



Introduction

Those who serve on the Trustee board have responsibilities both under Company Law as Company Directors, and under Charity Law as Trustees, and the terms Trustee board member, Company Director and Trustee are used interchangeably.

As part of those responsibilities, each Trustee is asked to agree to abide by the Code of Conduct which is set out in this document and to sign the attached declaration accordingly.

Purpose of the Code of Conduct

The Code of Conduct aims to define the standards expected of Hive Trustees in order to ensure that:

- the organisation is effective, open and accountable.
- the responsibilities of being a Trustee are clear
- the working relationship with staff and Trustees is productive and supportive.

Our objects and aims

Hive's overall aims are set out in the Objects in its Memorandum and Articles of Association ('governing documents'):

- the advancement of education for the public by the provision of vocational and other training courses; and
- the provision of facilities for recreation and leisure time activities for people who have need of them by reasons of age, infirmity or disablement, poverty or social and economic circumstances with a view to improving the conditions in life of such persons.

Our Mission, Aims and Objectives, and Ethos Statement sets out how we aim to do this through Creative Engagement, Creative Development, Creative Cohesion, Creative Wellbeing, Creative Regeneration and Creative Sustainability.

As an organisation, Hive aims to:

- help people fulfil their potential through involvement in creative activities by providing facilities without discrimination, for all users to develop their artistic, social and practical capabilities for individual and mutual benefit
- promote the inclusion of vulnerable and disadvantaged children, young people, adults and older people
- support continuing lifelong learning
- support the local economy and community regeneration
- be a good employer
- run Hive on democratic principles and practices.

Trustee board membership

All members of Hive have the right to be nominated to become a Trustee, in keeping with Charity and Company Law and our governing documents.



Code of Conduct for Trustees

Integrity

All Trustees attending external meetings should speak in the best interests and represent the views of Hive. They should not voice personal opinions that conflict with the objects of the charity.

Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff or members. They must avoid actual impropriety and any appearance of improper behaviour, and should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

Trustees have a legal obligation to act in the best interests of the charity and in accordance with its governing document. If a course of action is voted and agreed by a majority of trustees in a meeting, the decision should be taken forward by all trustees, irrespective of how each individual voted.

Conflicts of interest may arise in different forms. These include:

- direct financial gain or benefit to the trustee, such as a payment for services provided to the charity
- award of a contract to another organisation in which a trustee has an interest and from which they will receive a financial benefit
- employment of a trustee in a separate post within the charity, even when the trustee has resigned to take up the employment
- indirect financial gain, such as the charity employing a spouse or partner of a trustee, where their finances are interdependent
- non-financial gain, such as when a user of the charity's services is also a trustee
- conflict of loyalties, such as where a friend of a trustee is employed by the charity.

Objectivity

In carrying out their role Trustees should ensure that decisions are made solely on merit and in the best interest of the organisation.

In arriving at decisions in areas where they do not have expertise themselves Trustees should consider appropriate professional advice.

Accountability

Trustees have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in Hive. Trustees are also accountable to the organisation's members and other stakeholders for the decisions that they make.

Openness

The Trustees should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.



Honesty

Trustees have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular they must make known any interest in any matter under discussion which:

- creates either a real danger of bias (that is, the interest affects them, or a member of their household more than the generality affected by the decision)
- which might reasonably cause others to think it could influence the decision

They should declare the nature of the interest and withdraw from the room, unless the remaining Trustees agree otherwise.

Leadership

Trustees must work together to:

- promote and support the principles of leadership by example
- prepare and distribute minutes of meetings in a timely fashion following the meeting, so all Trustees can follow agreed actions, as well as recording minutes in perpetuity
- ensure that the Trustees, staff and volunteers work effectively and cohesively for the benefit of the organisation, and develop a mutually supportive and loyal relationship.

Individually they should:

- strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively. If any Trustee does not attend meetings for a period of six months, the other Trustees may accept this as resignation as a Trustee
- in general, be contactable by email and phone at short notice so they can be made aware of urgent developments
- communicate to the Chair of Trustees any illness, or changing personal circumstance which could affect Trustee work, so that contingency plans can be made
- bring fair and open minded view to all discussions and ensure that all decisions are made in the best interests of Hive
- respect the roles of staff, volunteers and other members.

Confidentiality

Trustees must always be aware of the confidentiality of information gained during the course of their duties, which in many cases includes access to personal information relating to staff, volunteers, members, and other users. Trustees must understand the importance of treating information in a discreet and confidential manner.

Information regarding the charity, staff, volunteers or users must not be disclosed either orally or in writing to unauthorised persons. Conversations relating to confidential matters should not take place in situations where they can be overheard (eg. in corridors, reception areas).



Trustee's Declaration

I declare that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commissioners
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I undertake to fulfil my responsibilities and duties as a Trustee of Hive in good faith, act within its charitable objectives and in accordance with the law
- I will abide by this Trustee Code of Conduct.

Signed		Date	
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