



Trust for London

Tackling poverty and inequality

FURTHER DETAILS

REMUNERATION/BENEFITS

Trustees are not paid but expenses are covered by the Trust.

The Trust encourages Trustees to refresh and expand their skill-set and will pay for related training. The PA to the Chief Executive circulates training opportunities on a wide variety of topics as they become available and will assist in the registration process.

CODE OF CONDUCT

The purpose of this code of conduct is to provide the Trustees of the Trust for London Trustee (“the Trustees”) with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their obligations to the Foundation.

For further information on the legal responsibilities of a charity Trustee, refer to CC3 *The Essential Trustee: What you need to know*, published by the Charity Commission.

This code is based on and adapts the Nolan Committee’s ‘Seven Principles of Public Life’.

Selflessness

The Trustees have a general duty to act in the best interests of the Trust for London Trustee and the Charities it administers. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or their nominating body.

Integrity

The Trustees:

- should not place themselves under any financial or other obligations to outside individuals or organisations that might influence them in the performance of their role;
- as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, the Trustees should make their decisions solely on merit.



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Accountability

The Trustees are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role.

Openness

The Trustees:

- Should be as open as possible about all decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interests of the Trust and any Charities it administers demands;
- Any information of a confidential nature must remain so outside the confines of the Trustee meeting.

Honesty

The Trustees have a duty to declare any interests relating to their Trustee role and to take steps to resolve any conflicts that may arise in a way that protects the interests of the Trust and the Charities it administers.

Leadership

The Trustees:

- should promote and support the principles stated above by leadership and example;
- must respect the role of the Chief Executive. There will be circumstances under which Trustees will be working directly with the Trust for London staff. Guidelines for such working relationships must be clear to both staff and Trustees and, when these occasions arise, the Chief Executive/Chair should be informed in advance.

DECLARATION OF INTERESTS

The declaring of interests by a trustee forms part of a wider code of behaviour expected of trustees in fulfilling their obligations towards the Trust and its beneficiaries.

Section G2. of the Charity Commission booklet “The Essential Trustee” (CC3) says under ‘Personal conduct of trustees’ that trustees “must act reasonably and prudently in all matters relating to the charity and need always bear in mind that their prime concern is its interests. They must not let any personal views or prejudices affect their conduct as trustees. They must exercise an appropriate degree of care in administering their charity.”

One aspect of a trustee’s duty therefore is that a trustee must not make a profit from their charity. Where trustees are required to make a decision which affects the



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personal interest of one of their number then that person should not be present at any discussion or vote on the matter. An example of this would be where a trustee (or his/her family) has a personal financial interest in the outcome of a property decision. The trustee should declare this at the start of the meeting and absent himself or herself from the relevant part of the meeting.

There are occasions when the trustee has a less direct interest in the outcome of a decision. They may, for example, have an association or relationship with an organisation which is (or indeed might become) an applicant for funds. They (or members of their family) may be a trustee of a charity that is seeking a grant. In this case a declaration of interest would be required from the trustee at the start of the committee meeting of their connection with the organisation. The meeting may well decide that the person can remain present throughout the discussion and, depending on the degree of involvement, may even decide that the person can vote. If however, the person is more directly involved with the charity e.g. they (or members of their family) may be paid advisers to a charity, they may be allowed to remain present for the discussion but not be involved with the decision.

The above considerations will apply equally to members of staff who are looked to by the trustees for advice and information in their decision making.

All declarations made at a meeting will be included in the minutes of that meeting. The file of previous declarations will be available to Trustees for inspection upon request and at future meetings.

Gifts and hospitality

Occasionally trustees or staff may receive a gift or an offer of hospitality arising from their position at the Trust. Any item considered to be of a value of more than £50 is to be recorded on a standard form and kept on file.

Reporting

An annual summary of gifts and hospitality will be presented to the Finance, & Resources Committee for review.

Further information on this subject may be found on the Charity Commission website under "A Guide to Conflicts of Interest For Charity Trustees".

September 2011