

**Appendix A**  
**Code of Conduct**  
**for**  
**East Kintyre Community Fund**

## CONTENTS

1. Trustee Code of Conduct.....	3
2. Declaration of Interests.....	7
3. Roles and Responsibilities.....	8
4. Delegation of Powers.....	9
5. Procedure for Approval and Payment of Expenses.....	10

## **CHAPTER 1**

### **TRUSTEE CODE OF CONDUCT**

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As a trustee of East Kintyre Community Fund I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

#### **Our values**

##### Accountability

Everything East Kintyre Community Fund does will be able to stand the test of scrutiny by the public, the media, the Scottish Charity Regulator, members, stakeholders, funders, parliament and the courts.

##### Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within East Kintyre Community Fund and equally when dealing with individuals and institutions outside it.

##### Transparency

East Kintyre Community Fund strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

Additionally, I agree to the following points.

#### **Law, mission, policies**

I have read and understood the Constitution of East Kintyre Community Fund and the procedures appended to this Code of Conduct

I will act within the Constitution of East Kintyre Community Fund and abide by the policies and procedures of the organisation.

I will not break the law or go against charity regulations in any aspect of my role of trustee.

I have read and understood the latest version of OSCR's "Meeting the Charity test Guidance document" and will apply its guidance of what constitutes Public Benefit in awarding grants.

I will support the objects and mission of East Kintyre Community Fund and act as their guardian and champion.

I will develop and maintain an up-to-date knowledge of East Kintyre Community Fund and its environment

### **Conflicts of interest**

I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for East Kintyre Community Fund and its present and future beneficiaries.

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises. (see Chapter 2 of Code of Conduct)

I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

### **Person to person**

I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.

I will strive to establish respectful, collegial and courteous relationships.

I will act in an inclusive manner and not engage in any means of communication which is construed as alienating or offensive.

Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.

### **Protecting the organisation's reputation**

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about East Kintyre Community Fund will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

I will respect organisational, board and individual confidentiality.

## **Personal gain**

I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the chair.

## **In the boardroom**

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by East Kintyre Community Fund.

I accept my responsibility to ensure that East Kintyre Community Fund is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by board governance procedures and practices (see Chapters 3, 4 & 5 of the Code of Conduct) for procedures on roles and responsibilities, delegation and expenses which are in addition to those outlined in the Constitution).

I will strive to attend all board meetings, giving apologies ahead of time to the chair if unable to attend.

I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will abide by the procedures outlined in the East Kintyre Community Fund Grant Making Policy document.

I will honour the authority of the chair and respect his or her role as meeting leader.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the 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 what goes on in the boardroom unless authorised by the chair or board to speak of it.

**Enhancing governance**

I will participate in induction, training and development activities for trustees.

I will continually seek ways to improve board governance practice.

I will support the chair in his/her efforts to improve his/her leadership skills.

**Leaving the board**

I understand that substantial breach of any part of this code may result in my removal from the trustee board.

Should a resolution be put in motion that may result in my being removed from the board, I will be given the opportunity to be heard. In the event that the resolution is passed and I am removed from the board I will accept the decision of the board.

Should I resign from the board I will inform the board in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date:

Address:

Email Address:

Date Appointed:

## CHAPTER 2

### DECLARATION OF INTERESTS

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.
Current &/or previous employment in which you still have a financial interest.	
Appointments e.g. trusteeships, directorships, local authority membership, etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments or shareholding in unlisted companies, partnerships and other forms of business.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis and to abide by Clauses 36, 38, 41, 53 & 54 of the Constitution and clauses 1.5, 7.1, 7.2, 7.3 & 11.3 of the Grant-making policy. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date:

## CHAPTER 3

### ROLES AND RESPONSIBILITIES

This following summary table is not an exhaustive list and is always subject to the specific wording of the Constitution.

Item	Clauses	Who is responsible?	Who has the main role?	Review
Register of Trustees	26, 27 , 28	All trustees	Secretary	Annually
Declaration of Interest	36, 38, 41, 53 & 54	All trustees	Secretary	Annually
Meeting Minutes	55, 56, 78, 79	All trustees	Secretary	per meeting
Date of Next Meeting	43, 44	All trustees	Chair	per meeting
Date of AGM	60-69	All trustees	Chair	Annually
Accounts – reporting & filing	88, 89	All trustees	Treasurer	Quarterly & annually
Operation of Accounts	86. 87	named individuals	Treasurer	Annually
Chairing Meetings	47, 48		Chair	Annually
Delegation of powers	81 - 84	All trustees	named trustee	as per agreement
Grant Application Decisions	Grant Making Policy Document	All trustees		Annually

#### Operation of Accounts

The following individuals have been appointed by the Board as signatories for the operation of the organisation’s accounts as per Clauses 86 & 87 of the Constitution:

Name:

Position: Treasurer

Name:

Name:

Position:

Position:

Date:

Treasurer & Chair’s Signatures:

To be reviewed Annually.

## CHAPTER 4

### DELEGATION OF POWERS

Any of the powers of the board may be delegated – to sub-committees or the Chair (Clauses 81 – 84). For each delegation of powers the following form should be completed:

<b>Name of group</b>	Eg finance sub-committee, Chair
<b>Membership and appointment</b>	Who can be a member (eg committee members, staff, co-opted members)? How and when are they appointed? How long does the appointment last? Who is the trustee member (clause 81)?
<b>Chairing</b>	Who chairs the sub-committee?
<b>Meeting procedures</b>	How often will the sub-committee meet? What is its quorum ? How many votes are required to carry a motion?
<b>Record of meetings</b>	How will minutes be recorded? Who will be responsible for taking these?
<b>Reporting mechanism</b>	How will the sub-committee report to the board? By whom? How frequently?
<b>Functions and delegated powers</b>	Specify the role and purpose of the sub-committee. Specify limits to their authority, ie are they advisory only? Specify when they can make decisions or take action without the specific approval of the board.
<b>How long does the delegation last</b>	Specify the time length (e.g. 6 months) for which the power(s) are to be delegated. At that time, the delegation of powers can be renewed if needed. Note that the Board retains the power to revoke the delegation at any time (clause 84).

## CHAPTER 5

### **PROCEDURE FOR APPROVAL & PAYMENT OF EXPENSES**

In accordance with clause 40 of the Constitution the Charity Trustees may be paid all 'out of pocket' travelling and other expenses reasonably incurred by them in connection with carrying out their duties e.g.: travel expenses relating to their meeting with external stakeholders. Since the Trustees have to reside within the community, and virtual presence at meetings is allowed NO expenses will be paid for attendance at Board or Member Meetings.

1. Payment of Expenses will only be approved by the Board on production of valid receipts and/or certified mileage claims (ratified by <http://www.theaa.com/route-planner>) and completion of the form below.
2. Car mileage expenses will be payable at the HMRC approved mileage rate.
3. Standard Class rates will apply to all essential rail travel.
4. Essential air travel will be at prevailing standard /economy/ concessionary rates.

### OUT OF POCKET EXPENSES FORM

Reason for expense:

Amount claimed:

Receipts enclosed – Yes / No

Signed:

Date:

Name: