

Title: Corporation Code of Conduct

Reviewed by: Gillian Steels
Clerk to the Corporation
October 2010

Approved by: Corporation

October 2010

Date of next review: October 2012

Associated documents/policies: Corporation Standing Orders

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1 Objectives

- 1.1 The Code is intended to provide members with clear guidance as to their standards of behaviour, responsibilities and best practice in fulfilling their obligations. The Code applies to Corporation and co-opted committee members.

2 Background/Scope

- 2.1 In addition to this code, members should familiarise themselves with the following which will be supplied to them on appointment:
- The Instrument and Articles of Government;
 - The Financial Memorandum;
 - The College's Strategic Plan;
 - The College's mission statement, values and corporate objectives;
 - The College's Standing Orders.

3 Appendices

No Appendices

4 Procedure

A governor should:

- Support the aims, objectives and values of the College and promote the interests of the College and its students in the wider community;
- Work co-operatively with other governors in the best interests of the College;
- Acknowledge that differences of opinion may arise in discussion of issues but, when a majority decision of the Corporation prevails, it should be supported;
- Base his or her view on matters before the Corporation on an honest assessment of the available facts, unbiased by partisan or representative views;
- Acknowledge that, as an individual governor, he or she has no legal authority outside the meetings of the Corporation and its committees;
- Understand that an individual governor does not have the right, other than through the Chair and with the Corporation's agreement, to make statements or express opinions on behalf of governors;
- Recognise their fiduciary duty to the College. Resist any temptation or outside pressure to use the position of governor to benefit himself or herself or other individuals or agencies;
- Declare openly and immediately any personal conflict of interest arising from a matter before the governors or from any other aspect of governorship;
- Respect the confidentiality of those items of business which the Corporation decides from time to time should remain confidential;
- Take or seek opportunities to enhance his or her effectiveness as a governor through participation in training and development programmes and by increasing his or her own knowledge of the College;

- Give priority, as far as practicable, to attendance at meetings of the Corporation and its committees;
- Show commitment to equality and diversity and safeguarding;
- Have regard to his or her broader responsibilities as a governor of a public institution, including the need to promote public accountability for the actions and performance of the Corporation.

Corporation also adopts the Nolan Committee's recommendations on Standards in Public Life (see Standing Orders).

Equality Impact Assessment Form

Part I: Initial Screening

1. Persons responsible for this assessment

Name: Gillian Steels	Telephone Ext: 732
Title: Clerk to the Corporation	Date of Assessment: Oct 2010

2. Name of the policy, service, strategy, procedure or function

Code of Conduct
This policy is <input type="checkbox"/> new <input checked="" type="checkbox"/> existing

3. Briefly describe its aims and objectives

To ensure governors meet their responsibilities as trustees.
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4. Who is intended to benefit from it and in what way?

Governors – clear about the expectations on them for a role as a governor in an organization largely funded through the public purse
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5. What outcomes are expected?

Governors meet expectations on them in relation to their behavior as Corporation members
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6. Have you consulted on this policy, service, strategy, procedure or function?

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Details:

7. What evidence has been used for this assessment?

Consideration of policy and membership.

8. Could a particular group be affected differently in either a negative or positive way?

	Negative	Positive	Evidence
Age			
Disability			
Gender including Transgender			
Race including Gypsy & Traveler			
Religion or Belief			
Sexual Orientation			
Other groups (see Guidance notes)			

9. If you have identified a negative impact in Question 8 complete Question 9.

Are there any other policies, services, strategies, procedures or functions that need to be assessed alongside this screening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please identify which groups are affected		
Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No , please give reasons for this decision		
If Yes , please state date by which full Equality Impact Assessment is to be completed		

Declaration

We are satisfied that an initial screening has been carried out on this * policy, and a full Equality Impact Assessment / is not required. (* delete as applicable)

We understand that an Equality Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment

Completed by:	Gillian Steels	Date:	October 2010
Role:	Clerk		
Countersigned by Line Manager:		Date:	
Date for Review:			

Please forward an electronic copy to the Executive Assistant (Rachael Collier)

The original signed hard copy and electronic copy should be kept with you for audit purposes.

Part 2: Full Assessment (if required)

10. Summarise the negative impacts for each group(s) identified in section 8:

11. What previous consultation has taken place or will take place with each equality group either externally or internally?

12. Who was consulted and/or what research material was done?

13. What does the consultation indicate about the negative impact?

14. What changes do you propose to make to the policy, service, strategy, procedure or function as a result of research and/or consultation?

Negative Impact	Changes Proposed	Lead Officer	Timescale	Will this remove the negative impact? Yes/No	Resources Implication	Comments

15. If there is still a negative impact see Guidance Notes

16. If there is a negative impact what will you do to promote equality and improve relations within equality groups?

17a What monitoring, evaluation or review has been set up to carry out checks on the policy, service, strategy, procedure or function?

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17b When will it be reviewed?

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Completed by:		Role:	
Date Started:		Date Completed:	

I am satisfied that a full Equality Impact Assessment has been undertaken in respect of:

(Please insert Name of policy, service, strategy, procedure or function)

I understand that this Equality Impact Assessment is required by the College and we take responsibility for its completion and quality.

Countersigned Line Manager:	by		Date:	
Date for Review:				