



Board Policy
Meetings & Conduct

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Trustee Signature:

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Aim of Policy

To set out clear expectations regarding protocols for meetings, and conduct of Board Members and those attending Board meetings.

Principles

Board Meetings should be:

- A forum for strategic discussion, enabling Board Members to direct the organisation.
- Effective, focussed and of a reasonable length and
- Should ensure full participation of Board Members
- Christ Centred

Board Members are expected to conduct themselves at all times in line with:

- Aspire Ryde's own policies and procedures
- Aspire Ryde's vision and values statements
- The principles of public life as outlined by the Nolan Report i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership – see Appendix 1

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The Role of the Chair:

The Chair has a key role in ensuring that Board Meetings focus on strategic rather than operational issues.

They should encourage contributions from all participants, whilst managing the agenda in a timely fashion.

The Chair is the leader of the voluntary board, and as such, is responsible for management of meetings, setting and maintaining standards of conduct and creating an ambassadorial culture for Board Members.

Expectations of Board Members

Members are expected to contribute to the overall strategic direction of the organisation through regular attendance at meetings, Away Days and through discussion and sharing of their expertise with others and with officers.

Members are expected to attend at least 80% of Board meetings per annum and to actively contribute to the debate at meetings, as appropriate.

Board Members who miss three successive meetings will need to discuss with the Chair of Trustees and/or other Board Members if they have sufficient time and energy to be an active and useful Board Member, or whether they need to resign or as a last resort be removed from the Board.

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General Board Member Role & Conduct

Board Members have three main roles:

- Fiduciary- ensuring the organisation is well run, financially sound, complies with laws and regulations and is faithful to its mission.
- Strategic – setting the organisation’s priorities and course, deploying resources, monitoring delivery, developing and reviewing various strategies.
- Generative (or Creative) – engaging in deeper enquiry, exploring root causes, probing assumptions and generating new ideas and courses of action.

All Members should commit to collective responsibility for Board decisions.

They should also:

- Take personal responsibility to understand the key business areas of the Aspire Ryde, with support from staff where necessary.
- Actively promote and support the work of Aspire Ryde whenever the opportunity arises and not undermine its work or good name.
- Make a commitment to attend all meetings, Strategy Days, Away days and other Aspire Ryde events when available.
- Ensure personal agendas are set aside when making decisions about Aspire Ryde.

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Inappropriate Conduct & Sanctions

There will be rare occasions where the conduct of a Member falls below expectations.

It is important that this is raised promptly with the Member concerned and that they are given the opportunity and support (if required) to remedy any breach of standards.

It is the responsibility of the Chair or Vice Chair in their absence with support from the Project Leader/ CEO if necessary to address any failure in standards by a Board Member

The rules of Aspire Ryde allow for the removal of a Board Member as the ultimate sanction, but attempts should be made to resolve issues internally before this becomes necessary.

Examples of conduct that falls below the required standard are contained in the Board Member Conduct Procedure Document – see Appendix 2

Equality Impact Assessment

The Policy has been assessed against our Equality and Diversity policy and there are no adverse equality or diversity issues

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1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

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6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For further information on the 7 principles and the work of the Committee on Standards in Public Life, visit www.gov.uk/thesevenprinciplesofpubliclife

Appendix 2

Summary of Aspire Ryde Trustees Code of Conduct

As members of Aspire Ryde, trustees commit to achieving the highest standards of governance specifically to:

- a) Put existing and potential staff and volunteers at the centre of all we do.
- b) Have in place practical mechanisms to achieve accountability to staff, volunteers, service users and professional agencies.
- c) Develop and maintain positive and constructive relationships with professionals, potential and existing funders and regulators alike.
- d) Communicate openly about all aspects of the organisation, including strategic direction and purpose, values, standards, performance and how complaints can be made.
- e) Maintain and demonstrate organisational independence.
- f) Be clear about the roles and responsibilities of the board, staff and volunteers.
- g) Support staff and volunteers through provision of a job description, information, training and appraisal.
- h) Have in place mechanisms for regular board review and recruitment.
- i) Have a transparent process for deciding the remuneration of the Project Leader.
- j) Have in place practical mechanisms to improve services and ways of measuring when they have improved
- k) Have in place ways to effectively manage risk
- l) Develop and demonstrate effective means of financial management
- m) Ensure value for money is achieved
- n) Practically demonstrate a commitment to equality and diversity.

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