



Adopted by Harborough Welland Trustees November 2024

## **Harborough Welland u3a (HWu3a)**

### **Trustee Code of Conduct**

#### **Introduction**

Charity trustees work together as a team and are collectively responsible for controlling the management and administration of a charity.

It is important to read this code so that you know what is expected of you, as a first Trustee of the HWu3a Committee (“Committee”).

#### **What Hwu3a asks of you, as a trustee**

Trustees shall read the following documents:

- extract from the Charity Commission Guidance: The Essential Trustee – what you need to know, what you need to do (“Guidance”) [CC3 The Essential Trustee: What you need to know](#)
- HWu3a Constitution
- guiding principles of the u3a movement
- the Charity Commission Guidance itself which provides more detailed information about your role as a trustee. You can access the Guidance at The Charities Commission by using this link [Charities: fit and proper persons test - GOV.UK](#)

Please read and sign the Fit and Proper Persons Guidance, before signing this form. This explains the circumstances that would render you ineligible to become a Trustee.

If at any time, you should become ineligible to remain a Trustee, you must notify the Chairman, Treasurer or Secretary of the Committee without delay. You must also immediately resign formally from your trustee role and take no further part in the management and administration of HWu3a. It is an offence to continue to act as a trustee once you become aware that you are no longer eligible to do so.

A Trustee shall

- follow and promote the principles of the u3a Movement at every opportunity.
- Always act in the best interests of HWu3a and the u3a Movement.
- Do their utmost to uphold the reputation of HWu3a and the u3a Movement.
- Never do anything that could bring the HWu3a or the u3a Movement into disrepute or expose HWu3a or the u3a Movement to undue risk.
- Use HWu3a's resources responsibly and only to further HWu3a's charitable purposes.
- Abide by HWu3a's constitution and all policy documents relating to the structure and organisation of the Committee and the administration of HWu3a.
- Ensure they are fully aware of and abide by HWu3a's Data Protection and Privacy Policy and HWu3a's other policies and procedures.
- Always treat co-trustees with dignity and courtesy and do not discriminate against any Trustee because of their gender, nationality, ethnicity, sexuality, disability (physical or mental), religion, political opinion or age.
- Notify the Committee of any gifts received as Trustees are not permitted, to derive any pecuniary benefit from being a Trustee.
- Notify the Committee before accepting an invitation to speak on behalf of HWu3a.
- A Trustee does not have the power to act alone. The power to make decisions rests solely with the Committee. Once an item has been voted on and approved by the Committee, you must accept the decision as final and not comment further on it outside of a Committee meeting. If you have a particular objection or concern about an issue, this should be minuted at the meeting.
- Keep confidential the discussions that take place during Committee meetings. Decisions made and actions to be taken are minuted and available to our members on request. In the absence of this assurance of confidentiality, it would make it very difficult for the Committee to express their views openly and to deal with any sensitive issues that may arise concerning a co-trustee or any other member of HWu3a.

If you have any concerns that the Committee is acting in breach of the HWu3a constitution, any legal duty, the u3a Principles or this code of conduct and you cannot resolve the issue informally with the Committee, please use, as applicable, the Complaints or Grievance Procedure, to pursue your concern.

You must observe any confidentiality requirements set out in the Complaints or Grievance procedure whilst doing so.

You must declare any conflict or possible conflict of interest at the start of the relevant Committee meeting or as soon as you become aware of an actual or possible conflict, if this arises during the meeting itself. If you do have a conflict of interest, the Chair will then decide whether to exclude you from the item giving rise to the conflict of interest or even from the whole meeting, where appropriate.

If you are the Chair and have a conflict of interest, the other trustees present will ask, as applicable, the Vice Chair, Treasurer or Secretary to make the decision.

Attend as many Committee meetings as you possibly can.

## Declaration

Please now sign this Code of Conduct to confirm that you:

- are eligible and willing to act as a trustee of HWu3a.
- understand your duties and responsibilities as a Trustee of HWu3a.
- have read the Trustee Code of Conduct and all other relevant documents.
- understand HWu3a's purposes and rules set out in the HWu3a constitution
- agree to comply with this Code of Conduct.
- have signed and returned your Fit and Proper Persons form.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Policy Review Date: November 2028