

ATWELL WILSON MOTOR MUSEUM

Trustee Code of Conduct

Applies to: All Trustees

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of all Trustees of Atwell Wilson Motor Museum.

It is designed to:

- Promote effective, ethical, and lawful governance
- Support constructive and respectful Board working relationships
- Ensure decisions are made in the best interests of the Museum
- Align Trustee behaviour with Charity Commission guidance (CC3)
- Protect the Museum's reputation, people, and assets

All Trustees are expected to uphold both the letter and spirit of this Code at all times.

2. Trustee Commitment

2.1 Act Legally and with Integrity

- Act honestly, in good faith, and in the best interests of the Museum
- Comply with all applicable laws, regulations, and our governing document
- Uphold the principles of integrity, accountability, and transparency
- Declare and appropriately manage conflicts of interest

2.2 Create a Safe and Open Environment

- Foster a culture where everyone feels able to speak openly and honestly
- Encourage respectful dialogue and constructive contribution
- Support psychological safety within Board discussions

2.3 Positively Challenge

- Provide appropriate scrutiny and constructive challenge
- Avoid confrontational or dismissive behaviour
- Use open, constructive questioning to explore ideas
- Focus on improving outcomes rather than criticising individuals

2.4 Communicate Effectively

- Think before speaking and contribute clearly and succinctly
- Focus contributions on what best supports Board decision-making
- Listen actively and respectfully to others

2.5 Ask Necessary Questions

- Raise concerns or questions where needed
- Ensure important issues are not avoided
- Work collectively to address difficult or sensitive matters

2.6 Act Strategically

- Focus on long-term sustainability and impact
- Consider external context and future risks/opportunities
- Support delivery of the Museum's charitable objectives

2.7 Respect Governance Boundaries

- Recognise that Trustees provide oversight, not day-to-day management
- Avoid involvement in operational matters unless appropriately delegated
- Support those responsible for operational delivery without interference

2.8 Focus on Solutions

- Learn from past decisions without dwelling on them
- Focus discussions on achievable and constructive outcomes
- Encourage a forward-looking and problem-solving mindset

2.9 Respect Differences

- Welcome diverse perspectives and constructive disagreement
- Treat all individuals with respect and fairness
- Recognise that different experiences and backgrounds strengthen decision-making

2.10 Avoid Assumptions

- Base responses on facts and evidence rather than assumptions
- Engage with ideas objectively and fairly

2.11 Ensure Inclusive Participation

- Value all contributions equally
- Encourage participation from all Trustees
- Ensure no individual dominates discussion

2.12 Demonstrate Professional Behaviour

- Be respectful and courteous at all times
- Be slow to take offence and quick to resolve misunderstandings
- Apologise where appropriate

2.13 Support Accountability

- Accept responsibility for individual and collective decisions
- Allow fellow Trustees to challenge behaviour constructively
- Be open to feedback and continuous improvement

2.14 Safeguard Others

- Promote a culture of dignity, respect, and safety
- Ensure all individuals are treated fairly and protected from harm
- Support the Museum’s safeguarding and welfare responsibilities

2.15 Attend and Prepare for Meetings

- Attend Board and committee meetings regularly and punctually
- Review and prepare for meetings by reading papers in advance
- Contribute actively and constructively to discussions and decision-making
- Notify the Chair in advance where attendance is not possible

2.16 Public Statements and Representation

- Not make public statements, including to the media or on social media, on behalf of the Museum unless authorised
- Ensure any public comments do not misrepresent the Board or undermine collective decisions
- Refer media or public enquiries to the appropriate authorised Trustee or representative
- Act at all times in a way that protects the reputation of the Museum

2.17 Avoid Personal Gain

- Not use their position as a Trustee to obtain financial, material, or other personal benefit
- Not use the Museum’s property, information, or opportunities for personal advantage
- Ensure that any potential personal benefit is declared and managed in line with the Conflicts of Interest Policy
- Act solely in the best interests of the Museum at all times

3. Collective Responsibility

- Trustees share collective responsibility for Board decisions
 - Once decisions are made, Trustees will support them publicly
 - Any disagreements will be managed constructively within the Board
- Trustees will not represent personal views as those of the Board.

4. Breach of Code

Failure to adhere to this Code may:

- Undermine effective governance
- Damage the reputation of the Museum
- Lead to appropriate action by the Board

5. Review

This Code will be reviewed annually or sooner if required.

Version Control – Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
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1.0	Board of Trustees	19/05/26	Initial governance-aligned version	Annual
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Trustee Declaration

I confirm that I have read, understood, and agree to abide by the Trustee Code of Conduct of Atwell Wilson Motor Museum.

Name

Signature

Date