



Peter Minet Trust: Trustee Code of Conduct

This Trustee Code of Conduct ('the Code') is an agreement between the Peter Minet Trust ('the Trust') and individual trustees that sets out the conduct and standards of behaviour expected from trustees. Trustees sign up to the Code when they are appointed as a trustee of the Trust. When they do so, they are pledging to act in accordance with the Code. The Trust will provide suitable training and an induction for new trustees covering the responsibilities of trustees and the work of the Trust. This Code requires some actions of trustees to be authorised by the Chair. In relation to the Chair, the role of Deputy-Chair should be substituted for Chair in this document.

This Code may be amended from time to time if authorised by a majority of the trustees.

1. Duties and responsibilities:

- I will read and familiarise myself with the Charity Commission's guidance CC3: The Essential Trustee which sets out the key legal duties of charity trustees (www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)
- I will undertake my duties of compliance with the law and the requirements of the Charity Commission as regulator (and any other relevant regulators), undertaking my responsibilities and duties as a trustee in good faith.
- I will comply with the Trust's governing document, policies and procedures, and remain true to its charitable purpose and objects.
- I will ensure Trust is well run and will raise issues and questions in an appropriate and sensitive way to ensure that is the case.
- I will be active using my knowledge, skills and experience to take the best decisions I can in the interests of the Trust.
- I will promote and support the principles of good governance by leadership and example.
- I will seek professional advice when necessary, in order to make decisions in the best interests of the Trust.

2. Values:

- I will act in the best interests of the Trust, promoting the values of the Trust, demonstrating a meaningful commitment in my actions and decisions to equality, diversity and inclusion, and to learning.
- I will promote an open and positive culture within the Trust.
- I will act in accordance with the Nolan principles of good conduct in public office which are set out in Appendix 2 of this Code.

3. Respect and relations with others:

- I will treat my fellow trustees, members of staff and volunteers and all those that I come into contact with in my role as trustee considerately and respectfully.
- I understand that my role as trustee is a strategic role and I will not unnecessarily involve myself in the day to day operations of the Trust which are delegated to the Director.
- I will act fairly and in accordance with equality principles and employment law and good practice, in the selection, appointment, development, remuneration and performance management of the Director and other staff.

- I will respect the authority of the Chair and their role as meeting leader. I understand that trustees participate in collective decision making, accept a majority decision of the board and do not act individually unless specifically authorised.

4. No personal benefit and conflicts of interest:

- I will take decisions solely in terms of the best interest of the Trust and will not benefit from my position as a trustee to gain financial or other material benefits for myself, my family or friends.
- I will identify and promptly declare any actual, potential or perceived conflict in line with the Trust’s Conflict of Interests Policy, removing myself from any discussion where there is such a conflict. I will accept the judgement of the board regarding conflicts and complete the Register of Interests.
- I will document expenses and seek timely reimbursement in accordance with the Trust’s policies and procedures.
- I will not accept gifts or hospitality without the prior consent of the Chair excluding modest refreshments offered at a meeting or event linked to my Peter Minet Trust role (ie: refreshments at a partner’s AGM)

5. Openness, accountability and communication:

- I will be open, responsible and accountable to other trustees, members of staff and other stakeholders about trustee decisions, actions and work, including my use Trust resources.
- I will ensure that my social media accounts are identified as personal and do not include reference to Trust in the profile. My profile will make clear that opinions are my own (i.e.: ‘Views my own’ in profile). I can include reference to my role at the Trust on my LinkedIn profile or other professional (as opposed to personal) accounts, but will follow the provisions of this Code when posting on my account.
- Where I communicate publicly on my own behalf on issues relevant to Trust, I will uphold the reputation of the Trust and make it clear their views are my own.
- I will not comment publicly (in person, print, digital or social media) about the Trust unless authorised in advance by the Chair and Director. When I am authorised to comment, I will ensure that these comments reflect the Trust’s aims, principles and values agreed by the board, whether these comments are made as an individual or a trustee (even when these do not conform to my own personal views).
- I will agree first with the Chair or Director before attending events in their capacity as trustees and declare attendances in the Trust’s Register of Interests.

6. Confidentiality:

- I will respect Trust, the board and individual confidentiality.

7. Commitment:

- I will do my best to keep myself informed about the Trust’s activities, including via its website, publications and other resources.
- I will give sufficient time preparing for and attending meetings to ensure I add value to the board’s work. I understand that trustees are expected to read paperwork provided to them in advance of meetings. I will participate in induction, training and development activities for Trustees.

8. Statement of Acceptance:

I have read and understood the above Code of Conduct and Agreement. I agree to abide by the standards set in the Code and understand that breaches of the Code may result in my removal from the board of trustees.

In consideration for being appointed as a trustee, I undertake to fellow trustees that if asked by a majority of the trustees to resign for a breach of this Code (as amended from time to time) I will resign immediately. I understand that I will be given an opportunity to be heard before the trustees vote on my removal.

If I am disqualified to act as trustee under charity law, I will immediately notify the Chair.

Signed.....Name (please print).....Date.....

Nolan Principles overleaf/

Nolan Principles: The Seven Principles of Public Life

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

These principles apply to all aspects of public life for the benefit of all who serve the public in any way.