

CODE OF CONDUCT

The purpose of the Code of Conduct is to establish an agreement between Child Action Northwest and individual Board members; it outlines standards of behaviour expected from Trustees.

It is based on a set of shared principles that all Trustees agree to adhere to. In framing the contents, they are set out to complement:

- the *'Charity Governance Code for larger charities'* produced by the Charity Governance Code Steering Group and which may be accessed on line by clicking [HERE](#) and also,
- NCVO *'Charity Ethical Principles'* which may be accessed on line by clicking [HERE](#).

Individual Trustees are asked to consider the following principles which all Board members agree to work within.

2. Values

As a Trustee of Child Action Northwest (CANW) I agree to abide by the following organisational values.

2.1 Never give up – We have belief in the potential of ourselves and those we support and will do all we can to promote the ability in every individual for positive growth and change.

2.2 Caring - We will always demonstrate kindness, consideration and concern for those around us.

2.3 Empowerment – We will ensure that those we support and engage with are able to take more control of what happens in their lives and to become stronger, more independent and gain confidence.

3. As a Trustee for Child Action Northwest (CANW) I agree to the following points.

3.1 Law, Mission, Policies

- I will not break the law or go against charity regulations in any aspects of my role of Trustee.
- I will support the mission and vision of the charity and consider myself its guardian.
- I will abide by all of CANW's policies as they relate to my role.
- I understand my safeguarding responsibilities.
- I will ensure all fundraising activities are in line with legal expectations and best practice guidance.

- I will undertake all training which I am required to undertake in support of my role.
- I will inform the CEO or Board of any legal proceedings or matters of professional misconduct which I or am, or may be in jeopardy of being subject to if they have the potential to affect or undermine my role as a Trustee and/or affect the reputation of the Charity and its work.
- I will bring to the attention of the CEO or Board any other matters that could potentially adversely affect my position as a Trustee.

3.2 Conflict of Interests

Conflict of Interests will be a standing item on the agenda for both the Trustees Board Meeting and Pre-Meeting. Trustees will be asked by the Chair to declare whether they have an interest in any items to be discussed at the meeting.

- Any Trustee who has a financial interest in a matter under discussion, should declare the nature of their interest and withdraw from the room, unless they have a dispensation to speak.
- Any Trustee who has a related party transaction to be discussed by the Board or is party to any ongoing regular transactions should make sure that this is noted by the Board and potential conflict of interest be declared and that the Board member will not engage in decision making on that item. This also covers related party transactions that do not necessarily carry a financial value.
- If a Trustee has any interest in the matter under discussion, which creates a risk of bias, that is, the interest affects their, or a member of their household, more than the generality affected by the decision: they should declare the nature of the interest and withdraw from the room, unless they have 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, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- If a Trustee is in any doubt about the application of these rules they should consult with the Chair.

As a Trustee for CANW I will:

- Strive to act in the best interests of the organisation.
- Declare any conflict of interest, or any circumstances that might be viewed by others as a conflict of interest.
- Submit to the judgement of the Board and do as it requires regarding potential conflicts of interest.

3.3 Trustee Relationships

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow Trustees, staff, carers, volunteers, service users, contractors or anyone I come into contact with in my role as Trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as Trustee.
- I will respect organisational, Board and individual confidentiality whilst a Trustee and also when I am no longer serving as a Trustee.
- I will take an active interest in the organisation's public image and important issues that effect CANW.

3.4 In the Boardroom

- I will abide by the Board's governance procedures and practice.
- I will strive to attend all Board meetings and give my apologies prior to those meetings I am unable to attend.
- I will consider the agenda and other information sent to me in good time prior to the meeting and be prepared to discuss and vote on agenda items during the meeting.
- I will recognise the position of the Chair and respect his / her role as the meeting leader.
- I will participate in discussion and voting in meetings according to procedure, maintaining a respectful attitude towards opinions of others while making my voice heard.
- I will accept a majority Board vote on an issue as decisive and final.
- I will maintain confidentiality about sensitive items in relation to the charity's governance.
- I will ensure that no intellectual property is shared or discussed with any third party who is not under legal obligation to keep it confidential.

Enhancing Governance

- I will consider and report on ways to improve Board governance practice in the interests of CANW.
- I will strive to identify good candidates for consideration as future Trustees.
- I will support the Chair in his / her efforts to improve his / her leadership skills.
- I will support the CEO in his / her executive role and with other Board members seek development opportunities for him / her.

3.5 Leaving the Board

- I understand that substantial breach of any part of this code may result in my removal from the Trustee Board.
- Should I resign from the Board I will inform the Chair in advance in writing, stating my reasons for resigning and be prepared to participate in an independent exit interview.

3.6 Support of Trustees

- In recognition of the duties and responsibilities asked of Trustees, Child Action Northwest will support its Trustees by providing appropriate levels of administrative support, financial reports, training, regular reports on the work of the organisation and briefings on local and national developments.

Declaration

I (print name)

agree to abide by the above principles as a Trustee for CANW.

..... (signed)

..... (dated)