



Melton Mowbray Town Estate

1.18 Code of Conduct (including Conflict of Loyalties)

Organisational values

As a Feoffee of Melton Mowbray Town Estate I promise to abide by the fundamental values that underpin all the activities of this Organisation. These are:

- **Accountability**

Everything Melton Mowbray Town Estate does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the Courts.

- **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within Melton Mowbray Town Estate and equally when dealing with individuals and institutions outside it.

- **Transparency**

Melton Mowbray Town Estate strives to maintain an atmosphere of openness throughout the Organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity regulations in any aspect of my role of Feoffee.
- I will support the mission statement and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the Organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the Board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow Feoffees', staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as Feoffee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact within my role as Feoffee.

Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair of Feoffees'.
- When I am speaking as a feoffee of this Organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.



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- When speaking as a private citizen I will strive to uphold the reputation of the Organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.

Personal gain

- I will not personally gain materially or financially from my role as Feoffee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality without prior consent of the Chair of Feoffees'.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the Boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Melton Mowbray Town Estate.
- I will abide by Board governance procedures and practices.
- I will strive to attend all Board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and is prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair of Feoffees' and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority Board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the Boardroom unless authorised by the Chair of Feoffees' or Board to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for Feoffees'.
- I will continually seek ways to improve Board governance practice.
- I will support the Chair of Feoffees' in his/her efforts to improve his/her leadership skills.

Leaving the Board

- I understand that substantial breach of any part of this Code may result in my removal from the Trustee Board.
- Should I resign from the Board I will inform the Chair of Feoffees' in advance in writing, stating my reasons for resigning.

Signed.....

Print name.....

Dated.....



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A Guide To Conflicts of Interest For Charity Trustees (Version 03/04)

Trustees - means charity trustees. Charity trustees are the people who are responsible for the general control of the management of the administration of the charity. In the charity's governing document they may be called trustees, managing trustees, committee members, governors or directors, or they may be referred to by some other title.

Trustee board - means the charity's governing body. This may be called the management committee, executive committee or board of directors, or may be referred to by some other title.

Conflict of loyalties

Trustees should bear in mind that when they are dealing with the business of the charity, their overriding duty is to act in the best interests of the charity. There may be situations in which a trustee's loyalty to the charity conflicts with their loyalty to the body which appointed them, to another charity of which they are a trustee or to a member of their family. Such conflicts of loyalty will not stop anyone from being a trustee, but they can occasionally cause conflicts of interest.

Any trustee who has a conflict of loyalties should declare this and it should be included in the register of interests. They should also declare the interest at the beginning of any meeting at which an issue is to be discussed that is subject to the conflict and should take no further part in the discussions on the issue. This will help to ensure transparency and avoid any accusations of impropriety.

Nominative or representative trustees

Trustees appointed by another organisation, such as by a local authority, (sometimes referred to as nominative or representative trustees) have exactly the same duties and responsibilities as other trustees. They must act independently of the organisation which appointed them and act only in the best interests of the charity. There may well be occasions where such trustees will have to act in a way which conflicts with the interests of the organisation appointing them. In such circumstances the best interests of the charity must come first; this duty overrides all other considerations.

Failure to act in the best interests of the charity could constitute a breach of trust for which a personal liability (financial or otherwise) could arise.

Where a conflict of interest arises in relation to a particular issue, for example in relation to a property transaction, the trustee concerned should not vote on it and should withdraw from any meeting at which it is considered.

It is a good idea to ensure that when nominated or representative trustees are appointed, the trustees are fully trained in their responsibilities as trustees and that the appointing body is also made aware of these responsibilities.

Further information can be found in our operational guidance [OG 56](#) Local authorities and trustees. Information about trustee responsibilities is contained in [Responsibilities of charity trustees \(CC3\)](#).