

January 2018

**LETCWORTH GARDEN
CITY HERITAGE FOUNDATION**

CODE OF CONDUCT FOR TRUSTEES

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As a Trustee of the Heritage Foundation, I agree to follow the principles in this Code:

Our values & behaviours

1. I will always behave in a considerate, respectful, honest and courteous manner to Trustees, governors, staff and volunteers of the Heritage Foundation and also members of the local community whom I meet in my role as a Trustee.

Governing documents of the Heritage Foundation and the law

2. I will comply with the Rules and Regulations of the Heritage Foundation and any procedures made by the Board of Trustees.
3. I will comply with the law in carrying out my duties as a charity trustee.

Furthering the charity objects of the Heritage Foundation

4. I will act in furtherance of the objects of the Heritage Foundation and as their guardian and ambassador.
5. I will develop and maintain an up-to-date knowledge of the Heritage Foundation and how it works and also the views and needs of the local community of Letchworth Garden City which it serves.
6. I will act independently in the best interests of the Heritage Foundation as a whole, and not as a representative of any group, considering what is best for both the present and future local community of Letchworth Garden City which it serves.

Openness about personal interests

7. I will declare any interest, and that of any member of my family, in a proposed transaction or arrangement with the Heritage Foundation, or in one previously entered into by the Heritage Foundation, or in any circumstances where the personal, financial, professional or business interests of myself or my family do or might conflict with the interests of the Heritage Foundation.
8. I will accept the determination of the Chair (unless conflicted) or the Board of Trustees that I have a conflict of interest on a matter to be considered by the Board of Trustees.
9. If the Chair or the Board of Trustees determines that I have a conflict of interest on a matter on the agenda for a Board meeting, I agree that the Company Secretary may withhold from me any information relating to that matter which is circulated to other Trustees.
10. I will update my entry in the register of interests when requested by the Company Secretary.

Personal gain

11. Neither I nor a member of my family will gain a financial or other material benefit as a result of my being a Trustee, unless appropriately authorised by the Board of Trustees in accordance with the Rules.

Confidentiality

12. I will comply with the provisions of the confidentiality agreement which I have signed with the Heritage Foundation.

Conduct and decision making at Board meetings of the Heritage Foundation

13. I will:
 - (a) strive to attend all Board meetings, giving apologies to the Chair/Company Secretary prior to the meeting if I cannot attend;
 - (b) study the agenda and other information sent to me in good time prior to the meeting;
 - (c) be prepared to debate, challenge constructively and vote on agenda items during the meeting;
 - (d) have a fair and open-minded view to discussions at meetings, showing respect for the view of others; I will focus my comments on, and take decisions having regard to, what is in the best interests of the Heritage Foundation and both the present and future local community of Letchworth Garden City. When making decisions, I will place the interests of the Heritage Foundation before any personal interests;
 - (e) respect the authority of the chair of the meeting.

Collective responsibility for Board decisions

14. I accept that a valid decision of the Board of Trustees is binding on the Heritage Foundation unless and until varied by a subsequent decision of the Board of Trustees.
15. I will uphold collective responsibility for all valid decisions of the Board of Trustees and will continue to support them. If I no longer feel I can support a decision, I shall resign from the Board of Trustees.
16. In such an event I will continue to respect the confidentiality of all information I obtained as a result of being a Trustee.

Improving governance

17. I will participate in induction, training and development activities for Trustees.
18. I will participate in any performance reviews of the Board collectively or Trustees individually in accordance with any programme approved by the Board of Trustees.
19. I will allow the senior management team to act in accordance with the terms of the authorities delegated to them by the Board of Trustees.

Protecting the Heritage Foundation's reputation

20. I will not make public statements about the Heritage Foundation (including on social media) unless first approved by the Company Secretary of the Heritage Foundation who will liaise as appropriate internally or externally.
21. When speaking as a private citizen or as a Trustee, I will not say anything which would, to the best of my knowledge, be factually incorrect about the Heritage Foundation.
22. When speaking as a Trustee, my comments will reflect current strategy and policy of the Heritage Foundation even when these do not agree with my personal views.

Volunteer roles outside the Board

23. If I am also involved in other roles with the Heritage Foundation, I will be clear about the capacity in which I am acting at any time and maintain the separateness of my responsibilities as a Trustee.

If the Board of Trustees agrees any variation to this Code, I agree to follow the variations.

Signed:

Name of Trustee:

Date: