

# **BUCKINGHAM ALMSHOUSES AND WELFARE CHARITY**

## **Code of Conduct for Trustees and the Secretary**

### 1. Purpose

- To provide guidance to all trustees and the Charity's secretary on how to act in support of the Charity's aims and objectives.

### 2. Scope

- All actions and behaviours of the above during: -
  - All meetings of the trustee Board and of the Charity's committees.
  - Any contact and dealings with the almshouses residents and allotment holders.
  - Any and all public events when attending on behalf of the Charity.

### 3. Context

- The Charity is bound by all relevant UK laws and must show moral leadership; therefore, all trustees and the secretary must act beyond reproach in all professional matters.

### 4. Responsibilities of trustees

- Act within the terms of the Constitution of the Buckingham Almshouses and Welfare Charity (BAWC) as a CIO.
  - Be aware of the contents of BAWC's Constitution and the law as it applies to BAWC.
- Act in the best interests of BAWC as a whole.
  - Consider what is best for BAWC and its beneficiaries and avoid bringing the Charity into disrepute.
- Manage conflicts of interest effectively.
  - To initially sign and then update as necessary the trustees' Declaration of Interests form.
  - To declare conflicts of interest at the earliest opportunity and not to gain materially or financially unless authorised specifically to do so.
- Respect confidentiality.
  - Understand the principle of confidentiality as it applies to BAWC, the Board of trustees, the secretary, any employees of the Charity, any residents of the almshouses and any other individual involved with the Charity.
- Have a sound and up to date knowledge of BAWC, how it works and its environment.
  - Understand how BAWC works and the environment in which it operates.
- Attend meetings and other appointments or give apologies.

- Or consider other ways of engaging with BAWC and other trustees if trustees are regularly unable to attend Board meetings and / or other engagements.
- Prepare fully for all Board and other meetings and any other work for BAWC.
  - Complete any assigned tasks in the agreed time.
  - Read relevant papers for any Board or other meetings.
  - Form opinions in good time for discussion at meetings while being prepared to adapt these in the light of new ideas or information arising.
  - Raise questions about anything unclear or not understood.
- Actively engage in discussion, debate and voting in meetings.
  - Contribute positively.
  - Listen carefully.
  - Challenge sensitively.
  - Be able to disagree without being disagreeable.
- Act jointly and accept majority decisions
  - Make decisions collectively and stand by them
  - Do not act individually unless specifically authorised to do so
- Work in a considerate and respectful manner with all.
  - Respect diversity, different roles and boundaries.
  - Comply with the Equality Act 2010 in both the overall spirit of the legislation and its detail.
  - Avoid giving offence.
  - Ensure that all views can be heard and acknowledged at all times.

#### 5. Dealing with breaches of the Code of Conduct

- If any trustee is considered to have breached the Code of Conduct, the circumstances will be reported to the Compliance and Governance committee which will appoint three appropriate trustees to investigate the matter and propose an effective solution.
- If such breaches occur during a meeting, the chair is empowered to take appropriate and proportionate action to restore good conduct.

#### Document Control

<b>Name of Policy:</b>	Code of Conduct for Trustees and the Secretary
<b>Version:</b>	v.1
<b>Purpose of Policy:</b>	To set out a code of conduct for all trustees and the secretary
<b>Policy applies to:</b>	All trustees and the secretary
<b>Approved by:</b>	The Compliance and Governance Committee
<b>Responsible for its updating:</b>	The Compliance and Governance Committee
<b>Final approval by:</b>	The Board of BAWC
<b>Date of approval:</b>	4 <sup>th</sup> November 2019
<b>Policy first issued:</b>	November 2019
<b>Proposed date of review:</b>	November 2022