



# Donegall Pass Community Forum

Registered Charity No.: XR80283

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**"Our aim is to make a better and safer community for all"**

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## DONEGALL PASS COMMUNITY FORUM TRUSTEES CODE OF CONDUCT

### *Purpose*

The purpose of this Code of Conduct is to provide Committee Members with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their obligations to Donegall Pass Community Forum. Committee members of Donegall Pass Community Forum serve as Trustees of the organisation.

A Committee Member must observe Donegall Pass Community Forum's Code of Conduct whenever s/he:

- (a) Conducts the business of Donegall Pass Community Forum;
- (b) Conducts the business of the office to which s/he has been elected or appointed; or
- (c) Acts as a representative of Donegall Pass Community Forum.

### *Organisational values*

#### **Accountability**

Everything Donegall Pass Community Forum does will be able to stand the test of scrutiny by the public, the media, members, stakeholders, funders, and Government agencies

#### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within Donegall Pass Community Forum and equally when dealing with individuals and institutions outside it.

#### **Transparency**

Donegall Pass Community Forum seeks to maintain an atmosphere of openness throughout the organisation to promote the confidence of the beneficiaries and the public.

#### **Commitment**

Trustees must be committed to Donegall Pass Community Forum and to its objects and beneficiaries.

#### **Competence**

Trustees must bring competence to their role and are expected to develop this competence. Trustees must keep themselves aware of issues affecting the charity sector, the organisation and its charitable objects.

## **The Legal Framework**

Trustees must act in accordance with company (if relevant), charity and general law and with the Constitution of the organisation.

## **Preparation and Attendance**

Trustees must spend an appropriate amount of time reading papers and preparing for committee meetings.

## **Decision-making**

Trustees must act and make decisions only in the best interests of Donegall Pass Community Forum and present and future beneficiaries. Where trustees lack specific knowledge or experience, they should always seek professional advice.

## **Authority**

Trustees are not executive directors and have no executive authority outside the Committee meetings except where specifically delegated by the Committee. Trustee decisions (except where delegated) are only made collectively at Committee meetings; trustees are jointly and severally responsible for their decisions.

## **Corporate responsibility**

Trustees are expected to support any Committee decisions outside Committee meetings. Committee decisions should be communicated to staff (where relevant), volunteers, beneficiaries and others in a unified and appropriate manner. Matters of a confidential nature must remain so outside the confines of the Committee. *Trustees are required not to bring themselves or Donegall Pass Community Forum into disrepute.*

## **Benefits**

Trustees must not receive any financial or other benefit as a result of their trusteeship that is not specifically authorised in the constitution. Trustees must, within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Administrator of the existence and nature of that gift or hospitality.

## **Conflicts of interest**

Trustees must not exert any influence based on their connection with Donegall Pass Community Forum to obtain preferential treatment for themselves or others. Any conflict of interest must be declared at the earliest opportunity. *A trustee declaring such an interest must absent themselves from the Committee meeting during discussion of and decision about that item.*