



**Fixing the big issues for disabled people in Buckinghamshire
Charity No 1102511**

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Code of Conduct for Trustees

Reviewed and updated – March 2019

Approved by Trustees – March 2019

Date of next review – March 2021

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1. General

1. I will respect and uphold the values of Buckinghamshire Disability Service at all times, especially as regards the social model of disability.
2. I will act within the governing document of Buckinghamshire Disability Service and the law, and abide by the policies and procedures of BuDS. This includes having knowledge of the contents of the BuDS Constitution and relevant policies and procedures.
3. I will support the objects and mission of Buckinghamshire Disability Service, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
4. I will be an active trustee, making my skills, experience and knowledge available to Buckinghamshire Disability Service and (unless I have a specific non-executive role) seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
5. I will develop and maintain a sound and up-to-date knowledge of Buckinghamshire Disability Service and its environment. This will include an understanding of how Buckinghamshire Disability Service operates, the social, political and economic environment in which it operates and the nature and extent of its work.
6. I will use Buckinghamshire Disability Service's resources responsibly, and when claiming expenses will do so in line with Buckinghamshire Disability Service procedures.
7. I will seek to be accountable for my actions as a trustee of Buckinghamshire Disability Service, and will submit myself to whatever scrutiny is appropriate.
8. I accept my responsibility to ensure that Buckinghamshire Disability Service is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

2. Confidentiality and Ownership

9. I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
10. I will ensure that confidential information about BuDS or its staff or volunteers is not passed to anyone outside the charity, including to other bodies with whom I am associated or by whom I am employed or contracted. I will ensure that I do all I can to ensure that BuDS complies with the Data Protection Act in relation to the confidentiality of personal and/or sensitive data.
11. I acknowledge that BuDS has and shall have exclusive ownership of and intellectual property rights to all documents, research work, reports, designs or other original work and any associated essential files ('work') produced or worked on by me in my capacity as a Trustee or volunteer during the period of my Trusteeship. I acknowledge that copyright of work published by BuDS rests with BuDS. I agree to obtain the Trustee Board's prior permission before using

any work for any purpose other than in the course of my Trusteeship or volunteering with BuDS.

12. I acknowledge that all items (including software) belonging to BuDS remains the property of BuDS and I may use such on a loan basis only during the course of my Trusteeship. I will not discard or dispose of any items without prior agreement from BuDS and.
13. At the end of my period as a Trustee, I will return any and all items belonging to BuDS in my possession or control, including equipment, documents, software, equipment, data storage equipment, books or photographs, including any made by me in the course of my Trusteeship. I will also irrevocably delete all confidential, sensitive and personal data belonging to BuDS.

3. Managing Interests

14. I will not gain materially or financially from my involvement with Buckinghamshire Disability Service unless specifically authorised by the Trustee Board to do so.
15. I will act in the best interests of Buckinghamshire Disability Service as a whole, and not as a representative of any group or outside interest, considering what is best for Buckinghamshire Disability Service and its present and future beneficiaries and avoiding bringing Buckinghamshire Disability Service into disrepute.
16. Unless authorised by the Trustee Board, I will not put myself in a position where my personal, business or other outside interests conflict with my duty to act in the interests of BuDS. Where there is a conflict of interest I will ensure that this is managed effectively in line with best practice.
17. I understand that a failure to declare or effectively manage a conflict of interest may be considered to be a breach of this code.

4. Meetings

18. I will attend all appropriate Trustee meetings and other appointments at Buckinghamshire Disability Service or give apologies.
19. I will prepare fully for all meetings and work for BuDS. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
20. I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
21. I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised by the Trustee Board to do so.

5. Governance

22. I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
23. I will help to identify good candidates for trusteeship at Buckinghamshire Disability Service and, with my fellow trustees, will appoint new trustees in accordance with good practice.

6. Relations with Others

24. I will endeavour to work considerately and respectfully with all those I come into contact with at Buckinghamshire Disability Service. I will respect diversity, different roles and boundaries, and avoid giving offence.
25. I recognise that the roles of trustees, volunteers and staff of Buckinghamshire Disability Service are different, and I will seek to understand and respect the difference between these roles.
26. Where I also volunteer with BuDS I will maintain the separation of my role as a trustee and as a volunteer.
27. I will seek to support and encourage all those I come into contact with at BuDS. In particular I recognise my responsibility to support the Chair, officers and the senior staff member.
28. I will not make public comments about BuDS unless authorised to do so. Any public comments I make about Buckinghamshire Disability Service will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

7. Leaving the Board

29. I understand that substantial breach of any part of this code may result in a review by the Trustee Board and that the outcome of such a review may be that I am asked to undergo additional training, coaching or be asked to resign from the trustee board. I will be given the opportunity to be heard as part of any review. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
30. If I wish to cease being a trustee of Buckinghamshire Disability Service at any time, I will inform the Secretary or Chair in advance in writing, stating my reasons for leaving.

8. Trustee Code of Conduct Agreement (personal copy)

I have read, and agree to abide by the Buckinghamshire Disability Service Trustee Code of Conduct (policy updated and approved – May 2015).

Full Name: _____

Signature: _____

Date: _____

Please sign and keep this section for your records.

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9. Trustee Code of Conduct Agreement (BuDS copy)

I have read, and agree to abide by the Buckinghamshire Disability Service Trustee Code of Conduct (policy updated and approved – May 2015).

Full Name: _____

Signature: _____

Date: _____

Please sign and return this section to BuDS for our records:
BuDS, The Clare Charity Centre, Wycombe Road,
Saunderton, Buckinghamshire, HP14 4BF