 <b>YOUTH SPORT TRUST</b>	<b>Appendix I</b>	Document Number: YSTBToR01a
	YST Board Code of Conduct	Document Owner: F&G Director Approved by: CEO Version number: 2 Updated: 30 <sup>th</sup> March 2018


## **Board Director Conduct, Conflict and Confidentiality**

### **General**

1. Directors must act with probity, due prudence and should take and consider professional advice on anything in which the directors do not have expertise themselves.
2. Except where legally authorised, Directors must not gain financial or other material benefit for themselves, their families or their friends from the Youth Sport Trust (YST).
3. A Director must not place him/herself under any financial or other obligation to outside individual organisations that might influence him/her in the performance of his/her official duties.
4. Directors should conduct themselves in a manner which does not damage or undermine the reputation of YST or its staff individually or collectively and should not take part in any activity which is in conflict with the objects or which might damage the reputation of YST.
5. Directors must take joint responsibility for decisions taken including those determined by a nominated sub-committee.
6. Directors who are part of a nominated sub-committee must take all reasonable steps to ensure that other Directors are kept fully up-to-date with information upon which decisions may be taken.

### **Board Meetings**

7. Directors must attend all meetings regularly. If attendance is proving problematic the Director can request a leave of absence or a sabbatical.
8. Directors should bring a fair and open-minded view to all discussions and should ensure that all decisions made are in YSTs best interests.
9. Directors must aim to foresee and avoid any conflict of interest. Where one arises, the Director must declare it and absent him/herself from the meeting.
10. Confidential information or material (relating to customers, staff, commercial business, etc.) provided to or discussed at a Board meeting must remain confidential, within the confines of the meeting and be managed according to relevant legislation.
11. Directors should be as open as possible about the decisions they take, giving reasons where appropriate and restricting information only when wider interests require it.
12. Directors have a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent Board, including clear procedures for selection, training, retirement and, if necessary, removal of Directors, Board appraisals and to ensure arrangements are followed for recruiting the Chair and members of sub-committees.
13. Papers submitted to the Board are to be kept secure and confidential.

 <b>YOUTH SPORT TRUST</b>	<b>Appendix I</b>	Document Number: YSTBToR01a
	YST Board Code of Conduct	Document Owner: F&G Director Approved by: CEO Version number: 2 Updated: 30 <sup>th</sup> March 2018

### Board Responsibilities to Staff

14. Directors must ensure there is a clear understanding of the scope of authority delegated to the chief executive.
15. Policies and strategies agreed by the Board should be clear and explicit and come from the Board as a whole.
16. Directors should act fairly and in accordance with best practice principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other staff.
17. Directors must understand and accept the difference in roles between the Board, the Chief Executive and executive directors of YST.
18. Directors should ensure that they do not act to undermine the Chief Executive or executive directors by word or action. If a Director has concerns about the performance of an executive director of YST, including the Chief Executive, this should be taken up with the Chair.
19. If a Director has a concern about financial irregularities within YST this should be addressed to the Chair who will act upon the information appropriately and in accordance with agreed procedures.

### Amendment Log

Date	Change	Made by	Approved by
Nov 2017	First Issue	Surinder Sihra	Ali Oliver
30.03.18	Amendments in accordance with UK Code for Sports Governance	Janette Massey	Surinder Sihra