



For better
mental health

GUIDELINES FOR TRUSTEES

These guidelines have been drawn up to assist Trustees in exercising their responsibilities. The guidelines should be read in conjunction with the role description for Trustees of the Board of City and Hackney Mind, as well as with current Charity Commission guidelines on the responsibilities of Trustees.

1. Commitment of Trustees

Trustees are expected to subscribe to and promote the mission and values of City and Hackney Mind and at all times to operate within the parameters set out in the relevant role description, as well as to abide by these guidelines.

2. Duties of Trustees

Trustees of City and Hackney Mind control the activities and spending of the charity. They must:

- 2.1 protect the Fund's assets;
- 2.2 ensure that all activities are in accordance with the charity's objects as stated in the Trust Deed;
- 2.3 act collectively;
- 2.4 exercise prudence;
- 2.5 obtain no personal benefit;
- 2.6 ensure that the charity does not trade;
- 2.7 comply with Charities Act regulations on registration and submission of annual returns to the Charity Commissioners;

3. Responsibilities of Trustees

These duties mean that Trustees are responsible for:

- 3.1 ensuring that the charity is administered properly in accordance with its constitution and the law;
- 3.2 acting, at all times, fairly, with reasonable care and in the interests of the charity;
- 3.3 administering the charity's property and investments with probity;
- 3.4 ensuring that proper accounts are kept and audited appropriately.

Trustees should be aware that they may incur personal liability if they fail to discharge these responsibilities.

4. Corporate duty of Trustees

City and Hackney Mind depends upon its Trustees to bring a wide range of experience, interest and expertise to the conduct of its business, but it is the duty of Trustees to govern the affairs of the organisation as a corporate body and not to represent the views or interests of organisations with which they may also be associated.

5. Conflict of interest

- 5.1 Any conflict of interest, or association, whether past or present, which might be perceived in the public arena, or by the press, as constituting a conflict of interest, must be declared to the Board of Trustees and duly recorded in a register of Trustees' interests.
- 5.2 The Director will discuss with all Trustees individually all areas of potential conflict of interest and, if necessary, refer specific concerns to the Charity Commissioners, or any other appropriate party, for guidance. Such guidance will be sought at the expense of the Fund.
- 5.3 Trustees will be expected to take no part in decision-making by the Board, or by its Committees, which may touch upon any such declared conflict of interest.

6. Conduct of business

- 6.1 Formal business between meetings of the Board of Trustees and its Committees is conducted by the Director in consultation with the relevant Chairs;
- 6.2 Normally decisions requiring Trustee agreement will be taken at meetings but the Director may request Chair's action on urgent matters;
- 6.3 Individual Trustees have no formal role between meetings unless specific tasks have been requested by the Director or have been delegated to them by the Board of Trustees, a Committee, or a relevant Chair.

7. Passing of information to Trustees

Trustees of the City and Hackney Mind will be given by the Director all such information as they require in order to fulfil their responsibilities effectively, taking appropriate account of the need for business and staff confidentiality, and of good employment practice.

8. Dealing with complaints

Trustees who receive a complaint about City and Hackney Mind - whether from a member of staff, volunteer or outside party - should immediately pass on the complaint to the Director and should not become involved in investigating or resolving the complaint unless requested to do so by the Director and/or the Chair.

9. Day-to-day operations

Trustees should not become involved in day-to-day operational matters at City and Hackney Mind. In order not to undermine management accountability, matters of concern should be raised with the Director in the first instance.

10. Use of the Fund's official stationery

Trustees may only use the City and Hackney Mind's stationery when they are engaged in transacting authorised business relating to the organisation. Copies of all such communications should be sent immediately to the Director.

11. Trustees expenses

The costs involved in attendance at Board of Trustee meetings, meetings of the City and Hackney Mind's Committees, meetings with partners and other official organisational activities will be met as follows:

- a) use of own car (at rates currently prescribed by the Inland Revenue): rate per mile 40p. Car parking costs will be reimbursed against receipts.
- b) rail travel: reimbursement of standard fare.
- c) taxis: reimbursement of actual cost against receipt
- d) underground and bus: reimbursement of actual cost

12. Policies and procedures of City and Hackney Mind

Trustees are expected to understand and work within the policies and procedures of City and Hackney Mind, copies of which will be submitted to the Board of Trustees for approval as they are developed.
