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| **How to use it**  Each area should be rated on a scale of 1-5, with 1 indicating no experience or knowledge in this area, and 5 indicating strong expertise. A skills matrix will then be used to collate all of this together.  The skills and knowledge sought are those which enable Trustees to ask the right questions, analyse data and have focussed discussions which create robust accountability for The SU Senior Management team.  No individual is going to have all the skills listed in the audit and training will be provided through induction to cover core areas. The Board of Trustees is a team, and the purpose of the audit is to ensure that each skill below is covered by at least one of the Trustees around the table. |

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| **Knowledge of…** | 1 | 2 | 3 | 4 | 5 |
| the student union sector. |  |  |  |  |  |
| issues, nationally and locally, affecting students and higher education. |  |  |  |  |  |
| the legal duties and responsibilities of a Charity Trustee |  |  |  |  |  |
| the role of the Board and how this differs to the role of the senior management team. |  |  |  |  |  |
| the Charity sector. |  |  |  |  |  |
| the importance of adhering to an organisation policies |  |  |  |  |  |
| my own strengths and weaknesses. |  |  |  |  |  |
| and/or connections to the local community/businesses. |  |  |  |  |  |

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| **Experience of…** | 1 | 2 | 3 | 4 | 5 |
| being a trustee/director of a Charity/company. |  |  |  |  |  |
| chairing a committee/Board. |  |  |  |  |  |
| strategic planning and setting clear objectives. |  |  |  |  |  |
| risk management and how to prioritise, assess and mitigate against risks. |  |  |  |  |  |
| financial planning, monitoring, decision making, compliance and control. |  |  |  |  |  |
| complying with legal, regulatory and financial frameworks and statutory guidance. |  |  |  |  |  |
| setting clear expectations for improvement, outcomes and how progress should be reported. |  |  |  |  |  |
| reviewing governance structures. |  |  |  |  |  |
| engaging and working with a range of different stakeholders. |  |  |  |  |  |
| human resource (HR) policy and processes. |  |  |  |  |  |
| Health & Safety policy and processes. |  |  |  |  |  |
| campaigning, advocacy and democratic processes. |  |  |  |  |  |
| media and marketing |  |  |  |  |  |
| change management activities such as re-structures/reorganisations. |  |  |  |  |  |

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| **Ability to…** | 1 | 2 | 3 | 4 | 5 |
| ask questions and challenge leaders in an appropriate way. |  |  |  |  |  |
| interpret data and statistics to identify strengths, weaknesses and areas for development. |  |  |  |  |  |
| listen, reflect and learn from a range of viewpoints including impartial advice before reaching own view. |  |  |  |  |  |
| work in a team and build positive working relationships with a range of personalities. |  |  |  |  |  |
| discuss a sensitive issue in an appropriate manner and bring people together in adversarial situations. |  |  |  |  |  |
| maintain confidentiality regarding sensitive matters discussed in confidence. |  |  |  |  |  |
| relate to students by understanding their needs and perspectives |  |  |  |  |  |

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| **Equal Opportunities Monitoring Form** |

We, The SU, will provide equal opportunities to all applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital or civil partnership status, disability, sexual orientation, gender reassignment, religion or age.

In order to do this a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the short listing for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely for the purpose of providing statistics for equal opportunities monitoring.

Thank you for your assistance in completing this form.

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| Name: | | | | |
| Gender: | | Male | |  |
| Female | |  |
| Prefer not to say | |  |
| Marital status: | | Married | |  |
| Single | |  |
| In a civil partnership | |  |
| Other (please specify) | |  |
| Prefer not to say | |  |
| Age band: | | Under 18 | |  |
| 18 – 29 | |  |
| 30 –39 | |  |
| 40 – 49 | |  |
| 50 – 59 | |  |
| 60 – 65 | |  |
| Over 65 | |  |
| Prefer not to say | |  |
| Sexual orientation: | | Heterosexual | |  |
| Homosexual | |  |
| Bisexual | |  |
| Transsexual | |  |
| Undergone gender reassignment | |  |
| Prefer not to say | |  |
| Disabilities: | None | | |  |
| Physical disability | | |  |
| Mental disability | | |  |
| Prefer not to say | | |  |
| Race/nationality/ethnic origin: | White | | English |  |
| Scottish |  |
| Welsh |  |
| Irish |  |
| British |  |
| Other white background  (please specify) |  |
| Mixed | | White and  Black Caribbean |  |
| White and Black African |  |
| White and Black British |  |
| White and Asian |  |
| Other mixed background  (please specify) |  |
| Asian | | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| British |  |
| Other Asian background  (please specify) |  |
| Black | | Caribbean |  |
| African |  |
| British |  |
| Other black background  (please specify) |  |
| Chinese | | |  |
| Other ethnic group  (please specify) | | |  |
| Prefer not to say | | |  |
| Religion: | Christian | | |  |
| Jewish | | |  |
| Sikh | | |  |
| Muslim | | |  |
| Hindu | | |  |
| Buddhist | | |  |
| Rastafarian | | |  |
| None | | |  |
| Other religion  (please specify) | | |  |
| Prefer not to say | | |  |

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| **Declaration of not being disqualified from being a Trustee** |

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| It’s important that you check carefully whether you are disqualified and get advice if you are in any doubt. It is normally an offence to act whilst disqualified. Conviction may lead to a fine, imprisonment or both. If you act whilst disqualified, you may also have to repay any money received from the charity during this period.  If one of the disqualification reasons does apply, you may be able to apply for a waiver from the Charity Commission which will allow you to take up or continue to act as a Trustee.  For the purposes of transparency and accountability this declaration will be published on The SU website and be reviewed annually. |

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| **You will be automatically disqualified from being a Trustee if any of the following apply to you:** |
| 1. You have an unspent conviction for any of the following: 2. an offence involving **deception or dishonesty** 3. a **terrorism** offence 4. To which part 4 of the Counter-Terrorism Act 2008 applies 5. Under sections 13 or 19 of the Terrorism Act 2000 6. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002 7. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010 8. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011 9. an offence of **misconduct in public office, perjury or perverting the course of justice** 10. in relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence |
| 1. You are **on the** **sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003) |
| 1. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth |
| 1. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011 |
| 1. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011 |
| 1. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement |
| 1. You have **previously been removed as a trustee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement |
| 1. You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment **(Scotland)** Act 2005 (or earlier legislation) |
| 1. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity |
| 1. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order) |
| 1. You have an **individual voluntary arrangement** (IVA) to pay off debts with creditors |
| 1. You are **subject to** a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order |
| 1. You are subject to an order made under s.429(2) of the Insolvency Act 1986. **(Failure to pay under a County Court Administration Order.)** |

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| I declare that I am not disqualified from being a trustee and would inform the Board if this changed. | |
| Full Name: |  |
| Signature: |  |
| Date: |  |

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| Charity Name: | The SU University of Bath |
| Charity Number: | 1143154 |

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| **REGISTER OF INTERESTS** |

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| The SU requires a register which lists for each Trustee any potential interests that they, their partner, or member of their immediate family have within a business or any other organisation that may have dealings with The SU.  The SU also requires disclosure of other appointments of influence that may result in a potential conflict of interest with The SU.  For the purposes of transparency and accountability this register of interest will be published on The SU website and be reviewed annually. |

**Name of Trustee:**

**Business interests:** directorships, shareholdings, appointments of influence in a business or organisation which may have dealings with The SU (Directly or indirectly). The disclosure should include known relevant interests of partner / spouse / relatives / close friends and should reference any past or current relationships with contractors (including private, professional or domestic relationships)

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| **Name of business or organisation** | **Nature of business or organisation** | **Nature of Interest** | **Date of appointment or acquisition** | **Date of entry** | **Date of cessation of interest** |
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**Other positions of influence or potential conflict of interest** e.g. through employment, sponsorship, public office or gifts received.

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| **Employment –** nature of employment and name of employer / firm if a partner | **Date of appointment or acquisition** | **Date of entry** | **Date of cessation of interest** |
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| **Sponsorship –** name of any sponsoring body or person and details of arrangements. | **Date of appointment or acquisition** | **Date of entry** | **Date of cessation of interest** |
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| **Other positions of influence or potential conflict of interest** eg public office / other Trustee role | **Date of appointment or acquisition** | **Date of entry** | **Date of cessation of interest** |
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| **Gifts received – any gift received in relation to your involvement with The SU** | **Approximate value of gift** | **Date gift was received** | **From who** | **Date of entry** |
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| **Declaration**  I understand that it is my responsibility to declare the nature of any business or personal interest, direct or indirect, of myself, partner / spouse / relatives / close friends in any contract, proposed contract or other matter in connection with The SU and when present at a meeting where the contract or other matter comes under consideration to withdraw during the discussion and not vote in respect of it.  I also understand that it will be considered grounds for my removal from the Board if I:   * omit information which should be included on this form; * provide information which is false or misleading; * fail to notify the Board of Trustees of any subsequent change in circumstances which might render this declaration invalid or out of date   I certify that I have declared all beneficial interests which I or someone close to me may have with businesses or other organisations which may have dealings with The SU. I also undertake to inform The SU of any change in these interests. |

Signed …………………………………………………………..

Date ………………………………………………………………

Role: Independent Trustee