

	<h2>Trustees' Code of Conduct</h2>
<p>Company no: 563463 Charity no: SC047335</p>	

Trustees of Dollar Community Development Trust will at all times conduct themselves in a manner which enhances the standing and reputation of the Trust and avoid any action which could, or could be perceived to, bring the trust into disrepute. In particular they will observe the undernoted code.

1. Scope of Code of Conduct

1. A trustee must observe the code of conduct of the Board of Trustees whenever he / she –
 - a) conducts the business of the organisation
 - b) conducts the business of the office to which he / she has been appointed, or
 - c) acts as a representative of the organisation.
2. For the purposes of this code, “meeting” means any meeting of the Board of Trustees, its committees and sub-committees.

2. Obligations of Trustee

2.1. A trustee must:

- a) treat fellow trustees, staff and members of the organisation with respect and courtesy at all times, and must not discriminate against any person
- b) not disclose information given in confidence to the board recognising that the duty of confidentiality is not absolute and may in some circumstances be overridden e.g.
 - by statutory obligation or compliance regarding regulatory disclosure;
 - in implementation of a decision of a court of law;
 - as prevention of last resort of an unlawful act by the board which it has not been possible to resolve by discussion

- c) not prevent another person from gaining access to information to which that person is entitled by law.
- d) not conduct himself or herself in a manner which could reasonably be regarded as bringing his / her office, the board, or the Trust into disrepute.
- e) not use his / her position improperly to confer on, or secure for any person, an advantage or disadvantage
- f) ensure that the resources of the organisation are used prudently, in accordance with the law and, where appropriate, in compliance with the guidance of the charity regulator.
- g) ensure that the resources of the organisation are not used for the activities of a registered political party.

2.2 When reaching decisions, a trustee must –

- a) take decisions solely on merit
- b) take decisions in the best interests of the Trust and the wider community, and not act to gain advantage for themselves or organisations to which they belong.
- c) act honestly, and declare any private interests or potential conflicts of interest (see below).

2.3. Trustees must be as open as is possible and practical about decisions made by the board.

2.4. A trustee must report any conduct by another board member which is believed to be a material breach of this code of conduct to the Chair. In the event that the report relates to the conduct of the Chair, such reports should be submitted to the Vice-Chair.

Personal Interests

3.1 A trustee will notify the Company Secretary on their appointment as trustee of any personal interest which may give rise to potential or real conflicts of interest, or as they arise at any time in the future. The Company Secretary will hold a register of pecuniary and non-pecuniary interests, and this will be available for inspection by the board at any time, and by members on written application. The register will be reviewed and updated annually. A trustee must declare any conflict of interest, whether previously notified or otherwise, at any meeting where it is likely to arise, and will accept the ruling of the Chair of meeting as to whether or not they should take further part in discussion or decision on that item. The declaration and actions taken must be recorded in the minute.

3.2 Other trustees are responsible for pointing out and ensuring that all conflicts of interest are raised and avoided.

3.3 Where a trustee provides services to the Trust or might benefit from any remuneration paid to a connected party for such services, then:

- (a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable
- (b) the trustees must be satisfied that it would be in the interests of the Trust to enter into the arrangement (taking account of that maximum amount); and
- (c) less than half of the trustees must be receiving remuneration from the Trust (or benefit from remuneration of that nature).

Registration of Gifts and Hospitality

4.1 A director must notify the Company Secretary of the existence and nature of any gifts, benefits or hospitality offered, whether accepted or declined, from any relevant authority, any member of a relevant authority or any other relevant organisation or person, over the value of £25.00

Board meetings

Trustees must:

- attend board and other committee meetings; send apologies as soon as possible if unavailable and submit comments on agenda items if appropriate. Failure to attend 3 consecutive board meetings will lead to consideration by the board of removal of the trustee
- prepare for meetings by advance reading of papers, raising queries as necessary;
- be prepared to report on matters delegated to them for action;
- actively and constructively engage in discussions and decision-making, while also considering other opinions;
- air any points of disagreement in meetings, rather than outside;
- act in a collegiate manner, accepting and supporting majority decisions;

- catch up on action points from any missed meeting;
- contribute to improving the governance of the Trust

Print Name

Signed

Date