



Bexhill 6th Form College

CODE OF CONDUCT FOR CORPORATION MEMBERS

Reviewed & Approved by Search Committee: **FEBRUARY 2011**
Approved by Corporation: **MARCH 2011**

CODE OF CONDUCT FOR CORPORATION MEMBERS

The Code of Conduct is intended as a guide to the standards of conduct and accountability which are expected of Members, to enable them to understand their legal and ethical duties and to assist them in carrying out those duties. Members should promote and support these principles by leadership and example.

1. Members should support the aims and objectives of the College and promote the interests of the College and its students in the wider community.
2. Members representing the College at events, (i.e.) Members Mornings, College social events, should abide by the protocols for the event.
3. Members should work co-operatively with other Members and co-opted Committee Members in the best interests of the College at all times. Each Member should act honestly, diligently and independently. The actions of Members should promote and protect the good reputation of the College and the trust and confidence of those with whom it deals.
4. Members must familiarise themselves with and observe the provisions of the College's Instruments and Articles of Government.
5. Members should comply with the Standing Orders and Terms of Reference of the Corporation and its Committees, in order to ensure that the Corporation conducts itself in an orderly, fair and open manner.
6. Members should act in accordance with the standards expected of public office (the Nolan Principles). Annex A provides an overview of the Nolan Principles.
7. Members should comply with the Requirements of Good Governance, as defined by the Independent Commission on Good Governance in Public Services. Annex B provides an overview of the Requirements.

Collective responsibility

8. Members should acknowledge that differences of opinion may arise in discussion of issues, but once a quorate decision is taken, all Members are collectively responsible for it even if they have voted against it, abstained from voting or were absent when the decision was taken. It follows that all Members are bound by a decision made in good faith and may not obstruct the execution of that decision. The Clerk shall ensure that all Board and Committee decisions will be recorded in the minutes.

Openness and Confidentiality

9. Any matters of a confidential nature must remain so outside the confines of the meeting.
10. Members must not disclose information to third parties without the consent of the Chair of the Corporation or unless the Member is required by law to do so.
11. Members should ensure that access to information about the proceedings of the Corporation is available to students and staff with the exception of confidential matters. Minutes of Corporation and its Committee are available for public inspection unless of a confidential nature. The Corporation's Confidentiality Statement provides details of confidential matters.

Attending meetings

12. Members should endeavour to attend all Corporation meetings and any meetings of committees which they are a Member. Members who are unable to attend a meeting should inform the Clerk as soon as possible. Where a Member's inability to attend a series of meeting is likely to affect the ability of the Corporation to perform its duties that Member should work with the Chair to consider any action needed. The expected attendance rate is 70%.
13. Members should follow meeting protocols as set out in the Standing Orders.

Preparation for meetings and provision of information

14. Members must read their papers in preparation for meetings.
15. The Clerk should be contacted if any clarification of papers is needed or if additional advice is required.

Managing Interests

16. Members should declare openly and immediately any personal conflict of interest arising from a matter. Guidance for managing conflicts of interest is set out in the Declaration of Interests Policy.

Induction and Training

17. Members will participate in induction and training sessions and be proactive in increasing their knowledge of the College.
18. Training may be identified by the annual self assessment reviews. It is the responsibility of Members to inform the Clerk if they feel they need further guidance or training to carry out their role.

Staff and stakeholder interaction

19. Members must adhere to the College's ICT Acceptable Use Policy.
20. Members should contact the Principal about issues related to the running of the College or its activities, staff and students and all other matters through the Chair of Corporation.
21. A Member must not speak on behalf of the Corporation or express their personal views about the Corporation and its work without express authority from the Corporation to do so. Public statements will only be made by the Principal and the Chair of Corporation except where explicitly agreed otherwise.

Equality and Diversity

22. Decisions made by Members must promote equality and diversity in accordance with the College's Equality and Diversity Policy and equalities legislation.

Safeguarding

23. Members must adhere to the College's Safeguarding Policy and inform the Clerk when attending the College, sign in, and wear badge at all times on College premises.

Exceptional Governance Mechanisms

24. It is the responsibility of each Member to ensure that they fully comply with all aspects of the responsibilities and conduct specified in this policy, the Instruments and Articles of Government, the Standing Orders, the Declarations of Interests Policy and the Confidential Reporting Policy.
25. A Member can confidentially raise concerns regarding any matter with the Clerk to the Corporation and the Chair of Corporation and should not normally raise issues of a more personal nature without first discussing it with the Chair of Corporation.

Annex A

The Seven Principles of Public Life

The following is an extract from the Second Report of the Nolan Committee on Standards in Public Life, May 1996

SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Annex B

Six Core Principles of Good Governance

The following is an extract from the Good Governance Standard for Public Services published by the Independent Commission on Good Governance in Public Services, January 2005

1. Good governance means focusing on the organisation's purposes and on outcomes for citizens and service users

- 1.1 Being clear about the organisation's purposes and its intended outcomes for citizens and service users;
- 1.2 Making sure that users receive a high quality service;
- 1.3 Making sure that taxpayers receive value for money.

2. Good governance means performing effectively in clearly defined functions and roles

- 2.1 Being clear about the functions of the governing body;
- 2.2 Being clear about the responsibilities of the non-executives and the executive, and making sure that those responsibilities are carried out;
- 2.3 Being clear about relationships between the governors and the public.

3. Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour

- 3.1 Putting organisational values into practice;
- 3.2 Individual governors behaving in ways that uphold and exemplify effective governance.

4. Good Governance means taking informed, transparent decisions and managing risk

- 4.1 Being rigorous and transparent about how decisions are taken;
- 4.2 Having and using good quality information, advice and support;
- 4.3 Making sure that an effective risk management systems is in operation.

5. Good governance means developing the capacity and capability of the governing body to be effective

- 5.1 Making sure that appointed and elected governors have the skills, knowledge and experience they need to perform well;
- 5.2 Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group;
- 5.3 Striking a balance, in the membership of the governing body, between continuity and renewal.

6. Good governance means engaging stakeholders and making accountability real

- 6.1 Understanding formal and informal accountability relationships;
- 6.2 Taking an active and planned approach to dialogue with accountability to the public;
- 6.3 Taking an active and planned approach to responsibility to staff;
- 6.4 Engaging effectively with institutional stakeholders.

REVIEWED: FEBRUARY 2011

As a Member of the Bexhill College Corporation I agree to observe this code of conduct to the best of my abilities.

Name of Bexhill College Corporation Member:

Signature:

Date: