

Charity Governance Code

The Charity Governance Code has two versions and as a charity with an income over £1million, whose accounts are externally audited, we should use the larger. A digital copy is provided to you but you can also visit the website: <https://www.charitygovernancecode.org>

The Code is designed as a tool to support continuous improvement and is deliberately aspirational. It sets out the principles and recommended practice for good governance. To use the Code effectively, the Board should regularly revisit and review the Code's principles against governance and organisational practice.

Trustee Code of Conduct

Statement of Expectations and Commitment

Introduction

YMCA Leicestershire's Board has ultimate responsibility for its funds, assets and reputation and must maintain the respect of beneficiaries, stakeholders and the public. The Board understands the importance of maintaining public confidence and trust and the need for Trustees to undertake their duties accordingly.

The Board has adopted this Code of Conduct which sets out the expectations and commitments that Trustees agree to abide by, upon appointment.

These expectations and commitments enable Trustees to fulfil the Board's purpose to;

“ensure the continued existence, relevance and organisational health of YMCA Leicestershire, by partnering with management to create an environment of ethical and strategic leadership supported by constructive and proactive challenge, support and guidance.”

The Board also adheres to the Seven Principles of Public Life - the 'Nolan principles' (Appendix 1), the Charity Governance Code and guidance issued by the Charity Commission from time-to-time.

Statement of Expectations and Commitments

1. Integrity

Trustees:

- disclose any financial or other interest which is material and which conflicts or may conflict with the interests of YMCA Leicestershire;
- declare any personal conflict of interest arising from any aspect of their Trusteeship;
- ensure no outside pressure or inducement results in the use of their Trusteeship to benefit themselves or any external individuals or organisations;
- do not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity;
- act in the best interests of Y and do not speak or vote by mandates given by any other body or person;
- be responsible for:
 - maintaining the highest standards of business conduct;
 - behaving honestly and with integrity;
 - complying with anti-bribery legislation and will not offer, give, solicit or accept any bribe;
 - remaining vigilant in preventing, detecting and reporting bribery, reporting any suspected instance of bribery in accordance with the Public Interest (Whistleblowing) Disclosure Policy.

2. Accountability

Trustees:

- act within their legal powers and where appropriate take professional advice;
- apply the property and income of YMCA Leicestershire only for its charitable purposes;
- agree Board standards and measure themselves against them;
- make decisions in line with YMCA Leicestershire's charitable purposes and organisational mission and values;
- acknowledge that as individuals they have:
- no authority to act or speak on behalf of YMCA Leicestershire, unless specifically delegated to do so;
- no authority over staff, unless explicitly authorised by the Board and agreed with the Chief Executive, (this should not restrict or discourage normal and open communication between the Trustees and members of staff).

3. Responsibilities

Trustees:

- recognise and respect the different but complementary roles of governance and management;
- support and contribute to the shaping of YMCA Leicestershire's vision, mission and values having regard to them when conducting YMCA Leicestershire's business and considering its activities and proposed activities;
- promote YMCA Leicestershire's mission and values in the wider community and wholeheartedly advocate for YMCA Leicestershire;
- facilitate the growth of YMCA Leicestershire through sharing their knowledge and skills;
- undertake the role of 'critical friend', proactively, constructively and respectfully.

4. Diversity and Inclusion

Trustees:

- promote diversity and inclusion within the Board and throughout the work of YMCA Leicestershire;
- have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- advance equality of opportunity between people from different groups;
- foster good relations between people from different groups.

5. Effectiveness

Trustees:

- exercise such skill, care and diligence in their work as would be expected of a reasonable, prudent person carrying out their own business affairs;
- involve themselves actively in the work of the Board, accepting their fair share of responsibilities, including service on committees or other groups and taking-up / maximising opportunities to view the day-to-day working context;
- make full efforts to attend all meetings and where they cannot attend, provide timely apologies;
- seek to get to know YMCA Leicestershire well and respond to opportunities to become involved in its activities;
- engender a respectful culture of open and honest debate, constructively communicating their opinions and perspectives;
- ensure they are properly prepared to fully participate in meetings;
- are open-minded, prepared to accept new ideas and actively encourage people to contribute;
- recognise and celebrate achievements and say 'thank you';
- seriously consider their individual and collective training and development needs, seeking and undertaking opportunities to enhance their effectiveness by:
 - participating in relevant training and development opportunities;
 - undertaking personal review and appraisal.

6. Breach of the Principles

- if a Trustee believes any substantive provision of the Code have been breached, they should raise the issue with the Chair (or Vice-chair if the allegation concerns the Chair) who will investigate the allegation in accordance with the Standing Orders;
- Any substantiated allegation of a material breach of this Code may result in the removal of a Trustee.

7. Review and Amendment

- the Code should be kept under continuous review and reviewed fully at least every three years;
- any amendment to the Code will require Board approval. Amendments may change previously approved policies or procedures and will therefore be deemed to take precedence and inform subsequent decisions. Any such amendment will not work retrospectively and affect previous decisions.

Appendix 1: The 7 Principles of Public Life - the 'Nolan Principles'

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other benefit for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations which might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions in public and must submit themselves to whatever scrutiny is appropriate for their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way which protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

