**CODE OF BEST PRACTICE FOR TRUSTEES**

**OF THE HORNIMAN MUSEUM & PUBLIC PARK TRUST**

THE TRUSTEES AGREE:

1. **Public Service Values**

1.1 To observe the model code of practice for Board Members of public bodies issued by the Cabinet Office in June 2019 insofar as it applies and, in particular, to observe the highest standards of impartiality, integrity and objectivity in the performance of their functions.

1.2 To comply promptly with all reasonable requests for information, taking into account the Cabinet Office Guidance on Open Government, and to formulate a strategy for that purpose.

1.3 To be responsible for the proper performance of the activities of the Trust

and for their stewardship of public funds. To monitor performance by independent validation where practicable.

1.4 To promote efficiency and economy in the services provided by the Trust

with the object of obtaining maximum value for money.

1.5 To comply with any statutory requirements for the use of public funds and to comply with any administrative directions save insofar as compliance would conflict with the Trustees' duties under paragraph 1 above.

**2. Collection and Visitor Responsibilities**

2.1 To ensure the development, documentation, promotion and care of the Collections.

2.2 To ensure that the Museum's Collections and the Gardens are used for the recreation, education and enjoyment of the public.

2.3 To ensure the provision of a safe, visitor friendly environment.

**3. Relations with the Sponsor Department**

3.1 To establish the overall strategic aims and objectives of the Trust, within the policy and resources framework agreed with the Secretary of State for Digital, Culture, Media and Sport.

3.2 To ensure the operation of sound environmental policies, taking into account all relevant Governmental and other guidance.

3.3 To take account of any guidance issued by the Secretary of State for Digital, Culture, Media and Sport.

**4. The Responsibilities of Individual Trustees**

4.1 Not to exceed their statutory or common law authority or authority delegated to them.

4.2 To comply with any conditions laid down in relation to the use of public funds.

4.3 Not to use information received in their capacity as Trustees for personal gain or advancement.

4.4 Not to accept gifts or hospitality except in accordance with any rules laid down by the Trustees as a whole.

4.5 To declare any personal or business interests which may conflict with their responsibilities as Trustees, and not to vote in respect of any contract or proposed contract or any other matter which raises a conflict of interests, or be present at any meeting of Trustees during the relevant discussions.

**5. Responsibility for Strategic Planning and Control**

5.1 To oversee the preparation and updating from time to time of a Corporate

Plan and to monitor actual performance against objectives and targets laid down in such Plan.

5.2 To ensure that a full statement of the uses to which public funds have been put appears in the Annual Report and Accounts of the Trust, and to ensure that those Accounts have been prepared in accordance with any Direction from the Secretary of State for Digital, Culture, Media and Sport or the Treasury and comply with the Companies Act 2006.

5.3 To ensure that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the Trust.

5.4 To ensure that they have taken all steps they should to make themselves aware of any information needed by the auditors and be sure that all this information had been provided to the auditors.

**6. The Board as Employer**

6.1 To comply with all relevant employment legislation.

6.2 To operate an equal opportunities policy in employment of staff. To ensure that there are suitable opportunities for staff training and development.

6.3 To provide suitable working conditions for the staff.

6.4 To appoint the Director and to monitor the performance of all senior staff.

**7. At all times to promote the reputation, good name and prosperity of the Horniman Museum and the Gardens.**

14/7/97 Revised 07/09/06, 30/09/19 & 6/03/20