

**Code of Conduct**

**for Together Active Trustees**

Together Active’s values underpin everything we do as a Board and as individuals. We believe that by using these values to guide our decisions and actions, we will be best placed to achieve our vision of *Everyone More Active More Often.*

As a Trustee for Together Active, I will respect and uphold these values:

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| **Integrity** | This is our foundation; we will work openly, honestly and sincerely, showing respect and sharing our passion for what we do |
| **Inclusive** | Actively accessible to all, whilst putting the individual at the heart of what we do |
| **Collaborative** | Drawing on our strengths and those of others, brokering, enabling and influencing for positive results |
| **Ambitious** | Committed to excellence and continually improving our services through innovation and creativity |
| **Objective** | Making informed decisions for the benefit of the local population, based on robust evidence |
| **Purposeful** | Having clearly articulated goals underpinned by appropriate insight and action |
| **Accountable** | Owning decisions and delivering on promises individually and collectively |

**GENERAL**

* I will act within the Constitution of Together Active and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Constitution and relevant policies and procedures.
* I will support the vision and mission of Together Active, championing them, using any skills or knowledge I have to further them and seeking expert advice where appropriate.
* I will be an active Trustee, making my skills, experience and knowledge available to Together Active and seeking to do what additional work I can outside of Board meetings, including sitting on sub-committees.
* I will respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
* I will develop and maintain a sound and up-to-date knowledge of Together Active and its environment. This will include an understanding of how Together Active operates, the social, political and economic environment in which it operates and the nature and extent of its work.
* I will use Together Active’s resources responsibly, and when claiming expenses will do so in line with Together Active procedures.
* I will seek to be accountable for my actions as a Trustee of Together Active, and will submit myself to whatever scrutiny is appropriate.
* I accept my responsibility to ensure that Together Active is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

**MANAGING INTERESTS**

* I will not gain materially or financially from my involvement with Together Active unless specifically authorised to do so.
* I will act in the best interests of Together Active as a whole, and not as a representative of any group – considering what is best for Together Active and its present and future beneficiaries and avoiding bringing Together Active into disrepute.
* Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with Together Active policy.
* I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

**MEETINGS**

* I will attend all appropriate meetings and other appointments at Together Active or give apologies. I understand that I am expected to attend 75% of formal Board meetings during a calendar year.
* If I cannot regularly attend meetings I will consider whether there are other ways I can engage with Together Active.
* I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
* I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
* I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so.

**GOVERNANCE**

* I will actively contribute towards improving the governance of the Board, participating in an induction and training and sharing ideas for improvement with the Board.
* I will help to identify good candidates for becoming a Trustee at Together Active and, with my fellow Trustees, will appoint new Trustees in accordance with agreed selection criteria.

**RELATIONS WITH OTHERS**

* I will endeavour to work considerately and respectfully with all those I come into contact with at Together Active. I will respect diversity, different roles and boundaries, and avoid giving offence.
* I recognise that the roles of Trustees and staff of Together Active are different, and I will seek to understand and respect the difference between these roles.
* I will seek to support and encourage all those I come into contact with at Together Active. In particular I recognise my responsibility to support the Chair and senior staff members.
* I will not make public comments about the organisation unless authorised to do so. Any public comments I make about Together Active will be considered and in line with organisational policy, whether I make them as an individual or as a Trustee.

**LEAVING THE BOARD**

* I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Board.
* Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the Board I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.
* If I wish to cease being a Trustee of Together Active at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .