



National Transport Trust

Preserving the past for the future

Old Bank House, 26 Station Approach
Hinchley Wood, Esher KT10 0SR

Trustees and Officers Code of Conduct

This policy applies to Trustees, Officers and volunteers carrying out tasks on behalf of the Transport Trust (the Trust). 'Trustees' should be read accordingly.

- Trustees should familiarise themselves with the 'Nolan Principles' and act in accordance with them. They are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership. Full details are on gov.uk.
- Trustees must have a good understanding of, and be sympathetic with, the aims and objects of the Trust and act in accordance with the governing document and the Trust's policies at all times.
- Trustees must act and make decisions in the best interests of the Trust, and its present and future stakeholders.
- Trustees should do their best to avoid conflicts of interest or loyalty, and where they do find themselves conflicted should declare that fact and not take part in any relevant decision making, in accordance with the conflict of interest policy.
- Where assistance and advice is required for the Trustees to be able to make the most appropriate decision affecting the Trust, that assistance/advice should be sought from an appropriate source (e.g. professional adviser) and considered carefully.
- Trustees must play an active role in Council and sub-committee meetings, having spent due time reading and digesting Council papers in preparation for the meeting. A minimum attendance at 50% of meetings is required of Trustees to reflect that best practice in governance is achieved and maintained. **[FOR DISCUSSION. The Mem and Arts state that if a Trustee misses 6 consecutive meetings they are deemed to have resigned and not to be eligible for re-election for 12 months. The 50% figure is from a template the source of which I now cannot locate – it was actually 75% in that template]**
- Trustees must not receive any financial or non-financial benefit that is not explicitly authorised by the governing document. Trustees should not exert any influence to garner any preferential treatment for themselves or their family, or other connected persons (refer to conflict of interest policy).

- Trustees are jointly and severally liable for their decisions, therefore decisions should be taken together, as a team, recorded accurately in the minutes, and communicated to stakeholders and funders in a unified manner.
- Trustees are accountable to a range of interested parties for their actions and as such decision-making and governance issues should be as transparent as possible, except when confidentiality is required.
- Should a Trustee feel they require further guidance or training in their role, it is their responsibility to inform the Chairman, and in liaison with the Chairman develop opportunities for new training on an individual or group basis.
- Any information of a confidential nature must remain so outside the confines of the Council meeting.

Accepted as a policy of the National Transport Trust at a Council meeting on 15th September 2020

Stuart Wilkinson
Chairman