

Rowney Green Peace Memorial Hall

Trustee Code of Conduct

The purpose of this **Code of Conduct** is to outline standards of behaviour and good practice expected of Trustees of Rowney Green Peace Memorial Hall (“The Charity”) in working together for the benefit of the Charity.

This enables the Charity to be run correctly in line with required legal responsibilities of Charity trustees and support respectful and collaborative working.

This Code of Conduct reflects the **Charity Values** of Respect, Pride, Transparency, Support, Collaboration and Inclusion.

In this document:

‘must’ reflects a legal or regulatory requirement/duty that Trustees must comply with

‘should’ means something is good practice to follow and apply to the work in the Charity

The Code of Conduct is based on the following principles:

Acting in the Charity’s Best Interests

Trustees must act in the best interests of the Charity and take decisions which support Charity goals, and:

- must keep independent legal duty, meaning Trustees should raise concerns honestly and question or challenge decisions where appropriate
- should consider and respect others’ views and ideas and positively challenge each other to explore solutions
- should accept collective decisions
- should consider resignation if unable to support a decision in public that has been properly reached by the trustees committee (this is a personal decision and should not prevent appropriate challenge)

Openness:

Trustees should act honestly and transparently in matters relating to Charity activities, and:

- must declare any personal, financial or business interests relevant to the work of the Charity and manage any conflicts of interest appropriately

- must not accept gifts, hospitality or other benefits which could reasonably be regarded as influencing their judgement or creating an improper obligation.
- should avoid situations that could reasonably give rise to suspicion or suggest improper conduct.

Honesty:

Trustees must ensure that they act in good faith and the best interests of the Charity, and:

- must report any concerns or suspicions about possible fraud, corruption or other wrongdoing to the appropriate people, or for situations where a number of trustees are implicated in the complaint (or in-extremis) this may include the Charity Commission.
- must not accept or give bribes or improper inducements and report any instances of suspected bribery relating to the Charity.
- should ensure that decisions are always taken and recorded in line with the Charity's Constitution.

Objectivity:

Trustees should consider all matters on their merits; base their decisions on the information and advice available and reach their decision independently and:

- must ensure that the decisions they take are consistent with the relevant legal and regulatory requirements and the Charity's goals
- should prepare appropriately for meetings by reading papers and information circulated in advance where possible.
- should monitor the performance of the Charity towards its goals and constructively discuss improvements where needed.
- should use their skills and experience to support effective management and development of the Charity's facilities and activities.

Integrity:

Trustees should actively support the Charity's values, behave respectfully and in a way that enables trust and confidence and:

- must respect confidentiality where information is legitimately confidential or sensitive, during and after time in the Trustee role.
- must not engage in bullying, harassment, intimidation, discrimination or abusive behaviour

- should treat fellow Trustees, sub-committee members, volunteers and members of the public with courtesy and respect
- should be open to exploring ideas that help achieve the Charity's goals

Accountability:

Trustees must take responsibility for and be able to explain their actions relating to the governance and management of the Charity, and:

- must ensure the Charity has effective systems in place to monitor and report its performance and take corrective action if needed
- should attend Charity meetings regularly where reasonably possible and participate constructively in discussions and activities.
- should behave appropriately and courteously when acting for the Charity.
- Trustees expressing personal views publicly should make clear that they are speaking in a personal capacity and not on behalf of the Charity

Leadership:

Trustees should lead by example and promote the Charity's values and commitments, and:

- should act as positive ambassadors for the Charity
- should raise concerns respectfully and constructively and avoid conduct which could damage the reputation of the Charity
- should contribute to regularly review of the board's effectiveness and ensure it has the skills needed to meet its goals

Equality:

Trustees must treat all people with equity, fairness and respect, and:

- must not discriminate on the grounds of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, or sexual orientation
- should always treat Trustee board, committee members and volunteers and their opinions with respect
- should consider the views, needs and wellbeing of local residents and community users when contributing to decisions.

Definitions

- RGPMH: Rowney Green Peace Memorial Hall
- Trustee: anyone appointed or accepted to serve on the Charity Trustee board and who operates under the requirements of the Charity
- Committee member - Any person appointed or accepted to serve on a sub-committee or working group operating under the authority of the Charity
- Volunteer: anyone working in a voluntary capacity for the Charity e.g. Trustees, committee members, maintenance team, booking team, park group volunteers or helpers for various events.

Version:	1.0
Author:	Mark Easter
Policy Owner:	RGPMH Trustee Chair
Date adopted:	May 2026
Date of next review:	May 2028
Approved by:	RGPMH Trustee Committee