

# The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153



## Code of Conduct for Trustees Policy

This policy has been adopted by the Milborne St Andrew Village Hall through the Board of Trustees who remain responsible for its review.

### Purpose

The purpose of this code of conduct is to provide a structure for the behavioural expectations of the trustees and members of the Management Committee in working together for the benefit of the Milborne St Andrew Village Hall (the Charity). It is not about a lack of trust between or in the trustees of an organisation, but provides trustees and committee members with an understanding of the behaviours expected in discharging their role, enabling transparency, openness and accountability in everything they do for and on behalf of the Charity, and how they do it.

### Values

Member of Milborne St Andrew Village Hall Committee have a responsibility to represent the community and work constructively with staff and partner organisations to secure better social, economic and environmental outcomes for all. In taking on the role of trustee or committee member individuals are committing to behave in a manner that is consistent with the following values and principles to achieve best advantage for our village residents and hall users and to maintain confidence in the Management Committee of the Charity:

**Selflessness:** Members of the committee should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

**Integrity:** Members of the committee should not place themselves under any financial or other obligations to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity:** In carrying out committee business, including making appointments, awarding contracts, or recommending individuals for reward and benefits, committee members should make choices on merit.

**Accountability:** Members of the committee are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role.

MAKING A DIFFERENCE

**Openness:** Members of the committee 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:** Members of the committee have a duty to declare any private interest relating to their public duties at the appropriate time and place and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Members of the committee should promote and support these principles by leadership and example.

### **Principles**

Members of the St Andrew Village Hall Committee will in particular address the values set out in the code of conduct by:

- Championing the needs of the Charity in meeting its Statement of Public Benefit as outlined in [the Trust Deed] for the benefit of the village and Hall users in particular.
- Acting in accordance with all legal and statutory obligations, alongside any requirement contained within the Committee's policies, protocols and processes, including the use of the Milborne St Andrew Village Hall's resources.
- Not allowing other pressures, including personal financial interest or that of others to detract from pursuing Hall or user group enquiries or complaints, the interests of the Milborne St Andrew Village Hall Committee or the good governance of the Charity in a proper manner.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration remaining objective and making decisions on merit.
- Contributing to making the Milborne St Andrew Village Hall Committee's decision making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding Committee members to account but restricting access to information when the wider public interest or the law requires it.
- Being accountable for decisions and co-operating when scrutinised internally and externally, including other committee members or hall users.
- Valuing the opinions and colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good governance.
- Always treating people with respect, including the Committee and public.
- Provide leadership through behaving in accordance with these principles when championing the interests of the Milborne St Andrew Village Hall users with other organisations as well as within this Committee.

Written October 2016

Reviewed September 2020