

COSRT Code of Conduct for Trustees

Selflessness and Protection of Organisational name: Trustees agree to support the fundamental values that underpin the activities of COSRT. Trustees will be seen as guardians to the mission. Trustees will be expected to carry out their duty to act on behalf of COSRT as a whole. Trustees will not be expected to speak to outside agencies without authority to do so from the trustee board and such representations will be expected to reflect organisational policy not their own personal views.

Accountability: Trustees will be required to comply with the charity and company law regulations. They will at all times be accountable for Trustee decisions and actions to the service users, public, funders and membership of COSRT. Trustees will be expected to support organisation policy and procedures and submit any information required in any scrutiny of COSRT as an Organisation.

Integrity and Conflict of interest: Trustees will provide information on conflict of interests to a COSRT register of conflict. Individual trustees will be expected to notify any interest, within meetings, where a decision may affect their personal interest and absent themselves from any involvement in this matter. Trustees are asked to avoid any improper behaviour, and accepting any gifts that might be thought to influence or bias their judgement as a trustee for COSRT.

Honesty and Transparency: Trustees are asked to be honest with their views and opinions. Trustees are asked to respect the confidentiality of information entrusted to them, whilst also being open to respond to questions to promote confidence in transparency. Honest in relation to expenses claims will be expected.

Person to person: Trustees will be working as part of a team and will be expected to support the chair, CEO, staff and be a colleague to fellow peers with the board. Trustees are asked to respect the differences they might meet with the people they come into contact with and model anti-discriminatory behaviour. In working alongside colleagues there will be a need to balance the importance of respecting different views and also allow their own voice to be heard. All trustees will be expected to respect that the majority vote will be final. Trustees are asked to make a commitment to their peers and prioritise meetings as vital to ongoing trustee work. Apologise in advance for non-attendance to trustee meetings is considered respectful.

Objectivity: Trustees will be expected to participate in ongoing development of staff team at COSRT and provide feedback for staff appraisals. In carrying out their role, including appointment, awarding contracts, recommending rewards to individuals or transacting business trustees should ensure decisions are made on merit.

Leaving the Trustee Board: Trustees should understand that a breach in this code might result in their removal from the board. Notification of resignation is essential for ongoing succession issues to be addressed. Written notification, to the chair, of 6 months, is requested unless an emergency situation prevents this happening. Trustees may be asked to participate in an exit interview.

All trustees will be asked to participate in a review of these codes on a yearly basis.

September 2004.

COSRT and Trustee joint declaration:

COSRT agrees to:

- Provide Trustee insurance liability cover on a yearly basis
- Ensure expenses are reimbursed, as per agreed protocol speedily and completely.
- Provide each Trustee with the necessary information to understand the organisation and provide specific paperwork for meeting in good time to enable discussion and debate to occur.
- Review individual needs of trustees and provide training opportunities to enhance development of trustees in their work.
- Provide a reference for all trustees as requested to outline the contribution that has been made during their time of service as a trustee.

Signature of the Chair of COSRT.....dated.....

As a Trustee you declare:

- I am over 18 years of age.
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by the charity commission or an internal process.
- I am not disqualified by Charity Act 1993 (section 72) from acting as a charity trustee
- I am not under a disqualification order under the Company Directors Disqualification Act 1986
- I do not have any financial interest in conflict with those of COSRT (either in person or through family connections) outside those I have declared in the conflict of interest statement.

As a Trustee you agree to:

- Read and abide by the COSRT Code of Conduct for Trustees.
- Complete the yearly skills audit of trustees and conflict of interest statement
- Notify the Chair of the Board of Trustees immediately if my circumstances change in relation to any of the above declarations during my term of office.

Signature.....dated.....

September 2004

Conflict of interest statement

Name of Trustee:

Date:

Please list any known information to identify past, current, or future relationships that might produce a potential or real conflict of interest in your work as a COSRT Trustee. This information will be stored centrally and available to the Chair of COSRT, Trustee Board members and may be provided to the Charity Commission,

