

Date approved:	28 June 2021
To be reviewed:	June 2022

Trustees Code of Conduct

The Landscape Institute as Royal Charter organisation is also a registered Charity. Members of the Board of Trustees have statutory duties and legal responsibilities explained in the Charity Commission's publication "[The Essential Trustee](#)" and "[A guide to conflicts of interests](#)".

In addition, the statutory responsibilities to the Charity Commission as Trustees of the Landscape Institute, members of the Institute's Board are under an obligation to meet high standards behaviour, respect, and uphold the values of the Landscape Institute. The Institute has the following values:

- Caring and nurturing.
- Creative and passionate.
- Socially and environmentally aware.

By signing this code members of the Board are enabling themselves to be accountable to their fellow trustees and other people involved with the organisation.

1. General

- 1.1. I will act within the governing documents of the Landscape Institute and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Royal Charter, the By Laws, Regulations, Conflict of Interests Policy, Working Together Policy and other relevant policies and procedures.
- 1.2. I will support the objects and mission of the Landscape Institute, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- 1.3. I will be an active trustee, making my skills, experience and knowledge available to the Landscape Institute and seeking to do what additional work I can outside trustee meetings, including sitting on committees and sub-committees.
- 1.4. I will respect organisational, Board and individual confidentiality, while not using confidentiality as an excuse not to disclose matters that should be transparent and open.
- 1.5. I will develop and maintain a sound and up-to-date knowledge of the Landscape Institute and its environment. This will include an understanding of how the Institute operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- 1.6. I will use the Landscape Institute resources responsibly, and when claiming expenses will do so in line with the Institute's Expenses Policy and Procedures.
- 1.7. I will seek to be accountable for my actions as a trustee of the Landscape Institute and will submit myself to whatever scrutiny is appropriate.
- 1.8. I accept my responsibility to ensure that the Landscape Institute is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case. I hereby subscribe the Nolan Principles of Public Life contained in the appendix.
- 1.9. I will undertake training and development sessions as organised by the Institute to support my role.

2. Managing Interests

- 2.1. I will not gain materially or financially from my involvement with the Landscape Institute unless specifically authorised to do so.
- 2.2. I will act in the best interests of the Landscape Institute as a whole, and not as a representative of any group, sector, region etc.; considering what is best for the Landscape Institute and its present and future beneficiaries and avoiding bringing the Institute into disrepute.
- 2.3. Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with the Landscape Institute's Conflict of Interest Policy.
- 2.4. I understand that a failure to declare a conflict of interest would be a breach of this code.

3. Meetings

- 3.1. I will attend all appropriate meetings and other appointments at the Landscape Institute or give apologies. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with the Landscape Institute.
- 3.2. I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- 3.3. I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- 3.4. I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

4. Governance

- 4.1. I will actively contribute towards improving the governance of the Board of Trustees, participating in induction and training and sharing ideas for improvement with the Board.
- 4.2. I will support the LI's process for the appointment of Trustees in accordance with the appropriate regulations/selection criteria.

5. Relations with Others

- 5.1. I will endeavour to work considerately and respectfully with all those I come into contact with at the Landscape Institute. I will respect diversity, different roles and boundaries, and avoid giving offence.
- 5.2. I recognise that the roles of trustees, volunteers and staff of the Landscape Institute are different, and I will seek to understand and respect the difference between these roles.
- 5.3. I will seek to support and encourage all those I come into contact with at the Landscape Institute. In particular I recognise my responsibility to support other members of the Board of Trustees in their designated functions, and members of the Institute's senior management team.
- 5.4. I will not make public comments about the organisation unless authorised to do so. Any public comments I make about the Landscape Institute will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

6. Leaving the Board

- 6.1. I understand that a substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Board of Trustees.
- 6.2. In the event that I am asked to resign from the board I will accept the decision subject to the laid-out process in the By-Laws on this matter and resign at the earliest opportunity.
- 6.3. If I wish to cease being a trustee of the Landscape Institute at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Signed	
Name	
Date	

The Nolan Principles

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.