



Westway Trust: Trustee Code of Conduct

As a trustee of Westway Trust, I agree to conduct myself as follows in all aspects of Trust business:

1. Law, mission, policies

1.1 I will act at all times in line with the governing document of Westway Trust and abide by the policies and procedures of the organisation.

1.2 I will uphold charity law in all aspects of my role as a trustee of Westway Trust.

1.3 I will support the objects and mission of Westway Trust and act as their guardian and champion.

2. Conflicts of interest

2.1 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 only what is best for Westway Trust and its present and future beneficiaries.

2.2 I will declare any actual or potential conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

2.3 I will accept the decisions of the Board and do as it requires regarding actual or potential conflicts of interest.

3. Working relationships

3.1 I will treat with respect and courtesy my trustee colleagues, staff members and all others with whom I come into contact in the course of Westway Trust business.

3.2 I will work together with my trustee colleagues and staff members on a collaborative basis. I will ordinarily respond within 72 hours to emails or telephone calls from my trustee colleagues and staff members about Westway Trust business.

3.3 I will respect my trustee colleagues and accept that we are all working towards a common goal of delivering the best possible services and outcomes for the local community. I recognise that diversity is a strength to be valued and encouraged and that we can all learn from the experiences and opinions of others.

3.4 I will avoid giving offence and, if I do so, will apologise at an early opportunity. I will be gracious enough to accept any apology given to me.

3.5 I will voice my opinion and ask for it to be noted in cases where I feel strongly about an issue or solution. However, I will accept when the Board makes a majority decision

3.6 I will communicate any strong opinions, ideas and solutions I may have in a respectful manner. I will accept my colleagues may have strong differing opinions in the best interests of the community.

4. Protecting Westway Trust's reputation

4.1 I will not make public comments about Westway Trust unless authorised to do so.

4.2 Any public comments I make about the organisation will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

4.3 When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy. I will not speak publicly against current policy, nor will I undermine my trustee colleagues or the organisation through anything I say publicly.

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

4.5 I will respect organisational, board and individual confidentiality.

5. Board and sub-committee meetings

5.1 I accept my responsibility to ensure that Westway Trust is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

5.2 I will abide by Board governance procedures and practices.

5.3 I will strive to attend all Board meetings, and all meetings of any sub-committee of which I am formally a member, giving apologies ahead of time if unable to attend. I will respond promptly to all meeting invitations.

5.4 I will study the meeting agenda and read all the meeting papers prior to the meeting and ask for clarification of any points I do not understand. I will come to meetings fully prepared to discuss and, where necessary, vote on agenda items.

5.5 I will respect the authority of the Chair and respect his/her role as meeting leader.

5.6 I will engage fully in all meetings, maintaining a respectful attitude toward the opinions of others while making my voice heard.

5.7 I will accept a majority Board vote on an issue as decisive and final. I will also accept that decisions taken by the Board become the official agreed position on a matter and I will not seek to undermine that.

5.8 I will maintain confidentiality about what takes place in meetings unless authorised by the Chair or Board to speak of it outside the meeting or the matter has already been made public by the Trust.

6. Enhancing governance

- 6.1 I will participate in induction, training and development activities for trustees.
- 6.2 I will continually seek ways to improve board governance practice.
- 6.3 I will participate in a light touch Annual Performance Review process, recognising that the purpose of this is to enhance my ability to contribute as a Trustee.
- 6.4 I will support the Chief Executive in his/her role and, with my fellow Board members, seek development opportunities for him/her where necessary.
- 6.5 I will respect the boundaries between the respective roles of the Board and the Executive and will not seek to become involved in operational matters that are for the Executive to deal with.

7. Leaving the Board

- 7.1 I understand that substantial breach of any part of this Code may result in action being taken that could result in my removal from the trustee Board.
- 7.2 If I am unable to attend three Board Meetings in succession without good reason, I will expect to account to my trustee colleagues through the Chair.
- 7.3 Should procedures be put in motion that may result in my being removed from, or asked to resign from, the Board, I will be given the opportunity to be heard. In the event that I am asked to resign from the Board, I will accept the majority decision of the Board and resign at the earliest opportunity.
- 7.4 Should I voluntarily decide to resign from the Board, I will inform the Chair in writing, stating my reasons for resigning.

Signed.....

Name.....

Date.....