



Policy Manual

Name: TRUSTEE APPLICATION AND CODE OF CONDUCT

Last updated: 24th August 2020

Due for review: August 2022

Our governance

The non-executive board of Coldharbour Mill Trust Ltd.

The board

Whilst day-to-day and operational management & implementation of strategy is delegated to our Chief Executive, our board is ultimately responsible for all that we do. This includes:

- our overall performance
- our values, integrity and reputation
- how we meet our statutory objectives and use our legal powers
- our business direction and strategy
- our management team's performance, governance standards and delivery against plans

Our board pays particular attention to:

- maximising our impact and effectiveness
- identifying and managing risks
- listening and responding to stakeholders
- maintaining our independence from government
- making sure we use public funds prudently
- making sure we act fairly, responsibly, transparently, proportionately and ethically

Further details can be found in the Trustee Recruitment Pack below.



Thank you for expressing an interest in becoming a Trustee of Coldharbour Mill Trust Ltd.

In this pack you will find the information that you need to make your application. This includes an outline of the recruitment process and election by Coldharbour Mill Trust Ltd at the Annual General Meeting.

To apply, please provide a brief CV and a covering letter which outlines:

- a) How your experience, skills and knowledge meet the person specification in the attached role profile;**
- b) The contribution you could make to Coldharbour Mill Trust Ltd by being a Trustee;**
- c) Why you would like to be a Trustee of Coldharbour Mill Trust Ltd.**

Please also complete the enclosed monitoring form and declaration of eligibility to be a Trustee.

You may wish to refer to our website at www.coldharbourmill.org.uk which includes information on Coldharbour Mill Trust Ltd's work and a copy of our most recent Annual Report and Accounts.

Please send your application to the Company Secretary at Coldharbour Mill Trust, Coldharbour Mill Museum, Uffculme, Devon, EX15 3EE or by email to chiefexec@coldharbourmill.org.uk Your application will be acknowledged within one week of receipt.

Thank you for your interest in becoming a Trustee of Coldharbour Mill Trust Ltd, we look forward to hearing from you

Yours faithfully,

Jackie Dawkins
Chair of Trustees

Trustee recruitment guidance notes

Selection process

We work to ensure that our Trustees have the right skills and experience to lead the charity effectively. Following receipt of applications, selected Trustees will screen candidates for interview. There will be the opportunity for shortlisted candidates to meet with the CEO and/or Chair prior to interview.

Following interviews, the panel will make recommendations to the Trustees who will then select potential Trustees to attend a Board meeting as an observer, if co-opted at the end of that Board meeting, the new Trustee would stand for election at the AGM.

Under the terms of our constitution, Trustees elect Trustees at the Annual General Meeting and Trustee terms of office commence from then officially.

Trustees at Coldharbour Mill Trust Ltd serve for a term of three years and are then eligible to stand for a second term for a further three years.

Declaration of eligibility and signature

Members of Coldharbour Mill Trust Ltd Board are both Charity Trustees and Company Directors. As such they must satisfy criteria under charity law and company law in order to qualify. ***Please complete the declaration at the end of the form to confirm that you are eligible to be a member of our Board of Directors.*** (Please note that a false declaration or omission in support of your application will disqualify you from appointment. If you are successful, and false declarations or omissions are subsequently discovered, this is likely to lead to your removal as a Trustee of Coldharbour Mill Trust Ltd.)

DBS checks

In accordance with Coldharbour Mill Trust policy, all Trustees will be required to undergo a DBS check before being recruited to the role of Trustee.

Support and development

Coldharbour Mill Trust Ltd is committed to supporting Trustees in their role. All Trustees receive induction and training as appropriate. Trustees have a personal development process, based on self-assessment and discussion.

Remuneration and expenses

Trustee positions are carried out in a voluntary capacity and there is no remuneration. However we will refund all reasonable expenses incurred on Coldharbour Mill Trust Ltd business.

1. Statement of Intent

A code of conduct for Trustees ensures a high standard and makes it clear how any potential conflicting interests are to be raised and dealt with.

The Committee of Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life. This code is based on a similar framework and adapts the Nolan Committee's "Seven Principles of Public Life".

According to the Commission on the Future of the Voluntary Sector, "We were impressed by the review of codes of good governance for 'public spending bodies' set out in the Nolan committee report and suggest that a set of principles for the Voluntary Sector as a whole might be produced".

2. Conflicts of Interest

- 2.1 Any trustee who has a financial interest in a matter under discussion should declare the nature of his/her interest and withdraw from the room, unless he/she has a dispensation to speak.
- 2.2 If a trustee has any interest in the matter under discussion which creates a real danger of bias, that is the interest affects him/her or a member of his/her household more than the generality affected by the decision, he/she should declare the nature of the interest and withdraw from the room, unless he/she has a dispensation to speak.
- 2.3 If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, he/she should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if he/she wishes.
- 2.4 If in any doubt about the application of these rules he/she should consult the Trusts Conflict of Interest Policy and discuss with the chair.
- 2.5 Trustee's interests will be listed on a register.

3. Key Principles

3.1 Selflessness

Trustees have a general duty to act in the best interest of Coldharbour Mill Trust Ltd as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends, or the organisation they come from or represent.

Furthermore, no preferential treatment for trustees should either be offered by the organisation or expected by the trustee.

3.2 Integrity

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 role.

As well as avoiding actual impropriety, trustees should avoid any appearance of improper behaviour.

Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

3.3 Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, trustees should ensure that decisions are made solely on merit.

3.4 Accountability

Trustees have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in Coldharbour Mill Trust Ltd.

Trustees are accountable for their decisions and actions to the public, funders and stakeholders and customers. They must submit themselves to whatever scrutiny is appropriate to their role.

3.5 Openness

Trustees should make sure that confidential material, including material about individuals, is handled in accordance with due care.

Trustees should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands it.

3.6 Honesty

Trustees have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflict with their trustee duties, he/she must resolve this conflict in favour of the trustee role.

Trustees must make relevant declarations of interest in the different circumstances and roles they play both within and outside Coldharbour Mill Trust Ltd.

Trustees should support publicly all decisions of the Board – even if the trustee was not present at the decision-making meeting, or personally disagrees.

Trustees should not take any actions that may undermine the credibility of Coldharbour Mill Trust Board.

3.7 Leadership

Coldharbour Mill Trust Ltd trustees should promote and support the principles of leadership by example.

Trustees must respect the leadership role of the Chief Executive and the executive team.

There will be circumstances under which trustees will be working directly with, or under the supervision of, paid staff. Guidelines for such working relationships must be clear to both staff and trustees as trustees will be acting as volunteers.

The Chief Executive is the head of staff.

The trustees delegate responsibility for all operational and strategic management of the organisation to the Chief Executive.

3.8 Representation

No individual should represent the organisation without the express authority to do so from the Board of Trustees or the Chief Executive.



Declaration of eligibility to be a Trustee

I declare that:

- I am over age 18
- I am not an undischarged bankrupt
- I haven't previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am, in the light of the above, not disqualified by the Charities Act 2011 from acting as a Charity Trustee
- I undertake to fulfil my responsibilities and duties as a Trustee of Coldharbour Mill Trust Ltd in good faith and in accordance with the law and within Coldharbour Mill Trust's vision and purpose.
- I do not have any financial interests in conflict with those of Coldharbour Mill Trust (either in person or through family or business connections) or if I do, these will be formally notified through a conflict of interest statement. I will specially notify any such interest at any meeting where Trustees are required to make a decision which affects my personal interests, and I will either absent myself entirely from any decision on the matter or not vote on it.

I hereby declare that to the best of my knowledge, all the information given by me is correct. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements, and to assist Coldharbour Mill Trust Ltd in equal opportunities monitoring in respect of trustee applications. I agree that Coldharbour Mill Trust Ltd has the right to validate any of the information provided.

Signature: _____

Date: _____

Name: _____

Please note that if it is subsequently found that any of the above statements are found to have been false you could be disqualified from being a Trustee. Please complete and return this with your application.

Equal Opportunities Monitoring Form

Please complete and return with your application.

This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection legislation. The data will only be used for general statistical and monitoring purposes. The data will not be taken into account in assessing information on your application form.

Job title: Trustee

Gender Male Female

Ethnic origin

Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups. You might belong to any of the groups indicated.

How would you describe your ethnic origin?**White**

- British
 Irish
 Welsh
 English
 Scottish
 Any Other White Background

Mixed Heritage

- White and Asian
 White and Black Caribbean
 White and Black African
 Any Other Mixed Background

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Indian
 Pakistani
 Bangladeshi
 Any Other Asian Background

Black, Black British, Black English, Black Scottish, Black Welsh

- Caribbean
 African
 Any Other Black Background

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh

- Chinese
 Any Other Ethnic Background
 Any Other Chinese Background
 Do not wish to declare my Ethnic origin

Age

- 16-25 26-35
 36-45 46-55
 56-65 Over 65

Please return this form with your application. Thank you.

Amendment History:

Version	Date	Amendment History
1.0	26 July 2018	Version Control Added
1.1	24 th August 2020	Conflict of Interest Policy referred to & minor grammatical corrections