



---

**Angling Trust/Fish Legal/ACA Trustee Co Ltd**

PD63 - Code of Conduct for Directors

<b>DOCUMENT CONTROL</b>	
<b>Version Number</b>	1.1
<b>Document Author</b>	Karen Watkinson
<b>Lead Director</b>	Jamie Cook
<b>Review Frequency</b>	Every Four Years
<b>Next Review Date</b>	Dec 2026
<b>Purpose</b>	To support Angling Trust Directors and Fish Legal Committee members to meet high standards of professionalism and ethics.

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Author</b>
0.4	Dec 20	New Document	K Watkinson
1.0	Feb 21	Document approved and issued	K Watkinson
1.1	March 22	Amended to include meeting etiquette	K Watkinson

<b>Approvals</b>		
<b>Approved by: ATB/FLC/CEO/COO/GOV COMM</b>	<b>Date</b>	<b>Version</b>
ATB/FLC	Feb 21	1.0
ATB/FLC	Sept 2022	1.1

<b>Distribution</b>				
<b>Audience</b>	<b>Method</b>	<b>By whom</b>	<b>Date of issue</b>	<b>Version</b>
Directors,Staff	SharePoint	Gov Assistant	March 2021	1.0
Directors Staff	SharePoint	Gov Assistant	Sept 2022	1.1

## CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>2</b>	<b>GENERAL CONDUCT</b>	<b>4</b>
	<b>Allowances</b>	<b>4</b>
	<b>Gifts and Hospitality</b>	<b>4</b>
	<b>Use of Organisation Resources</b>	<b>4</b>
	<b>Use of Organisation Information</b>	<b>4</b>
	<b>Conflicts of Interest</b>	<b>5</b>
<b>3</b>	<b>RESPONSIBILITIES AS A BOARD OR COMMITTEE MEMBER</b>	<b>5</b>
<b>4</b>	<b>MEETINGS</b>	<b>6</b>
<b>5</b>	<b>RESPONSIBILITIES TOWARDS EMPLOYEES</b>	
<b>6</b>	<b>SOCIAL MEDIA</b>	<b>6</b>
<b>7</b>	<b>RAISING CONCERNS</b>	<b>6</b>

## CODE OF CONDUCT FOR DIRECTORS

### 1 INTRODUCTION

As a director of the Angling Trust Board and/or a Fish Legal Committee member, your behaviour and actions must be governed by the principles set out in this Code of Conduct. It is your responsibility to ensure that you are familiar with and comply with all the relevant provisions of this Code.

### 2 GENERAL CONDUCT

- 2.1 You have an individual and collective responsibility for enterprise and the exercise of commercial judgement.
- 2.2 You should endeavour to safeguard and ensure the prosperity of the organisations.
- 2.3 You should be diligent in discharging your duties to the organisations.
- 2.4 You should aim to attend all Board/Committee and sub-committee meetings including the Annual General Meetings.
- 2.5 As a non-executive director or committee member, your role is primarily one of oversight, governance and the provision of insight and expertise to the Chief Executive and staff.

#### ALLOWANCES

- 2.6 You must comply with the rules set by the Angling Trust Board and Fish Legal Committee regarding remuneration, allowances and expenses. It is your responsibility to ensure compliance with all relevant HM Revenue and Customs' requirements concerning payments, including expenses.

#### GIFTS AND HOSPITALITY

- 2.7 You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation.
- 2.8 Any accepted gifts or hospitality offered as a direct result of your position as a director of the Angling Trust Board or Fish Legal Committee must be reported to the Governance Manager to be recorded in the Gifts and Hospitality Register, which will be reviewed by the Governance Committee. This applies to all gifts/hospitality of a value above £100 and should be reported as soon as is reasonably practicable. The register shall be updated by the Governance Manager on a quarterly basis.
- 2.9 You must never canvass or seek gifts or hospitality.

#### USE OF ORGANISATION RESOURCES

- 2.10 You must not misuse official resources for direct or indirect personal gain or for political purposes.

#### USE OF ORGANISATION INFORMATION

- 2.11 You must not misuse information gained for personal gain or for political purposes.
- 2.12 You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the Board or Committee.

### CONFLICTS OF INTEREST

- 2.13 You must comply with Conflicts of Interest Policy and complete a Declaration of Interest form on appointment and provide regular updates if your circumstances change.
- 2.14 It is your responsibility to ensure that you are familiar with the Conflicts of Interest Policy and that you comply with the requirements and ensure your details are accurate and up to date.

## 3 RESPONSIBILITIES AS A BOARD OR COMMITTEE MEMBER

- 3.1 You should play a full and active role in supporting the aims and work of the organisation. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the organisation.
- 3.2 You should promote an inclusive and diverse culture in the body and your actions should help create an environment where different perspectives and backgrounds are encouraged and valued.
- 3.3 You should act with inclusivity, integrity and in an ethical manner at all times.
- 3.4 You should deal with staff, members and stakeholders fairly, efficiently, promptly, effectively and sensitively, to the best of your ability. You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.
- 3.5 You must not harass, bully or act inappropriately towards or discriminate towards others. Such behaviour is not consistent with what is expected of you as a Board or Committee member and will not be tolerated.
- 3.6 You must comply with any statutory or administrative requirements relating to your post.
- 3.7 You should respect the principle of collective decision-making and corporate responsibility. This means that once the Board or Committee has made a decision, you should support that decision.
- 3.8 You must not use, or attempt to use, your position to promote your personal interests or those of any connected person, firm, business or other organisation.
- 3.9 You must inform the Governance Manager of any bankruptcy, corporate insolvency, current police investigation, unspent criminal conviction or disqualification as a company director in advance of appointment, or should any instances occur during your appointment.
- 3.10 You and your direct family must not participate in any of the organisations raffles or other public and/or member draws.
- 3.11 The Chairperson has additional responsibilities to lead the organisation and ensure that the principles within this Code of Conduct are upheld.

## **4 MEETINGS**

- 4.1 You have a responsibility to attend meetings of the Board/Committee. When this is not possible you should submit an apology to the Governance Manager/Company Secretary in advance of the meeting. You are expected to attend for the duration of each meeting.
- 4.2 Repeated absence from Board/Committee meetings without permission could result in removal from office, in accordance with the governing documents.
- 4.3 If a Board/Committee member wishes to submit an item for the Board/Committee agenda, they should forward their request to the Governance Manager/Company Secretary at least 14 days before the meeting. Late items of an urgent nature may be added to any other business at the discretion of the Chair.
- 4.4 Meetings of the Board/Committee shall be held in private and in accordance with the Organisations' meeting etiquette. The Board/Committee may decide to invite named staff and other individuals to all or part of a meeting to discuss a particular item. All due consideration will be given to ensure that any confidential or sensitive items remain as such. Such interventions will be agreed by the Chair and facilitated by the Governance Manager/Company Secretary.

## **5 RESPONSIBILITIES TOWARDS EMPLOYEES**

- 5.1 You will treat any staff employed by the organisations with courtesy and respect. It is expected that employees will show you the same consideration in return.
- 5.2 You will not ask or encourage employees to act in any way which would conflict with their own Code of Conduct.

## **6 SOCIAL MEDIA**

- 6.1 Social media is a public forum and the same consideration, including the provisions of this Code, apply as would to speaking in public or writing something for publication either officially or in your own personal capacity. When engaging with social media you should at all times respect confidentiality, financial, legal and personal information you may have about Angling Trust, Fish Legal and/or ACA Trustee Co. Ltd.
- 6.2 Where any personal social media accounts used by you make reference or link to your role within the organisation, you should take care to ensure that it is clear in what capacity you are acting.
- 6.3 Any social media posts or comments that bring the organisation into disrepute, are disparaging against any person or persons in regards to their protected characteristics or otherwise against the standards and values of the Angling Trust or Fish Legal, may result in the Board or Fish Legal Committee bringing disciplinary proceedings against you.

## **7 RAISING CONCERNS**

- 7.1 You should ensure that the organisation has an open, transparent and safe working environment where employees feel able to speak up and raise concerns – whether through our Whistle-blowing policy or otherwise - and complaints procedures are clearly communicated to them.
- 7.2 If you have a concern about a possible breach of this Code, a concern that you or any staff of the organisation are being asked to act in contravention of their own code of conduct, or a concern about misconduct or wrongdoing in any other areas, then you have a responsibility to raise that internally with the Chairperson or Chief Executive Officer as appropriate.