



# Citizens Advice Leeds Code of Conduct for Trustees

This Code sets out the standards of behaviour expected of Citizens Advice Leeds Trustees. In addition to members of the Trustee Board it applies to all members of Trustee Board sub-committees, Advisory Groups and working groups. The Code incorporates the Nolan principles of standards in public life. It aims to ensure that all observe the highest standards of propriety and act in the best interests of Citizens Advice Leeds and the Citizens Advice service at all times.

## **Equality and diversity**

Trustees' behaviour and attitudes are consistent with the values of the Citizens Advice service and the agreed equality and diversity strategy.

## **Respect**

Trustees must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times.

## **Commitment**

Trustees must devote sufficient time preparing for and attending meetings to ensure they add value to the organisation and to the Board's work.

## **No personal benefit**

Trustees must not benefit from their position beyond what is allowed by the law. Trustees should take decisions solely in terms of Citizens Advice Leeds' best interests. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

## **Conflicts of interest**

Trustees should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

## **Probity**

Trustees must comply with any rules agreed by the Board including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise Citizens Advice's political neutrality.

## **Openness and accountability**

Trustees must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of Citizens Advice Leeds' resources.

Trustees must disclose anything in their past which could bring Citizens Advice Leeds or the Citizens Advice service into disrepute e.g. removal from any previous governance role or

membership of organisations which may conflict with the aims, principles and values of the Citizens Advice service.

**Confidentiality**

Trustees must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

**Integrity**

Trustees are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the board. Trustees should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any other group or organisation.

**Statement of acceptance**

I have read and understood the above Code of Conduct for trustees. I agree to abide by the standards set in the code.

Signed: .....

Name (please print): .....

Date: .....