



CODE OF CONDUCT FOR MEMBERS OF THE GOVERNING BODY
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Process Area	Governance
Reference Number	GOV/004
Responsible Area:	Governing Body

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001	Mar 2016	First Issue	L Armstrong	Governing Body
002	Mar 2019	Second issue – reviewed with changes to reflect revised Instruments of Government	L Armstrong	Governing Body
003	Feb 2022	Third issue – minor changes	L Armstrong	Governing Body

If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1. POLICY STATEMENT

Southern Regional College is committed to appropriate standards of conduct for all employees and Members of the Governing Body when conducting College business or representing the College in any capacity.

As a Member of the Governing Body, your behaviour and actions must be governed by the principles set out in this Code of Conduct. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code.

2. SCOPE

This policy applies to Members of the Governing Body of Southern Regional College.

3. DEFINITIONS

College	Southern Regional College
Department	Department for the Economy

4. KEY PRINCIPLES OF PUBLIC LIFE

The key principles upon which this Code of Conduct is based are the Seven Principle of Public Life (Nolan Principles). These are:

- **Selflessness** - You should act solely in terms of the public interest.
- **Integrity** - You should avoid placing yourself under any obligation to people or organisations that might try to inappropriately influence their work. You should not act or take decisions in order to gain financial or other material benefits for yourself, your family or your friends. You must declare and resolve any interests and relationships.
- **Objectivity** - You must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.
- **Openness** - You should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** - You should be truthful.
- **Leadership** - You should exhibit these principles in your own behaviour. You should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

These principles should inform your actions and decision as a Governing Body Member.

5. GENERAL CONDUCT

5.1 Use of Public Funds

You have a duty to ensure the safeguarding of public funds and the proper custody of assets which have been publicly funded.

You must carry out your fiduciary obligations responsibly – that is, take appropriate measures to ensure that the Governing Body uses resources efficiently, economically and effectively, avoiding waste and extravagance.

5.2 Allowances

You must comply with the guidelines issued by the Department for the Economy regarding remuneration, allowances and expenses. It is your responsibility to ensure compliance with all relevant HM Revenue and Customs' requirements concerning payments, including expenses.

5.3 Gifts and Hospitality

You must comply with the College's Gifts and Hospitality policy. You should inform the Secretary of any offer of gifts or hospitality and ensure that, where a gift or hospitality is either accepted or declined, this is recorded in register.

5.4 Use of Official Resources

You must not misuse official resources for personal gain or for political purposes. Use of such resources must be in line with the College's rules on their usage. This includes facilities, equipment, stationary, IT equipment, telephone and other services.

5.5 Use of Official Information

You must not misuse information gained in the course of your role as Governing Body Member for personal gain or for political purpose.

You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the Governing Body.

5.6 Political Activity

In your capacity as Governor you must not use your position for political gain or to promote the views of any political party.

Subject to the above, you may engage in political activity but should, at all times, remain conscious of your responsibilities as a board member and exercise proper discretion. You should inform the Chair and/or the Department before undertaking any significant political activity.

5.7 Employment and Appointments

If you wish to take up new employment or appointments during your term of office, you must inform the Chair and/or the Department.

6. MEMBERS' INTERESTS

6.1 You must ensure that no conflict arises, or could reasonably be perceived to arise, between your duties as a Governor and your private interests – financial or otherwise.

6.2 You must comply with the rules of the Governing Body on handling conflicts of interests. As a minimum, these will require you to declare publicly any private

interests which may, or may be perceived to, conflict with your duties as a Member of the Governing Body. The rules will also require you to remove yourself from the discussion or determination of matters in which you have a financial interest. In matters in which you have a non-financial interest, you should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

- 6.3** It is your responsibility to ensure that you are familiar with the Governing Body's rules on handling conflicts of interests, that you comply with these rules and that your entry in the Governing Body's Register of Members' Interests is accurate and up to date.

7. RESPONSIBILITIES AS A GOVERNOR

- 7.1** You should play a full and active role in the work of the Governing Body. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the College.
- 7.2** You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.
- 7.3** You should respect the principle of collective decision-making and corporate responsibility. This means that, once the Governing Body has made a decision, you are expected to support that decision.
- 7.4** You must not use, or attempt to use, the opportunity of Governing Body membership to promote your personal interests or those of any connected person, firm, business or other organisation.

8. DISTRIBUTION

Policy Centre on SharePoint
Employee Handbook

9. RELATED DOCUMENTS

- Gifts and Hospitality Policy
- Register of Interest
- Audit Code
- Articles and Instruments of Government
- Standing Orders
- Management and Employee Standards
- DfE Guide for Governors of Northern Ireland Further Education Colleges
- FD DFP 04/14 - Code of Conduct for Board Members
- DoF 'On Board Guide' - A Guide for Board Members of Public Bodies.