

FPA Trustee Code of Conduct

The purpose of this Code is to ensure consistent application of the values and ethos of FPA by all FPA trustees and to ensure that trustees fulfil their duties as directors of the FPA as a limited liability company. It details the relevant standards and commitments expected of trustees.

General

As a trustee of FPA I will

- Familiarise myself and comply with the governing documents of FPA, the Memorandum and Articles of Association.
- Familiarise myself and ensure that I comply with my duties:
 - * as a Director of FPA as a limited liability company by guarantee as set out in the attached guidance note
 - * as a trustee as set out in Charity Commission guidance, the Essential Trustee:
www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3
- Abide by the policies and procedures of the organisation.
- Support the objects and mission of FPA and use any skills or knowledge I have to further the objects and mission.
- Be an active trustee and use my skills, experience and knowledge to promote and further the work of FPA.
- Consider participating in additional work outside trustee meetings, including sitting on committees of the Board.
- Respect organisational, Board and individual confidentiality.
- Develop and maintain a sound and up-to-date knowledge of FPA and its environment.
- Accept my responsibility to ensure that FPA as an organisation is accountable to funders, adheres to requirements of the Charity Commission and is a well-managed organisation.
- Uphold the highest standards of performance as set out in the Nolan Committee Standards in Public Life.
- Declare any change in my circumstances which may affect my future eligibility to serve as a trustee, or may impact adversely on FPA's reputation.

Managing interests

As a trustee of FPA I will

- Not gain materially or financially from my involvement with FPA unless specifically authorised to do so.
- Declare any conflict of interest or duty of loyalty to the Chair and board of trustees.

Attendance

As a trustee of FPA I will attend board meetings regularly and I understand that

- After two consecutive failures to attend the Chair will seek a meeting with me to discuss my availability and commitment.
- Failure to attend three consecutive board meetings or three or more board meetings in any one calendar year will normally, whether or not apologies have been offered in advance, be considered as a reason to invite me to resign from the board.
- I may however through the Chair, seek specific advance permission from the board for a limited period of absence for exceptional reasons of a personal or professional nature.

Governance

As a trustee of FPA I will

- Prepare fully for all board and committee meetings.
- Actively engage in discussion, debate and voting in meetings.
- Participate in collective decision making, accepting a majority decision of the board and will not act individually unless specifically authorised to do so.
- Actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
- Respect the collective authority of board decisions and not act unilaterally.
- Express my views openly within board meetings and sub-committee meetings and ensure that they relate to matters proper for discussion at such meetings.
- Treat all other trustees with dignity and respect their views and their right to participate in discussions.
- Ensure that the Company Secretary is notified in advance of a meeting if I am unable to attend.
- Recognise that I do not have any individual powers and that I should only speak or act on behalf of the FPA when specifically authorised to do so or if I am elected as Chair or am temporarily acting in the Chair's role.
- Not speak to journalists on FPA matters, except with prior agreement of the Chair or Chief Executive.
- Not respond to FPA staff or third parties about internal matters and will refer such matters to the Chair or Chief Executive unless I am elected Chair or am acting temporarily as Chair.
- Treat the staff of FPA and any other person contracted by the FPA with dignity and respect.

Leaving the board

- I understand that substantial or repeated 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 of trustees.
- Should this happen I will be given the opportunity to be heard by an independent committee of the board, who will make their final

recommendation to the full trustee board.

- 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 FPA at any time other than the conclusion of my period of office, I will inform the chair in advance in writing, stating my reasons for leaving.

Signed

Name

Date