

Landlord Assurance Board: Code of conduct for board members

Introduction

Effective governance, assurance and oversight are essential to delivering high quality council homes and landlord services. The Landlord Assurance Board has been developed to ensure collective awareness and visibility relating to regulatory assurance, financial resilience, risk management, performance and compliance on all matters relating to being an effective landlord. To support these aims and enable good governance, members of the Landlord Assurance Board are asked to agree to the terms of reference and code of conduct, individually and collectively.

Purpose

- The purpose of this code of conduct is to provide members of the Landlord Assurance Board (council officers, elected members, tenants, leaseholders and external stakeholders) with clear guidelines as to their standard of behaviour and responsibilities in fulfilling their obligations to the board and the council.
- A substantial breach or persistent breaches of any part of this code may result in action being taken that results in the appointment of a board member being revoked.
- Board members who are councillors and have been appointed by the borough council to the board are bound by the council's members' code of conduct.

General

- Members of the board must act and make decisions on behalf of all the council's tenants and leaseholders in a way that supports the functions of the board set out in its terms of reference, using their skills or knowledge and seeking expert advice where appropriate.
- Members of the board should attend all meetings of the board or give their apologies in advance. If they cannot regularly attend meetings they should

consider whether it is appropriate for them to continue as members of the board.

- Members of the board should actively engage in discussion and debate in meetings. They should contribute in a considerate and constructive way, speaking through the chairperson, listen carefully, challenge sensitively and avoid conflict.
- Members of the board must respect board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- Members of the board must treat each other, officers of the Borough council, other attendees at board meetings and tenants and leaseholders with respect, both at meetings and at other times when they are acting in their capacity as members of the board, and not do anything which might bring the board or the council into disrepute.

Conflicts of interest

- Members of the board must act in the best interests of the council's tenants and leaseholders, and do their best to avoid conflicts of interest.
- Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with the interests of tenants and leaseholders generally.
- Members of the board must make a declaration at each meeting if they have an interest in any item of business on the agenda which would affect them more than tenants or residents of the ward(s) affected generally.
- Members of the board should consider whether any interests that they have in an item are so significant that they should not participate in the consideration of that item.

Role of the chairperson

The role of the chairperson is to impartially control the proceedings of meetings of the board in accordance with this code of conduct, the board's terms of reference and the agenda for the meeting. The chairperson will remind members of the board of their obligations when this is necessary and the board may vote to exclude a member of the board for all or part of the remainder of a meeting if any failure to meet those obligations continues.

As well as performing this formal role, the chairperson is able to participate in the consideration of matters at meetings of the board in the same way as other board members. The chairperson should ensure that these two elements do not conflict with each other.

The chairperson (or vice chair) of the board has the right to address the Council's Cabinet to present the board's comments and recommendations. Where appropriate the chairperson will act as spokesperson for the board.