

Waltham Forest College



THE CORPORATION OF WALTHAM FOREST COLLEGE

CODE OF CONDUCT

Introduction

The Code of Conduct for the Corporation of Waltham Forest College has been adopted to show the commitment of its members to operate in as open a way as is possible whilst maintaining the highest standards of conduct. The provisions of the Code apply equally to each member of the Corporation; this includes when they are acting as members of a committee or other group established by the Corporation.

The Corporation recognises and supports the seven principles of public life as identified by the Committee on Standards in Public Life (the Nolan Committee). Full details on the seven principles of public life are set out in the Corporation's Standing Orders. Further information is available from the Clerk to the Corporation.

The Corporation has decided that members will not receive any payment or other benefits for carrying out their voluntary roles other than being eligible to receive the reimbursement of any costs incurred in travelling to and from meetings and training events. However, the Charity Commission has indicated that work which may be considered as exceptional and not within the normal responsibility and role of a college trustee (e.g. through the Area Review process) may therefore be eligible to be considered as a payment for services.

Copies of the Code will be available through the office of the Clerk to the Corporation for the information of and use by staff, students and other interested persons. Copies of the Code will also be displayed in the College Library, on the College website and other appropriate locations within the College.

The provisions of the Code will be reviewed annually by the Corporation. Changes may be made during the year by the Corporation as and when this is thought to be appropriate.

In order to promote more effective governance, the Corporation will carry out an annual review of the performance of its duties and responsibilities as part of a continuing process of self-evaluation.

A complaint against the Corporation or an individual member of the Corporation should be addressed to the Clerk to the Corporation who will deal with the matter as appropriate. The response to such a complaint will include details of the arrangements for pursuing the matter with an independent body. A complaint against the Clerk to the Corporation is to be forwarded to the Chair of the Corporation.

Any question on the meaning of this Code is to be referred to, in the first instance, the Clerk to the Corporation, Waltham Forest College, Forest Road, Walthamstow, E17 4JB (telephone 020 8501 8144).

The Corporation

The Corporation will meet at least once in each term to conduct the required business and to carry out its responsibilities as set out in the Articles of Government and other key documents.

The Corporation will review the attendance records of members and consider, as and when appropriate, if an individual member should be removed from the body.

The Corporation will have due regard to the different but complementary responsibilities of the Corporation and the Principal so that the respective roles may be carried out efficiently and effectively.

The Corporation will make available through the office of the Clerk to the Corporation all open (non confidential) items for reference by staff, students and others with an interest in the College. This will include agendas, reports and minutes of meetings of the Corporation and the Committees of the Corporation.

The Clerk will maintain on behalf of the Corporation a register of members' interests which will be available for inspection in the office of the Clerk.

Individual members of the Corporation

Members of the Corporation of Waltham Forest College will:

1. support the aims and objectives of the College and promote the interests of the College and its students in the wider community;
2. work co-operatively with other members, as well as staff and students, in the best interests of the College;
3. actively support equal opportunities in the College and make provision for it in the mission statement;
4. be satisfied that a course of action is taken in accordance with the Corporation's Instrument and Articles of Government and other associated regulations;
5. seek to ensure that the College does not continue to operate if insolvent;
6. not bind the College to a course of action it cannot carry out;
7. acknowledge that as individual members they have no legal authority outside meetings of the Corporation and its committees;
8. act honestly, diligently and in good faith, taking professional advice where necessary;
9. resist any temptation or outside pressure to use the position of governor to benefit themselves or other individuals or agencies;
10. not accept money or other gifts offered as a result of their membership of the Corporation;
11. avoid putting themselves in a position where there is a conflict (actual or potential) between their personal interests and those of the College;
12. declare openly and immediately any personal conflict of interest arising from a matter before the Corporation (or a committee of the Corporation) or from any other aspect of membership;
13. seek to persuade other members and register dissent if there is a concern that an action would be contrary to the Instrument and Articles of Government and other associated regulations;
14. acknowledge that differences of opinion may arise in discussion but once a decision has been made by the Corporation support the decision;
15. base their views on matters before the Corporation on an honest assessment of the available facts, unbiased by partisan or representative views;
16. understand that an individual member does not have the right to make statements or express opinions on behalf of the Corporation unless specifically authorised to do so;
17. respect the confidentiality of items of business which the Corporation decides should remain confidential;

18. honour the obligations on all members not to reveal to third parties the views expressed at meetings;
19. have regard to their broader responsibilities as a member of the Corporation including the need to promote public accountability for the actions and performance of the Corporation;
20. take or seek opportunities to enhance their effectiveness as a member through participation in training and development programmes and by increasing their knowledge of the College;
21. give priority, as far as practicable, to attendance at meetings of the Corporation and its committees;
22. be familiar with and adhere to the provisions of the following documents which will be supplied to them on their appointment and kept up-to-date by the Clerk:
 - the Instrument and Articles of Government;
 - the Standing Orders for the Conduct of Meetings of the Corporation and Related Issues;
 - the Financial Regulations and Financial Procedures;
 - the Financial Memorandum
 - the Mission Statement and associated statements adopted by the Corporation;
 - Governor Training Materials;
 - this Code of Conduct.
23. refer to the Clerk any invitation received by a member to accept a donation on behalf of the Corporation so that the proposal may be investigated and placed before the Corporation or a committee of the Corporation.

The Chair of the Corporation

In order that the Chair may carry out the role it is essential that he or she has the trust and support of all members of the Corporation. To ensure that the Chair maintains the trust and support of members there will be a regular (usually every two (2) years) election for the office.

The Chair is the "public face" of the Corporation. It is important, therefore, that he or she has the time and interest to devote to the role (including attendance at social events and award presentations).

The Corporation has authorised the Chair (and, when appropriate, the Principal and Clerk) to make statements to the media, the public and interested parties on issues relating to the governance of the College. The content of the statements will be the subject of consultation between the Chair and College Management. The majority of items which require public statement concern the strategic management and day to day operation of the College and thus are dealt with by, or on behalf of, the Principal.

The Chair and/or other members will attend national, regional and local events on behalf of the Corporation so as to represent the interests of the Corporation as a whole. Members will be kept informed of such events and associated developments through the Clerk.

(As adopted by the Corporation of Waltham Forest College on 17 December 2003)