

Wormingford Community Education Centre Trustee Policy

This policy document is based on the NCVO Model Code of Conduct for Voluntary Sector Trustee Boards.

A code of conduct for board members ensures high standards and makes it clear how any potential conflicting interests are to be raised and dealt with.

The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life. This code is based on a similar framework and adapts the Nolan committee is "seven principles of public life".

According to the commission on the future of the voluntary sector, "we were impressed by the review of codes of good governance for 'public spending bodies' set out in the Nolan committee report and suggest that a set of principles for the voluntary sector as a whole might be produced."

Selflessness

Trustees of the Wormingford Community Education Centre have a general duty to act in the best interests of WCEC as a whole. They should not act in order to gain financial or other material benefits for themselves, their families, their friends or the organisation they come from or represent.

Integrity

WCEC's trustees:

- 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 role;
- as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefiting or transacting other business, WCEC's trustees should ensure that decisions are made solely on merit.

Accountability

WCEC's trustees:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in WCEC;
- are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to what scrutiny is appropriate for their role.

Openness

WCEC's trustees:

- should ensure that confidential material including material about individuals, is handled in accordance with due care;
- should be as open as possible about their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

WCEC's trustees:

- have a duty to declare any interests relating to their trustee role and take steps to resolve any conflicts that may arise. Where private interests of a trustee conflict with their trustee duties, the trustee must resolve this conflict in favour of the trustee role;
- must make relevant declarations of interest in the different circumstances and roles that they play both within and outside WCEC.

Conflicts of interest.

Any trustee who has a financial interest in a matter under discussion

- should declare the nature of his or her interest and withdraw from the room, unless he or she has a dispensation to speak.

If a trustee has any interest in the matter under discussion, that is, the interests affect him or her more than the generality affected by the decision:

- he or she should declare the nature of the interest and withdraw from the room, unless he or she has a dispensation to speak.

If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision:

- he or she should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if he or she wishes.

If in any doubt about the application of these rules

- he or she should consult with the chairperson.

All trustees' relevant interests are listed in a register which is reviewed annually.

Trustee Declaration

I declare that:

- I am over age 18
- I am not an undischarged bankrupt.
- I have not previously been removed from the trusteeship of a charity by a court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of WCEC in good faith and in accordance with the law and within WCEC's objectives and mission.
- I do not have any financial interests in conflict with those of WCEC (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not put on it.
- I have read the Warmingford Community Education Centre Governance Policy and will abide by its terms.

Name (please print) _____

Signed _____

Date _____