

Webber & Quentin TMO

CODE OF CONDUCT

For

Board Members

As an elected member of Webber & Quentin TMO I agree that:

1. I have a responsibility to make every reasonable effort to attend all main board meeting and sub committee meetings that I may be appointed to. If I am unable to attend any meeting I will, subject to unforeseen circumstances, ensure that the Board's Secretary receives my apologies to offer to the meeting.
2. I will keep myself informed of the work of the Board by joining in appropriate training sessions and reading the materials sent to me.
3. I accept that every committee member shares responsibility for the decisions made by the committee as a whole. Each committee member acts as a "trustee" of the Board and acts only in the interests of the Board as a whole. No individual should act on behalf of any "constituency" or particular interest group with the resident population.
4. I will assist the Chair in ensuring that all meetings are conducted in accordance with the rules and standing orders. This includes leaving all personal matters or disputes outside the door before any meeting; talking through the Chair at all times; sticking to the point; following the agenda; listening to others and speaking in as concise a form as possible.
5. During meetings I have a responsibility to conduct myself in a way that does not cause offence to others or limit in any way the ability of other members to participate in the meeting. This includes racist, sexist or other derogatory remarks or actions; behaviour that intimidates people who are speaking or wish to speak; interrupting or talking while they are speaking. I have a responsibility to never personalise issues and I recognise that everyone is entitled to express their point of view. I also acknowledge that other Board Member's opinions should not be discussed outside Committee Meetings.
6. I will not divulge any Board business, which is confidential to other persons or organisations. Failure to comply with this rule may lead to action being taken by the committee and possible removal from office.
7. I will not use my position on the Board or its sub-committees to seek preferential treatment nor should I ever be treated any less favourably.
8. I do not have the authority to make promises or ask favours of fellow members, tenants or staff.
9. I will not as an individual interfere with the day to day operational management of the estate. I will not question or harass the staff on any work

or estate related issue. I will only raise matters concerning the management of the Estate with the Manager at Board Meetings. If I have any worries about staffing issues or operational management, outside a Board Meeting, I will, in the first instance contact the Chair.

10. Any Committee Member found guilty of a serious criminal offence during their term of office will, if such matters bring the Board into disrepute, be suspended from the Board.
11. Committee members must always declare any interest or activities which may conflict with their roles within the Board in the "Declaration of Interests" book which will be kept by the Secretary of the Board. When in doubt, always declare an interest or activity.
12. Committee members cannot receive any payment from Webber & Quentin other than bona-fide expenses incurred in line with Webber & Quentin policy.
13. Any Committee Member involved in tendering and purchasing must exercise fairness and impartiality when dealing with consultants, suppliers, contractors and sub-contractors. No special favours should be shown to any business with which or your family have some personal or professional connection. Tender costs and other commercially sensitive information is strictly confidential and must not be disclosed to any unauthorised person or organisation.
14. Committee Members must not accept cash, or personal gifts with a significant monetary value, under any circumstances. You should never accept lavish hospitality which could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf of the TMO. Above all you must never solicit personal gifts or hospitality.
15. Any Committee Member bringing the TMO into disrepute will be automatically suspended.
16. I accept committee members or estate residents who feel that this code of conduct has been breached should raise it with the Chair either at the time or after the meeting. The Chair, with advice from the committee will decide whether the person has breached the code of conduct. If the unacceptable behaviour persists a motion will be put to the meeting to suspend the person or persons from the meeting. Future participation by the person(s) will be dependent upon a commitment being given in writing that such behaviour will not recur.

I agree to abide by this code of conduct

Full Name:.....

Signed: Date: