

Bedford House Community Association

Code of Conduct for Trustees

This Code incorporates the Nolan principles of standards in public life*. It aims to ensure that all trustees observe the highest standards of propriety and act in the best interests of Bedford House Community Association (BHCA) at all times.

Equality and diversity

Trustees' behaviour and attitudes are consistent with the values of BHCA and its constitution.

Respect

Trustees must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times.

Commitment

Trustees must devote sufficient time preparing for and attending meetings to ensure they add value to the board's work.

No personal benefit

Trustees must not benefit from their position beyond what is allowed by the law and what is in the interests of BHCA. Trustees should take decisions solely in terms of BHCA's best interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Conflicts of interest

Trustees should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

Probity

Trustees must comply with any rules agreed by the board including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise BHCA's political neutrality.

Openness and accountability

Trustees must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of BHCA resources. Trustees must disclose anything in their past which could bring BHCA into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict with the aims, principles and values of BHCA.

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Confidentiality

Trustees must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

Integrity

Trustees are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the board. Trustees must also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any other group or organisation.

Consequences of Breaches of the Code

Failure to uphold these principles will be dealt with initially by the Chair seeking an explanation of the circumstances and assurance from the individual that they will uphold the principles in future. In the event that no such assurance can be provided the Board may vote to remove the individual.

Trustee eligibility and responsibility

You cannot be a trustee of a charity if you:

- have an unspent conviction for one or more of the offences listed here*
- have an IVA, debt relief order and/or a bankruptcy order
- have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- have been disqualified by the Charity Commission
- are a disqualified company director
- are a designated person for the purposes of anti-terrorism legislation
- are on the sex offenders' register
- have been found in contempt of court for making (or causing to be made) a false statement
- have been found guilty of disobedience to an order or direction of the Charity Commission

*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf

Source: Charities Act 2011

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Annual Affirmation statement for trustees

By completing and signing this form, I confirm that I:

- understand our purposes (objects) and rules set out in BHCA's Articles
- continue to be fully supportive of our mission, vision, purposes, goals and values.
- will continue to abide by the Code of Conduct for Trustees (attached)
- am not prevented from acting as a trustee for any of the reasons set out above
- that my contact details for the purposes of the Charity Commission (which are not publicly visible) are:

Home address (including postcode):

Email:

Phone:

Full name:.....

Signed:.....

Dated:.....

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Appendix I

The 7 Principles of Public Life or The Nolan Principles

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.