



## **Angmering Community Land Trust**

### **POLICY**

# **STATEMENT OF RESPONSIBILITIES & CODE OF CONDUCT**

# STATEMENT OF RESPONSIBILITIES AND CODE OF CONDUCT FOR BOARD MEMBERS OF ANGMERING COMMUNITY LAND TRUST

*(hereinafter referred to as ACLT)*

Please note that this should be read in conjunction with ACLT's Conflicts of Interest Policy and ACLT's Rules.

## 1. Introduction

You formally become a Board member when you are voted onto the Board by ACLT's membership at an AGM or appointed by your fellow Board members and have signed an agreement to abide by ACLT's Code of Conduct.

## 2. Guiding values and principles

As a Board Member of ACLT, I undertake to abide by the fundamental values and principles that underpin all the activity of this organisation. These are:

**The Values of:**

self-help, self-responsibility, democracy, equality, solidarity, honesty, openness, social responsibility and caring for others; and

**The Principles of:**

open membership/non-discrimination; democratic control; limited return on capital; education, training and information; autonomy and independence; concern for community.

## 3. The functions of the ACLT Board

In addition, I will do all I can to ensure that the functions of the board, as defined below, are carried out.

The function of the board is to direct the affairs of ACLT in accordance with its objects and objectives as defined and adapted from the Model Rules of the National CLT Network and to ensure that its functions are properly performed. The functions of the board include to:

- define and ensure compliance with the values and objects of ACLT and ensure these are set out in each annual report
- establish policies and plans to achieve these objects
- approve each year's accounts prior to publication and approve each year's budget
- establish and oversee a framework of delegation and systems of control that is reviewed annually
- agree policies and make decisions that establish and oversee a risk management framework in order to safeguard the assets of the ACLT
- set a budget and monitor ACLT's performance in relation to its plans, budget, policies and decisions
- appoint Board Members and if necessary, depending on their performance, remove them

- satisfy itself that ACLT's affairs are conducted in accordance with generally accepted standards of performance and propriety
- take appropriate advice.

#### **4. ACLT's Code of Conduct**

The essence of the code is that you agree to act openly and honourably in ACLT's interest. You must never use your position to secure personal advantage for you, your family or friends. You must not do anything that brings ACLT into disrepute.

The Code of Conduct applies to you whenever you act in your capacity as a ACLT Board member, including whenever you conduct the business of ACLT or act, claim to act, or give the impression you are acting, in your official capacity or as a representative of ACLT.

As a Board member you must:

- promote equality and not unlawfully discriminate
- treat others with respect
- provide access to information where appropriate
- not disclose confidential information
- not use ACLT resources for (party) political purposes or for any other reason unless agreed by the Board.

As a Board Member you have a responsibility to:

- attend meetings when asked to do so, whenever practically possible
- prepare for meetings by studying the agenda and making sure you are properly informed about issues to be discussed
- take part in meetings and form sound judgements based on what is best for ACLT — and then to abide by majority decisions
- ensure, with other Board members, that ACLT is properly managed, uses its resources prudently and has complied with the law
- maintain proper standards of behaviour.

#### **5. Interests**

You are required to register specific financial interests within 7 days of joining the Board. These are interests that might affect your decisions as a Board Member. You must register the name of your employer, land and property holdings within one mile of the boundary of any potential scheme that the Board considers or ACLT has an interest in, and any business interests. You should also record your membership and positions of control (such as treasurer) in other organisations. Your signed register of interests will be kept by the Board Secretary of ACLT.

When two separate Board memberships potentially conflict, the role you are playing at the time always takes precedence, with the need to acknowledge and disclose a conflict.

As a Board member, you must declare a personal interest as soon as you are aware that you might benefit from the outcome of a discussion on the agenda. If this interest is such that you could materially gain from the outcome of the discussion, you should leave the room for that agenda item. This will be recorded in the minutes. If, however, your

presence as a Board member is judged by the Board as not prejudiced by the extent of your potential personal benefit, then you can stay in the meeting, contribute to discussions and vote.

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**Declaration:**

I confirm that I.....(please print name)

have read and understood this Statement of Responsibilities and Code of Conduct and agree to abide by it:

Signed

Date

**Please use this space to register interests that might affect your decisions as a Board Member (see Point 5)**