

## CODE OF CONDUCT FOR BOARD MEMBERS

1. The role of the Board and its sub committees is to ensure that the day-to-day business of WGTMO is conducted properly and in fulfillment of the Management Agreement signed with Brent Council. All Board Members must always be aware of their responsibilities towards members, residents and employees.
2. All Board Members must accept the WGTMO Code of Governance and all its policies, procedures and standing orders.
3. During meetings and at all times when representing WGTMO, all Board Members have the responsibility to conduct themselves in a way that does not cause offence to others or limit in any way the ability of other members to participate fully. This includes sexist, racist, or other derogatory remarks or actions or behavior that intimidates people, interrupting or speaking while others are speaking or are wishing to speak. Members must never personalise issues and must recognise that everybody is entitled to express their point of view.
4. Board Members must never use their position to seek preferential treatment nor should they suffer disadvantages.
5. Board Members must always declare any interest or activities which may conflict with their role. This declaration will be entered in the Declaration of Interests Register by the Secretary.
6. Two members of the same household cannot be Officers of the Board at the same time. No more than two members of an 'extended' family, even if living in separate properties, can serve on the Board at the same time. For the purpose of this clause, an extended family consists of adult brothers, sisters, daughters and sons.
7. Every Board Member shares the responsibility for the decisions made by the board as a whole. A Board Member is a 'trustee' of WGTMO and acts only in its interests as a whole. No Board Members should act on behalf or belong to any other interest group within the resident population which may have conflicting aims unless by agreement with the Board.
8. Board Members and co-opted Members must not use their status or board time to persistently act in their own self-interest. Members must recognise that everybody is entitled to express their point of view.
9. Board Members must not divulge TMO business which is confidential to other persons or bodies. Failure to comply with this rule may lead to action being taken by the Board and possible removal from the Board.
10. Board Members cannot receive any payment from the TMO other than bone fide expenses incurred in line with TMO policy.

## Watling Gardens TMO

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11. Any recommendations made by a subcommittee on major areas or in disputes must be referred to the Board for a decision. If appropriate, as in the case of major policy changes, they should be referred to a general meeting.
12. No subcommittee will take any decision which will commit the TMO to extra expenditure outside of the approved budget.
13. All Board Members should at all times be courteous to employees and contractors and provide them with a safe working environment. They should seek to assist and actively support employees and contractors to provide the best possible housing service to residents.
14. If a Board Member wishes to make a complaint against an employee or contractor it must be raised either at a Board meeting or brought to the attention of the Chair if the matter is urgent
15. Board Members (other than a delegated Staff Liaison Officer) will not have access to personal and individual files of employees.
16. Board Members can only give direct instructions to employees or contractors if authorised to do so by Board.
17. All instructions arising from decisions made by the Board, which need to be given to employees or contractors, will be made to the Estate Manager or an acting Deputy.
18. The Board shall take decisions on the basis of a simple majority of those present and eligible to vote. Minority voters must always be prepared to accept a majority decision.
19. Board Members must use the agreed procedure for reporting repairs and pursuing any other enquiries relating to their own property.

As a member of the TMO Board, I declare that I have read, and I agree to abide by this Code of Conduct.

I agree to abide to this Policy

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_