



Serving and Protecting Selsey's Young People
Youth Dream (Selsey) Limited
Registered in England and Wales
Company Registration No. 8752886 Registered Charity No. 1155982

The Bridge Youth Support Centre

CODE OF CONDUCT FOR TRUSTEES

Registered Office:
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**Youth Dream
October 2021**

Trustees are an integral part of all charities. Without their enthusiastic, dedicated and philanthropic contributions no charity whatever its size could exist.

The Trustees of a Charity are the group of volunteers who have the ultimate responsibility for running and managing the Charity for the Public Benefit in accordance with its governing document and in compliance with charity law.

By reading this Policy and accepting the role of a Youth Dream Trustee, a Trustee agrees to the following responsibilities:

General Conduct

- Trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which Trustees do not have relevant expertise.
- Trustees are required to act in the best interests of Youth Dream at all times.

Independence

- Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the Charity or its volunteers and employees. More specifically Trustees:
 - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
 - must avoid actual impropriety and any appearance of improper behaviour.
- Trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as a Trustee. Any gifts or hospitality received in any connection to Youth Dream should be declared to the Board.

Youth Dream Trustee Roles

Trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of a Trustee, adequately preparing for meetings and participating in committees and special events when required.

Youth Dream Meetings

Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chair of the meeting.
- Bring a fair and open-minded view to all discussions of the meeting, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of Youth Dream.
- Bring a genuinely independent perspective to enhance decision-making, given that Trustees share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other Trustees.

Volunteers/Employees within Youth Dream

Trustees should:

- Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in Youth Dream should conduct themselves in order to reflect the values of Youth Dream.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers and any employees work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by:
 - respecting management arrangements and avoiding any actions that might undermine such arrangements;
 - not interfering in the performance by volunteers or employees of duties delegated to them within the Charity while ensuring that volunteers and any employees working for the Charity are held to account through the manager as appropriate.

Legal Requirements and Policies

All Trustees are equally responsible for the proper management of Youth Dream in accordance with its charitable objects and charity law. Therefore, the majority decision of the Trustees is legally binding on ALL Trustees, even if they voted against the decision or were not present at the meeting at which the decision was taken.

Trustees must:

- Act in accordance with Youth Dream's governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the Trustee to inform the Charities Commission or any other statutory body about any matter, which could threaten the future of the Charity or could represent a breach of any law with which the Charity is required to comply.
- Abide by all Youth Dream's policies and procedures.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

Where a Trustee is found to be in breach of the standards outlined by the board in its Code of Conduct he or she will be asked to meet with the Chair of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a Trustee may result in the Trustee's tenure being terminated.

Other Matters

This policy is applicable to all the activities in which Youth Dream is or becomes involved; it is to be reviewed and updated as necessary at least annually.

Approved by Trustees and Issued: December 2021

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Mike Nicholls, Chair, Youth Dream