



Trustee Code of Conduct

Purpose of a Code

To set out the relevant standards expected of Tŷ Hafan's trustees in maintaining the highest standards of integrity and stewardship. To ensure that the organisation is effective, open and accountable. To ensure a good working relationship with the chief executive and the executive team.

I understand my registration as a non executive director with Companies House and as trustee with the Charity Commission depends on accepting the duties and responsibilities laid out in statute, regulation and the Charity's constitution.

I accept these conditions by:

- signing the Charity's declaration of willingness to act as a trustee and non executive director of Tŷ Hafan
- signing and abiding by the trustee code of conduct
- acting within the trustee terms of reference and role description

Trustee:

Date:

Governance

I will endeavour to act in the best interests of Tŷ Hafan at all times, without exception.

I will endeavour to uphold and pursue the Charity's charitable objects for its beneficiaries now and for the years to come.

I will endeavour to follow the principles of good governance and best practice, abiding by the Charity's constitution, driving forward its Vision, Mission and Strategic Objectives and upholding the Charity's Values.

I will endeavour to govern the organisation and administer all its assets in the interest of the affairs of Tŷ Hafan.

I will endeavour to ensure that the organisation complies with regulatory and statutory requirements and must exercise overall control over the organisation's financial affairs.

I will endeavour to abide by the organisation's policies and procedures.

I will endeavour to ensure that the Charity's income is spent solely for the purpose as laid out in its objects.

As a member of the board, I will hold myself accountable to Tŷ Hafan's stakeholders including the public for my actions as a trustee and collectively, for the board's decisions, the performance of the board and the performance of the organisation.

I will endeavour to act with probity, due prudence and as a member of the board will take and consider professional advice on anything in which the board does not have expertise.

Caring, Collaborative, Professional

I will endeavour to ensure that the Charity's people, its beneficiaries and all who come into contact with the organisation are safeguarded.

I will support the chairman of the board to fulfill his duties in leading the Charity and I will share my skills, experience and knowledge to actively and creatively support the Charity as required and authorised by the chairman.

I will treat colleagues with respect and dignity.

I will work considerately and respectfully with all those I come into contact with at Tŷ Hafan. I will respect diversity, different roles and boundaries, and shun giving offence.

I will provide insight, wisdom and judgement, including establishing appetite for risk.

I accept my duty to ensure Tŷ Hafan is well run and economically viable, by constructively challenging and scrutinising proposals without personal criticism.

I will conduct myself in a manner which does not damage or undermine the Charity's reputation, or its staff individually or collectively. I will not take part in any activity which is in conflict with the objects of the Charity.

Managing interests

I will not gain materially or financially directly or indirectly from my involvement in Tŷ Hafan. Neither will I attempt to use my status to gain customer advantage within the organisation e.g. queue jump.

I will declare any potential interests or loyalties in accordance with Standing Orders and ensure details are corrected recorded on the Register of Interests.

I will defer to the Chairman if any potential conflict or loyalty arises that may influence my decision making or influence others.

I will not place myself under any financial or other obligation to outside individual organisations that might influence me in the performance of my official duties.

As a member of the board I will respect and support majority decisions of the board, taking joint responsibility for those decisions as a collective.

I will not act unilaterally. I understand that the extent to which any one trustee or a small group of trustees is empowered to speak for or take action on behalf of the organisation or the board must (subject to any specific constitutional rules) be a matter for the whole board to decide together. I understand that such decisions must be recorded.

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I accept that my sole responsibility is to the Charity, if I am nominated to sit on the board as a representative of a group or organisation.

I will submit myself to Enhanced DBS checks on admission and every three years thereafter.

I will understand and reflect the views of all stakeholders and will aim to resolve any differing interests as required.

Responsibilities

Together with the board and with the help of the Chief Executive and professional advisers if appropriate:

I will keep myself up to date with the work of the organisation and that of specialist paediatric palliative care in order to develop a working knowledge of Tŷ Hafan and to give the board credibility as a body.

I will ensure any visits to the establishment are made by arrangement with the chief executive, or chairman if there is a good reason to believe that the chief executive's actions are threatening the probity of the organisation.

Meetings of the Board

I will undertake to attend at least 75% of all board and nominated committee meetings in any year, or give my apologies and contribute in advance.

I will ensure I am prepared for meetings, so I may contribute appropriately and effectively, querying in advance anything I do not understand.

I will bring a fair and open minded view to all discussions of the board and I will endeavour to ensure that all

decisions are made in Tŷ Hafan's best interests.

I will aim to foresee and avoid any potential conflict of interest or conflict of loyalty. Where one arises, I will immediately declare any interest and absent myself from any discussion or vote taken on the matter by the remaining board members. I understand that any transaction under which a trustee may benefit either directly or indirectly must have proper legal authority.

I will not disclose confidential information or material (relating to users, beneficiaries, members, staff, commercial business, etc) provided to, or discussed at a board or committee meeting. I will ensure confidential matters remain within the confines of the board or committee and I will not discuss any such matters outside the body of the board.

I accept my personal and collective responsibility to develop a sound knowledge of Tŷ Hafan and ensure the maintenance of a properly constituted, balanced and competent board.

I will use Tŷ Hafan's resources responsibly and when claiming expenses will do so in line with its procedures.

Staff

I will ensure I have a clear understanding of the scope of authority delegated to the chief executive as set out in the Scheme of Delegation of Authority.

I understand that policies and strategies agreed by the board should be expressed in unambiguous and practical terms, so that the chief executive and staff responsible for

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implementing those policies are clear what they need to do.

Together with my fellow board members I will ensure directions given to the chief executive and the staff should come from the board as a collective.

I will endeavour to act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the chief executive and other staff.

I will respect the difference in roles between the board, the chief executive, staff and volunteers.

Where I also volunteer with the organisation, in a different capacity from that as board member, I will

maintain the separation of my role as a trustee and as a volunteer. I understand that all trustee volunteering is with the authority of the chairman.

I will try to ensure that the board, the chief executive and the executive team work effectively and cohesively for the benefit of Tŷ Hafan, and develop a mutually supportive and loyal relationship.

Having given the Chief Executive delegated authority, I will be careful - individually and collectively as a member of the board - not to undermine it by word or action.

I understand that failure to abide by the Charity's governing documents may be considered a breach of this code, and if substantial, might result in being asked to resign from the board.

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