



CALLANDER COMMUNITY DEVELOPMENT TRUST

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Callander Community Development Trust (CCDT)

Draft Code of Conduct for the Board of Trustees

1. Conduct of Trustees

A Trustee must observe the code of conduct of the Board of Trustees whenever he/she -

- Is engaged in a business meeting of the Trust
- Acts as a representative of the Trust in dealing with outside bodies.
For the purposes of this code, 'meeting' means any meeting of the Board of Trustees and its subgroups, whether formal or informal.

2. Obligations of Trustees

A Trustees must:

- Treat their fellow Trustees, staff (whether contracted or employed) and members of CCDT with respect and courtesy at all times and must not discriminate against any person.
- Not disclose information given in confidence to the Board unless required by law to do so.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Not conduct himself or herself in a manner which could reasonably be regarded as bringing the Board or the CCDT into disrepute.
- Not use his/her position improperly to confer on, or secure for any person or organisation, an advantage or disadvantage.
- Ensure the resources of the Trust are used prudently, in accordance with the law and, where appropriate, in compliance with the guidance of the Scottish charity regulator OSCR and of Companies House
- Ensure that the resources of the CCDT are not used for the activities of a registered political party or of a single faith organisation.

When reaching decisions, Trustees must:

- Take decisions solely on merit.
- Take decisions in the best interests of the CCDT and the wider community, and not act to gain unfair advantage for themselves or organisations to which they belong or have a pecuniary interest in.
- Act honestly, and declare any private interests or potential conflicts of interest (see Section 3)

Trustees must be as open as is possible and practical about decisions made by the Board.

A Trustee must report:

Any conduct by another Board member which is believed to be a material breach of this code to the Chair. In the event that the report relates to the conduct of the Chair, such reports should be submitted to the Vice-Chair.



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3. Personal Interests

- a. On their appointment to the Board as Trustee he/she will notify the Company Secretary of any personal interest which may give rise to potential or real conflicts of interest, or as they arise at any time in the future.
- b. The Company Secretary will hold a register of pecuniary and non-pecuniary interests, and this will be available for inspection by the Board at any time, and by members on written application. The register will be reviewed and updated annually.
- c. A Trustee must declare any conflict of interest, whether previously notified or otherwise, at any meeting where it is likely to arise, and will accept the ruling of the Chair of the meeting as to whether or not they should take further part in discussion or decision on that item. The declaration and actions taken must be recorded in the meeting minute.
- d. All Trustees have a duty to raise any potential conflicts of interest and to ensure that all such potential conflicts of interest are resolved.

4. Registration of Gifts and Hospitality

A Trustee must notify:

The Company Secretary of the existence and nature of any gifts, benefits or hospitality offered, whether accepted or declined, from any relevant authority, any member of a relevant authority or any other relevant organisation or person.

5. Breach Protocol

In the event of a reported breach of this Code of Conduct, refer to the Disciplinary and Grievance Policies for CCDT.

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