

## **Lochaber Association Ltd**

### **Management Committee Member's Code of Conduct**

Each individual member is expected to contribute constructively to the work of the Management Committee. The effective collective performance of the Management Committee depends on members recognising and fulfilling their individual responsibilities.

All members share and must accept collective responsibility for the decisions properly made by the Management Committee. All members are equally responsible in law for the decisions made. Each must act only in the interests of the Association and its customers, and not on behalf of any constituency, other organisation or interest group. Although members may have been elected, nominated or appointed by a particular stakeholder group, their overriding loyalty must be to the Association as a whole.

It is an expectation of the Association that members of the Management Committee consider and sign that they accept the expectations and obligations of the Code.

Every individual member is expected to:

1. Uphold the values, objectives of the Internal Management Plan and policies of the Association

Management Committee members should always act in accordance with the values, objectives and policies and should never be seen to undermine them in any way.

2. Contribute to and accept responsibility for the Management Committee's decisions

Management Committee members should take a full and active part in the discussion at Management Committee meetings and accept responsibility for decisions taken. If a decision is taken that the Management Committee member cannot agree with and support publicly, they should consider resignation.

3. Uphold and promote the principles of equality and diversity in the governance of the Association.

Management Committee members should display no discriminatory behaviour in their dealings with fellow Management Committee members, staff, tenants and service users or other stakeholder in the organisation.

4. Treat all colleagues on the Management Committee with consideration, and foster mutual respect and trust

Management Committee members must not indulge in any bullying or offensive behaviour and always respect the Chairperson in meetings

5. Prepare for meetings and attend regularly and punctually

Preparation for meetings is vital if Management Committee members are to make informed decisions at meetings. Management Committee members should also ensure that they are able to attend the majority of meetings during the course of the year so that they are making a positive contribution.

6. Attend relevant training sessions and events

The housing and business environment is constantly evolving with new legislation regulation and initiatives. Management Committee members should keep abreast of these developments so that they can bring informed opinions to Management Committee discussions.

7. Represent the Association positively and appropriately

All Management Committee members are ambassadors for the organisation and thus at all times should present the Association in a positive light through their statements and behaviour.

8. Be aware of the restrictions on payments and benefits and follow the Association's policy on managing these restrictions

Management Committee members must be aware of the legislation which governs payments and benefits to staff and have a familiarity with the Association's own policy.

9. Not accept any offers of gifts and hospitality which could be seen as a way of exercising an improper influence over decision making

While small gifts from third parties may be accepted (but must always be declared and recorded), Management Committee members should always be mindful of how their actions will appear to the outside world, and not bring the organisation into disrepute.

10. Declare any personal or other interests which could potentially conflict with those of the Association.

In all of their dealings, Management Committee members must be conscious of any interests or relationships that may appear incompatible with their role on the Management Committee to the general public. If in doubt, these interests should be declared to the Management Committee so that a decision can be taken over the best form of action in each case.

11. Not engage in any activity which could be detrimental to the interests of the Association.

Management Committee members are ambassadors for the Association and are bound by the collective responsibility of the Management Committee. It would therefore be highly inappropriate to indulge in any activity that undermined the Association.

12. Respect confidentiality of information where appropriate

Management Committee members will be privy to highly sensitive information. It is vital to the trust that is placed in the Association by tenants, other service users and partner organisations that confidential information is not divulged outside of the Management Committee room.

13. Keep his/her own learning and knowledge of their local and national operating environment and the impact that this has on the Association, as up to date as possible, in order to make well informed decisions.

In addition to training, there is an onus upon each Management Committee member to keep up to date with the operating environment of the Association, 'scanning' the environment for changes that may affect the organisation. This may involve keeping abreast of changes in the local national and housing press, and checking relevant websites occasionally.

14. Adhere to the principles and the expectations set out in the Scottish Housing Regulator's Regulatory Code of Governance and other regulatory codes that apply.

In the event that a Management Committee member is alleged to be in breach of the Code, then the matter will be referred to the Chair or suitable sub-committee of the Association for investigation. In the event of a serious breach of the Code a Management Committee member could be censured or required to leave the Management Committee. For further details, see the Association's policy on Policy and Procedures on Dealing with Breaches of the Code of Conduct.