

## The Church of the Living Hope

### **Code of Conduct for Trustees**

By reading this document, and accepting the role of a charity trustee with The Church of the Living Hope, all charity trustees agree to the following responsibilities :

#### **General Conduct**

- Charity trustees are required to act with honesty and integrity and exercise good judgement, which may include seeking professional advice on appropriate matters on which charity trustees do not have the relevant expertise.
- Charity trustees are required to act in the best interests of the charity at all times.

#### **Independence**

- Charity trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Charity trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity, or its volunteers and employees. More specifically charity trustees :
  - (i) should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.
  - (ii) must avoid actual impropriety, and any appearance of improper behaviour.
- Charity trustees must not act in order to gain financial benefits or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage, or work for.
- Charity trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as a charity trustee. Any gifts received in connection to The Church of the Living Hope should not exceed the value of £ 20 and should be declared to the other trustees.

#### **Charity Trustee Roles**

- Charity trustees should understand and perform their responsibilities to the best of their abilities at all times.
- Charity trustees should be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings and participating in committees and special events if required.

#### **Trustees Meetings**

Charity trustees should :

- Aim to attend all board meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson, or the person chairing any meeting.
- Bring a fair and thoughtful view to all discussions, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring all decisions are in the interests of the charity.
- Bring a genuinely independent perspective to enhance decision-making, given that trustees share responsibilities for any decisions made.
- Ensure that contributions are informed and reasoned when presenting views on topics in meetings, while listening to and respecting the experience and input of other trustees.

## **Volunteers / Employees within the Charity**

Charity trustees should :

- Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity
- Work considerately and fairly with everyone, in a way that respects diversity, different roles and boundaries and seeks not to give offence.
- Accept and respect the difference in roles between the trustees on the one hand, and volunteers and any employees on the other, ensuring that the trustees, volunteers and employees work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by :
  - (i) Respecting any management arrangements and avoiding any actions that might undermine them.
  - (ii) Not interfering in the performance by volunteers, or employees, of duties delegated to them within the charity, whilst ensuring that volunteers and any employees working for the charity are held to account in an appropriate manner.

## **Legal Requirements and policies**

Charity trustees must :

- Act in accordance with the charity's governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive matters. However, the requirement for confidentiality may not apply if it becomes necessary for the Charity Trustees to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charity or which could represent a breach of any law with which the charity is required to comply.
- Abide by the charity's Conflicts of Interests or Loyalties Policy and ensure the charity's Conflict of Interest Register is completed and updated as required.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the trustees.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

Where a Charity Trustee is found to be in breach of the standards contained in this Code of Conduct he or she will be asked to meet with the Chair of Trustees to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a trustee will result in the trustee's tenure being terminated.

The board of trustees should review this Code of Conduct at 4-year intervals, or at other times if considered appropriate.

Signed : ..... Name .....

.

Date : .....