



## **Code of conduct**

Expected behaviours for staff, board members and involved residents

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## INTRODUCTION

*Conduct becoming* defines the conduct required of all individuals directly involved in delivering BCT's business activities. Except where otherwise indicated, the code applies equally to board members, staff and involved residents.

It provides guidance on how to ensure that your actions and behaviour are consistent with BCT's values and the high standards of conduct required to maintain confidence in the BCT and its work.

You must familiarise yourself with the contents of the code and act in accordance with its principles and provisions at all times. Failure to comply with the code may be an employment or governance disciplinary matter.

If board members or involved residents have any doubts or questions regarding the application of the code, or in relation to a specific issue, they should seek advice and guidance from the company secretary. Members of staff should seek advice and guidance from their line manager or the company secretary if they prefer.

## THE MAIN PRINCIPLES OF THE CODE

- A General responsibilities:** You must fulfil your duties and obligations responsibly, acting at all times in good faith and in the best interests of the BCT, its residents and other service users.
- B Conflicts of interest:** You must take all reasonable steps to ensure that no undeclared conflict arises, or could reasonably be perceived to arise, between your duties and your personal interests, financial or otherwise.
- C Bribery, gifts and hospitality:** You must not offer, seek or accept bribes or inducements to act improperly or corruptly. You must not seek or accept gifts, hospitality or other benefits from individuals or organisations that might reasonably be seen to compromise your judgement or integrity or place you under an obligation to those individuals or organisations.
- D Funds and resources:** You must not misuse BCT's funds or resources.
- E Confidentiality:** You must handle information in accordance with the laws and BCT's policies and procedures.
- F Respect for others:** You must treat others with respect at all times.
- G Relationship between board members, staff and involved residents:** Board members, staff and involved residents must maintain a constructive, professional relationship based on a sound understanding of their respective roles.
- H Relationship with residents and other service users:** You must maintain high standards of professionalism, fairness and courtesy in all your dealings with residents and other service users.
- I Health, safety and security:** Your conduct must not endanger the health, safety or security of yourself or others.
- J Conduct at meetings:** Your conduct at board and other meetings must meet with a high standard of integrity, commitment and courtesy.

- K Representing the BCT:** In representing BCT at external events and in dealings with outside bodies, you must uphold and promote BCT's values, objectives and policies.
- L Learning and development:** In partnership with BCT, you must take responsibility for your own learning and development, regularly updating and refreshing your skills and knowledge.
- M Reporting concerns:** You must report any reasonable and honest suspicions you may have about possible wrongdoing.

## COMMENTARY

BCT's residents and the public are entitled to expect the highest standards of conduct from all who work for or with us. This Code is intended to provide guidance to you in your work.

The Code is produced in the light of the challenges facing those who work in social housing in the new and more commercially orientated environment that followed the Housing Acts 1988 and 1996. It also addresses requirements under the Housing & Regeneration Act 2008, and the Bribery and Equality Acts of 2010. It draws on the seven principles of public life adopted by the Nolan Committee, which are largely applicable to social landlords, despite their clear identity as independent, not-for-profit and voluntary organisations. It has been updated to reflect the growth of social networking sites.

It is complementary with the NHF's Code of Governance.

The Code of Conduct should be read in conjunction with BCT's Data Protection policies which include specific responsibilities under the General Data Protection Regulations (GDPR).

Your particular responsibilities are set out in your terms of appointment and form part of your induction training.

### *Staff members*

## RESPONSIBILITY OF BCT AS AN EMPLOYER

This Code is not intended to impose any new terms and conditions of employment between employees and BCT.

To assist you in complying with the guidance of this code, BCT will:-

- Ensure that the Code is brought to your attention, and that you are made aware of its implications for your work.
- Ensure that you have a good understanding of BCT's governance arrangements and particularly the role of the board and sub committees.
- Ensure that you are fully aware of BCT's requirements under conflicts of interest, personal benefits, and the provisions of Section 122 of the Housing and Regeneration Act 2008 (Appendix 1).

- Ensure that the provisions of the Data Protection Act are taken into account in implementing the Code.

## **A GENERAL RESPONSIBILITIES**

### **Main principle**

You must fulfil your duties and obligations responsibly, acting at all times in good faith and in the best interests of BCT, its residents and other service users.

### **Provisions**

- A1** You must comply with the law, your terms of appointment and BCT's policies and procedures relating to your role.
- A2** You must not conduct yourself in a manner which could reasonably be regarded as bringing BCT into disrepute. This includes membership of, or participation in, activities organised by groups or organisations whose values are inconsistent with BCT's (for instance, racist organisations) which could create reasonable doubt in your ability to comply with the BCT's values and this code.
- A3** You must not bring BCT's name into disrepute or affect its integrity by your actions or words, either within the organisation or outside. This includes the use of, or entries on, social networking sites (such as Facebook, Twitter, YouTube and others).

This includes making derogatory comments about BCT, its residents or other service users, partners or services, either in person or in writing or via any web-based media such as a personal blog or other sites. This also applies if you do not name the BCT but where its identity can reasonably be inferred, or where you use a pseudonym but your identity can reasonably be inferred.

If you have a genuine concern about possible wrongdoing, you must report it to the appropriate senior person within the organisation (see Section M below).

- A4** You must not act in a way that unjustifiably favours or discriminates against particular individuals, BCT or BCT's interests.
- A5** You must respect the appropriate channels for handling tenancy and service provision issues. You must not act outside the BCT's established procedures in any matter concerning any resident or other service user.
- A6** You must not misuse your position, for example, by using information acquired in the course of your duties for your private interests or those of others.
- A7** You must respect the principle of collective decision-making and corporate responsibility. This means that once the board has made a decision you must support that decision.
- A8** You must not engage in any political or campaigning activity that might compromise the position of BCT. Board members or involved residents intending to stand for political office must discuss the matter with the chair; members of staff should discuss with their line manager.

**Board members**

- A9** If you take up new employment or appointments during your term of office on the board, you must make any necessary declaration of interest. Any such work or position must not interfere with your role as a board member.

**Staff members**

- A10** You must consult your line manager before taking on any outside work or any position, paid or unpaid. Any such work or position must not interfere with your existing job or conflict with the interests of your job or the BCT.

**FAILURE TO FOLLOW THE CODE OF CONDUCT**

- A11** In support of BCT's arrangements against fraud, bribery and money laundering, failure to declare an interest while at a meeting or failure to complete or update a declaration of interest form may constitute a breach of duty.

**Staff members**

- A12** You should recognise that failure to follow this Code of Conduct may damage BCT and its work and if so will be viewed as a disciplinary matter, to be dealt with under normal disciplinary procedures.

**Board members and involved residents**

- A13** You should recognise that failure to follow this Code of Conduct may damage BCT's reputation and its work and so will be viewed as a breach of duty.

## B CONFLICTS OF INTERESTS

### Main Principle

You must take all reasonable steps to ensure that no undeclared conflict arises, or could reasonably be perceived to arise, between your duties and your personal interests, financial or otherwise.

### Provisions

- B1** You must comply with BCT's policies and procedures for declaring, recording and handling conflicts of interest. Amongst other things, these require you to declare any private interests which may, or may be perceived to, conflict with the duties of your role.
- B2** You must ensure that your entry in the BCT's register of interests is complete, accurate and up-to-date.
- B3** You must comply with BCT's policies and procedures relating to applications for employment or housing from members of staff, board members, involved residents or others to whom you are related or closely connected.<sup>1</sup>
- B4** You must not be involved in the appointment of staff where you are related, or are closely connected to an applicant. You must declare any such relationship to the appropriate person. You must not be involved in decisions relating to discipline, promotion, pay or benefits for any staff member to whom you are related or closely connected.
- B5** You must not be involved in the appointment of a contractor or supplier where you are related, or closely connected to an organisation or individual applying for or tendering for a contract. You must declare any such relationship to the appropriate person, you must not be involved in establishing the terms of a contract, or its ongoing monitoring and management, where you are related, or closely connected to a contractor supplier.
- B6** Except where specifically permitted, you must normally avoid using BCT's contractors and suppliers for private purposes. Where this is unavoidable, you must not receive a favourable service as a result of your connection with the BCT. Prior approval must be sought before using the supplier or contractor and a written declaration made confirming that no financial or other advantage has been secured as a result of the relationship with BCT.
- B7** You must not use or attempt to use your position to promote your personal interests or those of any connected person, business or other organisation.
- B8** If you are a member of any organisation not open to the public which has secrecy about its rules, membership or conduct, you should not allow this to influence or affect your conduct or decisions, which should always be taken in the best interests of BCT. A definition of such an organisation is given at Appendix 3.

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<sup>1</sup> BCT's policies and procedures are designed to ensure and to demonstrate that no preferential consideration is given to any such application.

## C BRIBERY, GIFTS AND HOSPITALITY

### Main Principle

You must not offer, seek or accept bribes or inducements to act improperly or corruptly. You must not seek or accept gifts, hospitality or other benefits from individuals or organisations that might reasonably be seen to compromise your judgement or integrity or place you under an obligation to those individuals or organisations.

### Provisions

- C1** You must comply with the law and BCT's policies and procedures in relation to:
- (1) bribery and corruption; and
  - (2) the giving, receipt, approval and recording of gifts and hospitality.
- C2** You must not canvass or seek gifts or hospitality or other benefits.
- C3** If you are offered gifts or hospitality, they should either be declined, or prior approval sought for their acceptance. The only exceptions are gifts of token value or modest hospitality given in connection with normal work meetings. BCT's policies give further guidance.

### ACCEPTABLE HOSPITALITY

- C4** You may accept modest working meals and light refreshments, but should note a declaration in the hospitality register.
- C5** Other hospitality may be accepted, with prior written consent, for instance where:
- There is a genuine need to impart information or represent BCT in the community.
  - An event is clearly part of the life of the community or where BCT should be seen to be represented.
  - The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

### FINANCIAL CONDUCT

- C6** You must ensure that you use funds and resources entrusted to you for the purpose intended, and in a responsible and lawful manner. You should seek to safeguard such funds and resources from abuse, theft, or waste. You should strive to ensure value for money for BCT, its residents and any public or charitable funds.
- C7** You should be aware of the details of BCT's Scheme of Delegations, standing orders and internal controls, and observe them. Corruption is defined as including actions or attempted actions also relating to fraud, and money laundering, as provided for within the Scheme of Delegations.



- C8** If an allegation of corrupt behaviour is made, you should be able to demonstrate that any rewards you have obtained have not been acquired corruptly.

## **SPONSORSHIP**

- C9** Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of BCT, whether by invitation, tender, negotiation, or voluntarily, the basic conventions concerning the award of contracts and acceptance of gifts or hospitality apply.

## **D FUNDS AND RESOURCES**

### **Main Principle**

You must not misuse BCT's funds or resources.

### **Provisions**

- D1** You must comply with BCT's policies and procedures regarding the use of its funds and resources. Resources includes staff, information, telephone, computer and other IT facilities, equipment, stationery and transport.
- D2** You must ensure that the organisational funds and resources entrusted to you are used efficiently, economically and effectively.
- D3** You must comply with BCT's policies and procedures regarding procurement, ensuring value for money and fairness in decision-making.
- D4** You must take reasonable measures to protect BCT's funds, resources, property and assets from theft, damage and misuse.
- D5** You must comply with BCT's policies and procedures relating to the acceptable or unacceptable use of e-mail, intranet and internet services. Amongst other things, these policies and procedures prohibit access to pornographic or racist material, and the use of unauthorised or unlicensed software.
- D6** You must claim reimbursement only for expenditure that was properly and reasonably incurred in carrying out BCT's business. You must ensure that any expenses claim you make is accurate and complies with BCT's policies and procedures.

## **E CONFIDENTIALITY**

### **Main principle**

You must handle information in accordance with the law and BCT's policies and procedures.

### **Provisions**

- E1** You must comply with the provisions of the Data Protection Act 1998 which governs the protection of personal data. All personal data held about residents and other service users, staff and others whether on paper or electronically, is subject to the provisions of the Act. BCT's policies and procedures give further guidance.
- E2** You must not disclose without authority any confidential business information. This duty continues to apply after you have left BCT or relinquished your position.
- E3** You must not, without permission pass or distribute to the press or media or any other external recipient(s) information or materials relating to BCT.
- E4** In your capacity as a board or staff member or involved resident you must not, without prior authority:
- (1) appear to represent the views or position of the BCT;
  - (2) write letters to the press or other recipient(s);
  - (3) write media articles, blog posts or tweets etc. about BCT and its activities;
  - (4) make comments or statements to the media - if approached you must pass the enquiry to the appropriate person.
- E5** You must not prevent another person from gaining access to information to which they are entitled by law.

### **CONFIDENTIALITY**

- E6** Exceptions to confidentiality provisions will only be made where formal agreements to share confidential information with external agencies are in place, or to meet over-riding legal requirements and separate arrangements will be made in these instances.

## **F RESPECT FOR OTHERS**

### **Main Principle**

You must treat others with respect at all times.

### **Provisions**

- F1** Equality issues affect every area of BCT's work in the provision of services; purchasing decisions; and as an employer. All members of the local community, residents, suppliers and your fellow staff and board members have a right to be treated with fairness and equity. You should ensure that BCT's policies concerning equality issues are complied with both in the letter and the spirit.
- F2** You must comply with the law and with BCT's policies and procedures relating to equality and diversity. Equality laws prohibit discrimination on grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and impose positive duties to eliminate unlawful discrimination and promote equality. BCT's policies give further guidance.
- F3** You must not harass, bully or attempt to intimidate any person. BCT's policies give further guidance.
- F4** You must not display materials in the workplace which other people might reasonably find offensive or use language which board or staff or customers might reasonably find offensive.

## **G RELATIONSHIP BETWEEN BOARD MEMBERS, STAFF AND INVOLVED RESIDENTS**

### **Main Principle**

Board members, staff and involved residents must maintain a constructive, professional relationship based on a sound understanding of their respective roles.

### **Provisions**

#### ***Board Members***

- G1** You have a duty of loyalty and support towards BCT and this must be reflected in a constructive, professional relationship with its staff.
- G2** You must not go beyond your role as a board member and become inappropriately involved in operational matters.
- G3** In your dealings with staff, formally and informally, you must set an example by demonstrating the highest standards of integrity and ethics and your alignment with the values, policies and objectives of the association.

***Board members and involved residents***

- G4** Where it is necessary to raise issues of poor staff performance at a formal meeting, these must be raised in a constructive way, aimed at getting things right in future and not at criticising individuals. Any concerns about the performance of individuals must be discussed in confidence with the chair of the board, committee or panel, or with the chief executive.
- G5** You must not appear to undermine the authority of a senior officer in his or her dealings with a more junior member of staff.
- G6** You must avoid inappropriate personal familiarity with members of staff.
- G7** You must not ask or encourage a member of staff to act in any way which would conflict with compliance with this code or BCT's policies and procedures.

***Involved residents***

- G8** You must not seek to instruct or direct a member of staff or contractor. The relevant manager or member of staff must convey all instructions.

***Staff members***

- G9** If your work brings you into contact with a board, a committee or a resident /service user committee or panel, you must:
- (1) take direction from the board, or in accordance with any delegated authority of a committee or panel;
  - (2) respond constructively to questioning or challenge;
  - (3) respond willingly to requests for information.
- G10** You must avoid inappropriate personal familiarity with board members and involved residents.
- G11** You must not use informal channels to lobby or influence board members or involved residents on matters of BCT's business.
- G12** You must not knowingly mislead the board or any of BCT's committees or panels.
- G13** You should have a clear understanding of the work and duties of board members, as set out in the NHF's Code of Governance.

## **H RELATIONSHIP WITH RESIDENTS AND OTHER SERVICE USERS**

### **Main principle**

You must maintain high standards of professionalism, fairness and courtesy in all your dealings with residents and other service users.

### **Provisions**

- H1** You must treat all residents and other service users with courtesy and respect.
- H2** You must not allow any personal relationship with a resident or other service user to conflict with your role and responsibilities.
- H3** You must not give gifts or loans of money to, or receive gifts or loans of money from residents or other service users.
- H4** You must not invite or influence a resident to make a will or trust under which you are named as executor, trustee or beneficiary. You shall when handling a resident's money, always be sure that your line manager is informed and that any cash handling is properly recorded.
- H5** You must not receive loans from residents, and may not give loans from your personal money to residents.
- H6** You must take great care in handling residents' and other service users' money, ensuring that a receipt is completed for every transaction.
- H7** You must not invite or influence a resident or other service user to make a will or trust under which you are named as executor, trustee or beneficiary.
- H8** When handling information relating to residents and other service users, you must comply with the law and BCT's policies and procedures relating to the protection of personal data.
- H9** You should always give your name and job title to any resident or member of the public with whom you have contact.

### **Staff members**

#### **Dealing with Residents' Finances**

- H10** There may be some occasions in which staff members are involved in assisting residents to manage their financial affairs. In such circumstances it is an expectation that these arrangements will be detailed in the resident's support plan stipulating what assistance the staff member will provide to the resident and the date on which the arrangement will be reviewed.
- H11** Where there are concerns about a resident's capacity to manage their own financial affairs these should be discussed with the resident's social worker, care manager or other relevant officers from the statutory services. In these circumstances it is possible that power of attorney will be sought. Power of attorney is a legal document enabling a named individual

to have delegated powers to control the financial and legal affairs of an individual not deemed to have the mental capacity to manage their own affairs. It is not considered appropriate for staff working for BCT to act under power of attorney for any residents or service users of BCT and steps should be taken to ensure that an independent individual is appointed to undertake this role.

- H12** As outlined in paragraphs H4 and H5 above staff should maintain the highest standards of financial probity in any involvement they have in handling residents' money or other financial dealings.

### **Gifts**

- H13** You must not accept cash, or personal gifts with a significant monetary value, under any circumstances. Items of nominal value, such as free promotional pens, calendars and similar items may be accepted.
- H14** Personal gifts may not be solicited under any circumstances.
- H15** When you have to decline a gift, you should be courteous but firm and draw the attention of the person making the offer to the existence of this Code.

### **Professional boundaries**

- H16** Staff should, at all times be clear about their professional boundaries and if a member of staff has concerns that they may be at risk of breaching professional boundaries, these should be discussed with his or her line manager at the earliest available opportunity.
- H17** All staff who work with residents or service users who are considered to be in any way vulnerable should comply with the General Social Care Council's Code of Practice for social care workers. This Code has been adopted by BCT as agreed practice and provides guidance on good practice for social care workers and details of circumstances under which staff need to be aware of their professional boundaries and avoid acting in breach of such boundaries.

## **I HEALTH, SAFETY AND SECURITY**

### **Main principle**

Your conduct must not endanger the health, safety and security of yourself or others.

### **Provisions**

- I1** You must comply with BCT's health and safety policies and procedures and bring to the attention of the appropriate person any risks to yourself or others. In particular:
- (1) where you are provided with protective clothing this must be worn; and
  - (2) for your own safety, you must comply with BCT's policy and procedures relating to lone working.
- I2** You must comply with the law and BCT's policies on smoking and on the use of alcohol, illegal drugs and other substances.
- I3** You must comply with BCT's policies relating to the security of premises.

## **J CONDUCT AT MEETINGS**

### **Main Principle**

Your conduct at meetings must show respect for all, and comply with BCT's standards.

### **Provisions**

- J1** You must be courteous to all other attendees and respect the position of the meeting chair.
- J2** You must not use threatening or aggressive behavior or act in a disruptive way.
- J3** You must not attend meetings while intoxicated or under the influence of drugs.
- J4** Once a board, committee or panel meeting has properly reached a decision, you must share responsibility for that decision, even where you had not supported it.

## **K REPRESENTING BCT**

### **Main Principle**

In representing BCT at external events and in dealings with outside bodies, you are an ambassador for BCT and must uphold and promote its values, objectives and policies.

### **Provisions**

- K1** You must not become involved in, or be seen to endorse, any activity that may bring BCT into disrepute. This includes but is not limited to illegal, immoral, racist or other discriminatory activity.
- K2** In engaging in activities which promote the work of BCT to the outside world, you must demonstrate commitment to BCT and support for its values, policies and goals.
- K3** In representing BCT at formal or informal events, you must be appropriately dressed for the occasion.

## **L LEARNING AND DEVELOPMENT**

### **Main Principle**

In partnership with the BCT, you must take responsibility for your own learning and development, regularly updating and refreshing your skills and knowledge.

### **Provisions**

- L1** You must play an active part in BCT's supervision and performance appraisal processes and welcome constructive feedback.
- L2** At the appropriate induction, appraisal or supervision meeting, you must clear your personal training and development needs, so that they can be taken into account in BCT's forward budgeting and planning.
- L3** Unless there are exceptional reasons, you must attend all learning and development events that have been arranged, either for you alone or as part of a group..

### **Board Members**

- L4** You must take responsibility for keeping your knowledge up to date in those areas in which you are a specialist.



## **M REPORTING CONCERNS**

### **Main Principle**

You must report to the appropriate senior person within BCT any reasonable and honest suspicions you may have about possible wrongdoing.

### **Provisions**

- M1** If you are aware of potentially dishonest or fraudulent activity, or material breaches of this code - by board members, staff or others - you must report it to the appropriate senior person within BCT. BCT's policies and procedures relating to fraud, bribery or money laundering and confidential reporting (whistle-blowing) give further guidance.
- M2** If you believe that you are being required to act in a way which conflicts with this code, you must report it to the appropriate senior person within BCT.
- M3** You must not victimise any person who has used - or intends to use, or is suspected of having used - BCT's confidential reporting procedures to report the misconduct, or alleged misconduct, of others.

# APPENDIX 1

## Section 122 of the Housing and Regeneration Act 2008

122 Payments to members etc.

- (1) This section restricts the making of gifts, and the payment of dividends and bonuses, by a non-profit registered provider to;
  - (a) a member or former member of the registered provider;
  - (b) a member of the family of a member or former member;
  - (c) a company which has a director or a person within paragraph (a) or (b).
- (2) A gift may be made, and a dividend or bonus may be paid, only if it falls within one of the following permitted classes.
- (3) Class 1 is payments which;
  - (a) are in accordance with the constitution of the registered provider, and
  - (b) are due as interest on capital lent to the provider or subscribed in its shares.
- (4) Class 2 is payments which;
  - (a) are paid by a fully mutual housing association (within the meaning of section 1(2) of the Housing Association Act 1985 (c.69)),
  - (b) are paid to former members of the association, and
  - (c) are due under -
    - (i) tenancy agreements with the association, or
    - (ii) agreements under which the former members became members of the association.
- (5) Class 3 is payments which -
  - (a) are in accordance with the constitution of the registered provider making the payment ('the payer'), and
  - (b) are made to a registered provider which is a subsidiary or associate of the payer.
- (6) If a registered company or industrial and provident society contravenes this section -
  - (a) it may recover the wrongful gift or payment as a debt from the recipient, and
  - (b) the regulator may require it to take action to recover the gift or payment.

## APPENDIX 2

### Principles of Public Life

Housing associations will inevitably face situations not directly addressed by the code. In such situations they should be guided by seven principles of public life established by the Committee on Standards in Public Life.

Although housing associations are not public bodies, there is a general acceptance that those holding positions of leadership in associations should uphold the same values of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These are defined below.

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

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to 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 support and promote these principles by leadership and example.

## APPENDIX 3

### Definition of a secret society

1. A secret society is any lodge, chapter, society, trust or regular gathering or meeting which:
  - is not open to members of the public who are not members of that lodge, chapter, society or trust;
  - includes in the grant of membership an obligation or requirement on the part of the member to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting; and
  - include whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.
2. A lodge, chapter, society, trust, gathering or meeting as defined above, should not be regarded as a secret society if it forms part of the activity of a generally recognised religion. Nor should a chapter or branch of a trade union.

## APPENDIX 4

### Declaration of Interests form

This form should be completed annually, and also at any time when a new matter to be declared arises. Any fields that do not apply should be left blank. Completed forms should be given to the Company Secretary and will be recorded as appropriate in BCT's register of interests, or the register of gifts and hospitality.

#### Your details

<b>Your name</b>		
<b>Your position within BCT – please note all that apply</b>	<b>Board member</b>	
	<b>Staff member – record job title</b>	
	<b>Involved resident</b>	

#### Declaration of compliance

I declare that I have read and understood BCT's Code of Conduct and agree to comply in full with it. In accordance with the Code, I make below a full declaration of any and all interests I am aware of which may, or may be perceived to, conflict with my position with BCT. I confirm that the information provided below is correct to the best of my knowledge.

Employment <i>e.g/ a relative or friend works at BCT; you have other paid employment</i>	
Business Matter <i>e.g. a friend or relative works for a BCT supplier/contractor</i>	
Company Directorship <i>e.g. you are a board member with another organisation</i>	
Land or property <i>e.g. you own property which you rent out; you have an interest in a piece of land close to BCT property</i>	
Tenancy or Leasehold Matter <i>e.g. you or a relative / close friend has accommodation with BCT</i>	
Membership of an organisation or society <i>e.g. you are, or a relative is, a member of an organisation whose membership rules conflict with BCT's purpose or has secrecy around its membership</i>	
Position of Public Responsibility <i>e.g. you are a member of a parish council; or are otherwise an elected representative</i>	

Please give details of any payment, benefit transaction, contract, property, land, that is involved (with details such as date, location, sums involved)	
Please give details of any gift or hospitality that is involved (with details such as date, location, estimated value)	
Please add any further details about the matter you are declaring	
Please give details of your use of BCT property, services or BCT contractors/ suppliers for personal work since your last declaration.	
Is there any reason why this declaration should be regarded as confidential? Please give details.	

**Signed:** .....

**Date:** .....

**This form should be returned to the Company Secretary at:-**

**Byker Community Trust  
17 Raby Cross  
Byker  
Newcastle upon Tyne  
NE6 2FF**

.....  
**For Governance Team use only**

<b>Reviewed by:</b>	
<b>Date:</b>	

# APPENDIX 5

## Signing up to the Code of Conduct

### Personal Declaration

I have read and understand BCT's Code of Conduct and agree to abide by it at all times.

Name (PRINTED): .....

Signed: .....

Date: .....

Position with BCT (delete\* as necessary):

Staff Member\* / Board Member\* / Involved Resident\*

This form should be returned to the Company Secretary at:-

**Byker Community Trust**  
**17 Raby Cross**  
**Byker**  
**Newcastle upon Tyne**  
**NE6 2FF**

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**For Governance Team use only**

<b>Reviewed by:</b>	
<b>Date:</b>	

## APPENDIX 6

### BYKER COMMUNITY TRUST: OUR SEVEN GUIDING PRINCIPLES

These principles guide how the BCT Board and staff work together, relate to each other and promote and protect the values of the organization:

1. We work as a team in the best interests of Byker and a successful future for the area;
2. We are committed to support the vision, mission and values of BCT and to demonstrating them in practice;
3. We work by consensus with open discussion, based on proper consideration of information, and we are committed to the decisions the Board makes;
4. We demonstrate public and private respect for each other as colleagues;
5. We let staff get on with their job. They are responsible for the operational aspects of the Trust and its service delivery as directed by the Chief Executive under delegated authority;
6. We work as a team to develop strategy which is the ultimate responsibility of the Board which holds staff to account for delivery via the Chief Executive;
7. We respect confidentiality of information whether corporate or personal. When business is classified as confidential it remains so at all times unless otherwise agreed.

These Guiding Principles help us build and sustain a cohesive, harmonious and effective Byker Community Trust. They govern not only how we relate to each other but also to our customers, partners stakeholders and contractors.