



Code of Conduct for Trustees **Draft**

The purpose of this code of conduct is to provide trustees with clear guidelines as to their standard of behaviour, responsibilities, and best practice in fulfilling their obligations to the Scottish Potters Association SCIO (SPA)

This document should be read in conjunction with the Trustee Responsibilities descriptions, the Constitution and other policy documents, prior to completing the charity's Declaration of Interests form.

1. Trustees should familiarise themselves with the seven Nolan Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), and act in accordance with them. (guidance available here: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>)
2. Trustees must have a good understanding of, and be sympathetic with, the aims and objects of the SPA and act in accordance with the Constitution at all times.
3. Trustees must act and make decisions in the best interests of the SPA and its present and future beneficiaries.
4. Trustees should do their best to avoid conflicts of interest. Where they do find themselves in conflict, trustees should declare that fact and not take part in any relevant decision making, in accordance with the constitution. (See also the SPA Conflict of Interest Policy)
5. Where assistance and advice is required for the trustees to be able to make the most appropriate decision affecting the SPA, that assistance/advice should be sought from an appropriate source (e.g. Office of the Scottish Charity Regulator (OSCR) or professional adviser) and considered carefully.
6. Trustees must play an active role in trustee committee meetings, having spent due time preparing and reading committee papers in preparation for meetings. A regular attendance at meetings is required of trustees to ensure that best practice in governance is reached and maintained, in accordance with the requirements in the constitution.
7. Trustees must not receive any financial or non-financial benefit that is not explicitly authorised by the governing document or the OSCR. Trustees should not

exert any influence to garner any preferential treatment for themselves or their family, or other connected persons.

8. Trustees are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the SPA. They are equally and collectively responsible for all decisions of the Committee. Trustees should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any other group, organisation or individual.
9. Trustees are accountable to a range of interested parties for their actions and as such, decision-making and governance issues should be as transparent as possible, except when confidentiality is required.
10. Should a trustee feel they require further guidance or training in their role, it is their responsibility to inform the Chair, and in liaison with the Chair to develop opportunities for training on an individual or group basis.
11. Trustees must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

Statement of acceptance

I have read and understood the above Code of Conduct for Trustees. I agree to abide by the standards set in the code.

Signed:

Date: