



# CODE OF CONDUCT

## Introduction

Section 17 of the Constitution confirms that each of the trustees has a duty, in exercising functions as a trustee, to act in the best interests of the 9CC Group. Section 18 notes that each of the trustees shall comply with the Code of Conduct prescribed by the board from time to time. The section makes clear that the provisions of the Code of Conduct are in addition to the duties relating to the conduct of trustees contained in the constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005.

This document is therefore produced in accordance with the constitution and should be read in conjunction with that and other documents. The Code of Conduct is based largely on guidance for public bodies as provided for in The Ethical Standards in Public Life etc. (Scotland) Act 2000.

The purpose of this Code of Conduct is:

- to provide guidance for trustees on the standards of conduct expected of them in the discharge of their duties as trustee; and
- to provide the openness and accountability necessary to reinforce public confidence in the way in which the 9CC Group conducts its business.

Every trustee has a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct. The test of compliance is not whether a trustee themselves believe their actions would be in accordance with the Code, but whether a reasonable member of the public might think that this would be the case.

## **General Principles**

The Committee on Standards in Public Life established the Seven Principles of Public Life, also known as the Nolan Principles named after the first chairman of the committee. The Code of Conduct is based on these seven principles, namely;

- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership

### **Selflessness**

You have a duty to take decisions solely in terms of the interest of the wider community covered by the 9CC Group in line with the purposes of the Group as set out in the constitution and overall strategy. You must not use your position to gain financial, material, political or other personal benefit for yourself, family or friends.

### **Integrity**

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be perceived by others to influence you in your role. If you have any private and/or personal interest in a matter to be considered by the board or any sub-committee, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which will also note that the Board member with a conflict was not present when the particular item was discussed and voted on, or that they remained present but abstained from the vote.

You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and recorded by the Secretary.

### **Objectivity**

In all your decisions and opinions, you must consider the overall views of the wider community covered by the 9CC Group, taking account of information which is provided to you or is publicly available, assessing its merit and gathering information as appropriate, whilst laying aside personal opinions or preferences.

You are free to have political and/or religious affiliations; however, you must ensure that you represent the interests of the community and not the interests of a particular political party or other group.

### **Accountability and Stewardship**

You are accountable for the decisions and actions that you take on behalf of the community. You must ensure that the 9CC Group uses its resources prudently and in accordance with the law.

You have a duty individually and collectively to ensure that the business of the 9CC Group is conducted according to the constitution and other guidance approved by the board.

You have a duty individually and collectively to ensure that annual accounts are produced showing the financial undertakings of the 9CC Group and to ensure that all resources are used efficiently, effectively and fairly and are used strictly for the advancement of the aims and strategy of the 9CC Group and for no other purpose.

Minutes of Meetings recording all actions and decisions made should be produced and circulated to all members of the 9CC Group as soon as possible after each meeting.

### **Openness**

You have a duty to be open about your decisions, actions and representations, giving reasons for these where appropriate. You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.

### **Honesty**

You have a duty to act honestly. You also have an obligation to work within the law at all times. You must declare any private interest relating to your 9CC Group duties and take steps to resolve any conflicts arising in a way that protects the interest of the community and the 9CC Group.

### **Leadership**

**9CC Group, C/O The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA**

You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the 9CC Group and its members in its distribution of resources.

You should act to assist the 9CC Group, as far as possible, in the interest of the whole community that it serves. Where particular interest groups' concerns are in conflict with those of other groups or other areas you should help to ensure that the 9CC Group is aware of them.

You must respect fellow members of the 9CC Group, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person you have dealings with in your capacity as a member of the 9CC Group.

Recognition should be given to the contribution of everyone participating in the work of the 9CC Group. You must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.

**Approved by the Board**

**Thursday 25 May 2023**