

CHIPPENHAM HOUSING CO-OPERATIVE

ROLE AND CONDUCT OF THE COMMITTEE OF MANAGEMENT

- 1) The purpose of the Committee is to direct The Co-op's affairs by establishing and monitoring a policy framework for managing agent and managing agent and volunteers to operate within.
- 2) Responsibility for the collective decisions of the Committee must be shared by all members.
- 3) Committee Members must act in the best interest of the Co-op as a whole.
- 4) Each Committee member accepts the following obligations, namely to,
 - a) Uphold the Co-op's values and objectives.
 - b) Uphold the Co-op's core policies, including those for equal opportunities;
 - c) Contribute to and share responsibility for the Committee's decisions.'
 - d) Prepare for and attend meetings, training sessions and other events;
 - e) Seek appropriate independent professional advice on appropriate issues;
 - f) Serve on working parties;
 - g) Represent the Co-op on occasion:
 - h) Declare any relevant interests"
 - i) Respect confidentiality of information.
- 5) The essential duties of the Committee are to-
 - a) Define and ensure compliance with The Co-op's values and objectives;
 - b) Establish policies and plans to achieve those objectives;
 - c) Approve each year's budget and accounts prior to publication;
 - d) Establish and oversee a framework of delegation and systems of control,
 - i) In particular to adopt an annual plan of key activities and reporting with the managing agent and managing agent in order to ensure the effective Management of the Co-operative;
 - e) Agree policies and make decisions on all matters that might create significant financial or other risk to the Co-op or which raise material issues of principle;
 - f) Monitor the Co-op's performance in relation to these plans, budgets, controls and decisions
 - g) Satisfy itself that the Co-op's affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety.
- 6) The Committee will annually review the range of skills it has available and will use its power of co-option (of up to five additional members) to ensure that gaps in skills are filled.
- 7) The Committee will annually review the need for, the terms of reference and membership of its working party's, which will be required to report to each meeting of the Committee.
- 8) Committee members will receive only out-of-pocket expenses in the course of their Committee duties, covering (a) a travel allowance for travel on the Co-op's business at a car mileage rate of 40p per mile or the actual cost of public transport at an economical rate, (b) the actual cost of moderately priced subsistence if away on Co-op business and (c) a child-minding allowance, where appropriate, of £15 per meeting.

- 9) A register of the interests of Committee members will be maintained that discloses their employment, positions of public responsibility, membership of other housing associations and any financial interests they may have relating to the work of the Co-op.
- 10) As a matter of course, Committee members should:
- a) Ensure that private or personal financial interest never influences their decisions and never use their position as Members of the Committee for personal gain of any sort.
 - b) Disclose precisely any direct or indirect monetary interest or other interests which are not monetary but which could influence judgement or give the impression that the Committee was acting for personal motives, and withdraw from the meeting for that part unless specifically invited to remain.
 - c) Cease to be a Member of the Committee if he or she has any business or personal interest relating to the work of the Co-op, which directly or indirectly gives continuing personal advantage. Likewise, if a Committee Member considers that another Member of Committee has such an interest, he or she has a duty to raise it in the Committee.
 - d) Never accept gifts, other than those of a trivial nature, nor allow extravagance in any entertainment received or given. Extreme caution should be exercised where an offer of gift, favour or hospitality is made personally to a Committee Member and should be reported to the Secretary, or if he or she is affected, should be reported to the Committee.
 - e) Not gain any special advantage by virtue of Committee membership, if they use the services of a consultant, contractor, professional adviser or other individual or firm that also works for the Co-op. Where a Committee Member uses the services of any such body or individual, the arrangement should be declared to the Secretary preferably before the transaction takes place. If the Secretary is affected, he or she should declare his or interest to the Chair.
 - f) Avoid seeking to be housed by the Co-op after his or her election or appointment to the Committee, except where they can meet the criteria applied to all applicants for the Co-op housing and where it is possible to justify the action to the wider public in terms of housing need.
- 11) The Annual General Meeting will review this Code annually.

Declaration. Ibeing a Management Committee member of Chippenham Housing Co-operative accept and agree to be bound by the obligations and duties of this policy.

Signature..... Date.....

Read and approved at Management Committee meeting Feb.2024