

TRUSTEE GOVERNANCE POLICY

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| Issue Date: | 29/08/2025 |  |
| Version: | 3 |  |
| Status: | Approved |  |
| Review Period | 5 Years |  |
| Author: | Human Resources |  |
| Applies to: | Staff / Volunteers / Contractors / Visitors |  |

Pentreath Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

If you require this document in other formats or languages please contact the author.

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| **EQUALITY IMPACT ASSESSMENT** | | | |  |
| Who does the policy affect? | Staff / Clients / Referrers / Public | | |  |
|  | | Yes | No |  |
| 1. Will the proposal have any impact on discrimination, equality of opportunity or relations between groups? | |  | x |  |
| 2. Is the proposal controversial in any way (including media, academic, voluntary or sector specific interest) about the proposed work? | |  | x |  |
| 3. Will there be a positive benefit to the users or workforce as a result of the proposed work? | | x |  |  |
| 4. Will the users or workforce be disadvantaged as a result of the proposed work? | |  | x |  |
| 5. Is there doubt about answers to any of the above questions  (e.g. there is not enough information to draw a conclusion)? | |  | x |  |

If the answer to any of the above questions is Yes (other than question 3) or you are unsure of your answers to any of the above you should provide further information using the Equality Impact Assessment form

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| --- | --- |
| If an equality assessment is not required briefly explain why: |  |

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| **DOCUMENT CHANGE HISTORY** | | |  |
| **Version** | **Date** | **Comments (viewed / reviewed / amended etc)** |  |
| 1 | December 2014 | Issued |  |
| 2 | October 2019 | Reviewed |  |
| 3 | August 2025 | Reviewed by Louise Knox and New template |  |
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| Ratification Body | Board of Trustees |  |

1. **INTRODUCTION**

The following protocol outlines the overall roles and supporting responsibilities of the Pentreath board of trustees and managerial staff.

1. **POLICY DETAILS**
   1. Chairman’s Action

The Chairman may take urgent decisions when:

* The matter requires immediate attention and cannot wait for a board meeting.
* The issue is strategic, not operational.
* All board members are informed promptly, preferably electronically.
* The rationale behind the decision is clearly communicated to all trustees.

Such decisions must be documented and ratified at the next board meeting.

* 1. Operational vs. Strategic Decisions

Operational decisions are those made by management within the scope of their authority. Strategic decisions, which require board approval, include:

* Financial commitments outside the approved budget.
* Significant policy changes.
* Matters requiring reporting to the Charity Commission.

When in doubt, consult the Chairman or Vice Chairman.

* 1. Board Meetings
* Allocate time at the end of each meeting for confidential discussions.
* Ensure only trustees are present during in-camera sessions.
* Minutes should be taken by an independent person and circulated within two weeks.
* Minutes will not be audio recorded unless no minute taker is available.
* The Chairman will summarize discussions and call for a vote if clarity is needed.
  1. Decision-Making

Trustees must make decisions collectively, ensuring they:

* Act in the charity’s best interests.
* Make informed and balanced decisions.
* Avoid conflicts of interest.
* Document decisions appropriately.

For guidance on decision-making, refer to the Charity Commission’s publication “It's Your Decision: Charity Trustees and Decision Making” (CC27).

* 1. Conflicts of Interest

Trustees must:

* Declare any personal interests that may conflict with their duties.
* Withdraw from discussions and decisions where a conflict exists.
* Ensure conflicts are documented and managed in line with the charity’s policy.

For detailed guidance, consult the Charity Commission’s “Conflicts of Interest: A Guide for Charity Trustees” (CC29).

* 1. Financial Oversight

Trustees are responsible for ensuring that the charity’s finances are managed prudently. This includes:

* Approving the annual budget.
* Monitoring financial performance.
* Ensuring compliance with financial regulations.

Refer to the Charity Commission’s “Charities and Investment Matters: A Guide for Trustees” (CC14) for more information.

* 1. Reporting and Accountability

Trustees must ensure that the charity complies with legal reporting requirements, including:

* Submitting annual returns to the Charity Commission.
* Maintaining accurate and up-to-date records.
* Being transparent and accountable to stakeholders.

For guidance on reporting, see the Charity Commission’s “Charity Trustee: What’s Involved” (CC3a)

1. **MONITORING COMPLIANCE AND EFFECTIVENESS** 
   1. The policy is to be reviewed every 5 years by the SLT
2. **TRAINING AND COMPETENCY REQUIREMENTS**

N/A

1. **ASSOCIATED DOCUMENTS**

NA

1. **APPENDICES**

N/A