



Code of Conduct for Trustees of the Institute of Historic Building Conservation

A Code of Governance

A Code of Conduct for Trustees/Directors ensures high standards and makes it clear how any potential conflicting interests are to be raised and dealt with. This code is based on and adapts the Nolan Committee's 'Seven Principles of Public Life' ([The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)).

Selflessness

Trustees/Directors of the Institute of Historic Building Conservation have a general duty to act in the best interests of the Institute 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.

Integrity

The Institute of Historic Building Conservation's Trustees/Directors:

- 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, should avoid any appearance of improper behaviour;
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

Objectivity

In carrying out their role, including making appointments (including the appointment of Trustees/Directors), awarding contracts, recommending individuals for rewards and benefits or transacting other business, the Institute of Historic Building Conservation's Trustees/Directors should ensure that decisions are made solely on merit.

Accountability

The Institute of Historic Building Conservation's Trustees/Directors:

- 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 the Institute of Historic Building Conservation;
- are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to what scrutiny is appropriate to their role.

Openness

The Institute of Historic Building Conservation's Trustees/Directors:

- should ensure that confidential material, including material about individuals, is handled in accordance with due care;
- 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.

Honesty

The Institute of Historic Building Conservation's Trustees/Directors:

- have a duty to declare any interests relating to their trustee/director role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee/director conflicts with their trustee/director duties, he/she must resolve this conflict in favour of the trustee/director role;
- must make relevant declarations of interest in the different circumstances and roles they play both with and outside the Institute of Historic Building Conservation.

Leadership

The Institute of Historic Building Conservation's Trustees/Directors:

- should promote and support the principles of leadership by example;
- must respect the role of the Chair person. There will be circumstances under which trustees/directors will be working directly with Institute of Historic Building Conservation staff. Guidelines for such working relationships must be clear to both staff and trustees/directors and, when these occasions arise, the Chair person should be informed in advance.



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TRUSTEE/DIRECTOR DECLARATION

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not previously been removed from the trusteeship of a charity by a Court or by the Charity Commissioners.
- I am not under a disqualification order under the Company Director's Disqualification Act 1986.
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee/director of the Institute of Historic Building Conservation in good faith and in accordance with the law and with the Institute's objectives.
- I do not have any financial interests in conflict with those of the Institute of Historic Building Conservation, whether in person or through family or business connections, except those which I have formally notified in a conflict of interest statement and lodged with the Company Secretary. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signed

Date

Print Name