

APPENDIX 1 – BOARD MATTERS

Appendix 1 i)

CONDUCT OF MEETINGS

The Board may regulate its own proceedings subject to the following provisions.

Bridging NewcastleGateshead (BNG) will give notice of every meeting of the Board, including an agenda of all business to be considered at the meeting. Notice will be sent by post or electronically to each Board Member at least seven days before the meeting unless urgent circumstances require shorter notice. The proceedings of any meeting shall not be invalidated by any irregularity in any such notice. Meetings will normally be held bi-monthly.

The Chair or any 3 Board Members may at any time by notice in writing to the Board Secretary, request a meeting of the Board.

The Board agenda will be accompanied by reports that are available at this time. Only in exceptional circumstances will reports be tabled or sent out on a supplemental agenda and this will only be by permission of the Chair.

The Director will not be a Board Member but be entitled to speak at any Board meeting but not vote.

The time and place of meetings will be agreed by the Chair and the Director and will be included in the notice of meeting.

Quorum

The quorum necessary for the transaction of business of the Board may be fixed by the Board and if not fixed at any other number will be not less than 4 voting Board Members plus the Chair or Vice Chair.

Remote Attendance

A Board Member in contact by electronic means with all other attendees at a meeting of the Board Members so as to be able to hear and communicate interactively and simultaneous with all other attendees shall be regarded as personally attending the meeting and shall be entitled to vote and be counted in a quorum. Such a meeting shall be deemed to take place where the largest number of attendees is assembled or where the Chair of the meeting then is.

Chair of Meeting

The Chair shall have the second or casting vote in the event of equality of votes.

The person presiding at the meeting may exercise any power or duty of the Chair.

Cycle of Meetings

The Board shall meet bi-monthly, or as decided, with a minimum of 6 meetings in any given year.

Minutes

The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. Minutes will contain a summary of the items discussed and all decisions made.

Declaration of Interests

When at a meeting of the Board, or any sub group or committee, a Member has declared a personal and prejudicial interest that prevents him/her from voting and speaking, that Member will leave the meeting room during the discussion and voting on the item of business except by agreement of the meeting.

Decision Making and Conflict Resolution

Decisions made by the Board will be based on consensus wherever possible. If a consensus cannot be reached, the Board will endeavour to resolve differences itself. The Chair will use his/her discretion about the methods used to resolve conflicts. A vote shall be taken if requested by any Board Member and seconded in which case the matter in question will be decided by the majority of Board Members present and actually voting on it.

Members will take collective responsibility for decision-making, supporting and promoting all decisions made by the Board, whatever their individual views about the issue.

Appendix 1 ii)

RECRUITMENT AND SELECTION OF CHAIR

The Selection Process and Selection Panel

The Director shall ensure that any vacancy arising for the position of Chair of the Bridging NewcastleGateshead Board is advertised in an appropriate trade journal and local press covering the Bridging NewcastleGateshead pathfinder area. The advert will invite applications in writing from suitably qualified persons allowing a reasonable notice period for the receipt of applications

The Board will agree amongst themselves the composition of the Selection Panel, with each Local Authority represented equally on the Panel.

The Selection Panel is authorised to carry out the short listing of candidates and interview process. In the event that not all Panel Members are able to attend the interviews a smaller number of Panel Members may be authorised to carry out candidate interviews. The Panel will agree the composition of this smaller number, with each Local Authority having equal representation on any smaller group of the Panel.

Recommendation of Appointment of the Chair

The Selection Panel will recommend to the Board the appointment of the successful candidate as Chair of Bridging Newcastle Gateshead and the terms of his/her appointment. A Board appointment will be subject to any formal approvals (if required) from any Secretary of State, Government Department or Agency.

Removal of the Chair

The Board may remove the Chair if she/he is in breach of the Code of Conduct or fails to fulfil the Chair's function to the Board's satisfaction. To effect the removal a majority vote of the Board is required.

Remuneration and Term

Based on a comparative assessment of remuneration of other Housing Market Renewal Pathfinder Chairs and similar public positions, the post shall be remunerated at £15,000 per annum, for a period fixed by the Board but of no more than three years initially subject to any earlier termination under Appendix 1iv).

BNG KEY BOARD COMPETENCIES

KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
Leadership	Define and ensure compliance with the values and objectives of the organisation	<ul style="list-style-type: none"> • Sets and reviews values and ensure annual review as part of Corporate Strategy set • Satisfies itself that there are sufficient resources to meet current and future business requirements • Requires Management Team to implement values compliance as part of performance management • Debates periodic Board reports on compliance with values and progress towards objectives • acts in the corporate interests of BNG and champions its objectives internally and externally
Strategic direction	Establish a framework for approving policies and plans to achieve the organisation's objectives	<ul style="list-style-type: none"> • Agrees with the Director an effective planning process and cycle which reflects best practice and involves the Board appropriately • Regularly reviews and evaluates the effectiveness of the planning process and cycle • Ensures delivery of organisation's mission and the implementation of appropriate public information policies
Financial planning	Approve each year's accounts prior to publication and approve each year's budget and business plan	<ul style="list-style-type: none"> • Satisfies itself that the Business Plan is robust, validated and will support achievement of strategic objectives • Satisfies itself that the annual budget is: <ul style="list-style-type: none"> – Robust and validated – Fits within the agreed Business Plan • Satisfies itself that the Annual Accounts reflect a true and fair view of the organisation's position and appropriate audit arrangements exist
Delegation and control	Establish and oversee a framework of delegation and control described in the Governance Scheme	<ul style="list-style-type: none"> • Ensures compliance with regulatory requirements • Regularly reviews the effectiveness of Standing Orders and delegated authorities

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KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
		<ul style="list-style-type: none"> • Agrees a delegation framework and internal control system with the Director
Risk	<p>Establish and oversee a framework for the identification and management of risk, ensuring that the Board receives regular reports on these</p> <p>Agree or ratify policies and decisions on all matters that might create significant financial or other risk to the Association, or which raise material issues of principle</p>	<ul style="list-style-type: none"> • Agrees a risk management framework with the Director and Management Team • Reviews risk management framework annually in line with best practice to improve effectiveness and agrees with Director a schedule of significant areas of risk which are the Board's responsibility to determine • Receives reports and decides on these significant areas of risk and reviews this schedule annually • Requires the Director and Management Team to alert the Board to new or changed significant areas of risk and material issues of principle • Requires annual report on governance and probity issues, linked to the external audit process
Performance monitoring	Monitor the organisation's performance in relation to plans, budgets, controls and decisions and also in the light of stakeholder feedback	<ul style="list-style-type: none"> • Receives reports on performance to an agreed format and timescale • Satisfies itself that performance is on target or agrees action plans to improve to agreed timescales
Employment of Director	Appoint (and if necessary dismiss) the Director in accordance with the provisions of the Governance Scheme	<ul style="list-style-type: none"> • Supports the Chair in agreeing the process for Director recruitment • Ensures the process is demonstrably transparent– always test markets • Participates in the recruitment and selection process and/or delegates to a panel • Takes the lead in agreeing selection and assessment criteria • Agrees with Director responsibility for recruiting other Executives • Ensures the process is demonstrably transparent– always

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KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
		test markets
Legal and regulatory	Satisfy itself that the organisation's affairs are conducted lawfully and in accordance with generally accepted standards of performance and probity and with the Governance Scheme	<ul style="list-style-type: none"> • Requires Director and Management Team to implement appropriate support, training, grievance and disciplinary procedures to secure effective performance by staff • Has disciplinary policy and procedure for Board members who fail to meet agreed requirements and standards • Takes appropriate advice when required to ensure the Board understands legal and performance standards • Agrees a whistle-blowing policy
Governance	Assess how the organisation implements best practice in corporate governance	<ul style="list-style-type: none"> • Reviews organisational performance and agrees an action plan to improve compliance • Monitors achievement of improvement targets • Carries out periodic reviews of governance structures • Carries out periodic reviews of advisory and executive Group Terms of Reference and effectiveness • Considers the effectiveness of local community feedback in decision making
Appointment of Chair	Follow the Scheme of Governance in appointing (and if necessary removing) the Chair of the Board	<ul style="list-style-type: none"> • Takes appropriate advice from the Director and external consultants when situation arises • Regularly reviews the Governance Scheme and related policy/procedure to ensure it is effective and complies with best practice

DRAFT BNG KEY BOARD CHAIR COMPETENCIES

KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
Leadership	<p>To provide leadership to the Board and ensure it acts as a team</p> <p>To enable all Board members to make a full contribution to the Board’s affairs</p>	<p>Overall:</p> <ul style="list-style-type: none"> • Actively promotes a climate of trust and respect • Actively gives constructive feedback, recognition and thanks for work done • Look outs for early signs of conflict and acts to resolve them <p>Board</p> <ul style="list-style-type: none"> • Actively promotes a climate of <ul style="list-style-type: none"> – Mutual respect and support – Constructive challenge – Team working • Is clear about the different roles of Board members and Management Team • Ensures members are assigned tasks/roles which interest them and play to their strengths <p>Key stakeholders</p> <ul style="list-style-type: none"> • Ensures there is a communication plan for each stakeholder group • Promotes a climate for effective partnerships with each <p>Staff</p> <ul style="list-style-type: none"> • Ensures staff are clear about the Board’s role and what the Board require from staff so that the Board can do its job effectively • Ensures the Board get regular feedback on what staff think of the Board

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KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
Governance	To ensure appropriate standards of behaviour are maintained in accordance with the code of conduct approved by the Board	<ul style="list-style-type: none"> • Takes the lead on appropriate behaviour and actively encourages Board and Management Team to do the same • Keeps abreast of good practice and applies it • Promotes the organisation's values so everyone is clear what the organisation stands for • Challenges inappropriate behaviour and language constructively • Takes remedial action on breaches by Board members • Ensures adherence to the arrangements for Board members and senior staff to register and declare any personal interests
Working with the Director	<p>To establish a constructive working relationship with, and provide support for, the Director</p> <p>To ensure there are proper arrangements in place to:</p> <ul style="list-style-type: none"> • Appraise the performance of the Director • Determine the remuneration of the Director in accordance with the provisions of the Governance Scheme • Replace, when necessary, the Director in a timely and orderly fashion 	<ul style="list-style-type: none"> • Has regular meetings with Director to review current and future workload • Has clear idea of different role and responsibilities of Chair and Director and regularly discusses and resolves any grey areas • Acts as critical friend and confidential sounding board • Undertakes an agreed appraisal process with the Director which includes: <ul style="list-style-type: none"> – Annual appraisal based on annually agreed objectives and targets – Agreeing annual work programme and personal development plan – Measurement of performance against previous objectives and targets – Giving appropriate recognition for achievement – Appropriate confidentiality • Reviews appraisals of Management Team undertaken by the Director

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KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
		<ul style="list-style-type: none"> Leads the recruitment and selection process for the Director which reflects current best practice
Management of the Board's business	To ensure the effective and efficient conduct of Board business	<ul style="list-style-type: none"> Consults and agrees standards for Board agendas and papers with Board and Director Ensures the timing and frequency of Board meetings is appropriate to meet Board business needs Helps the Board to maintain a strategic focus Manages timings and discussions at Board meetings Summarises key points and checks agreement at end of each item. Ensures there is a mechanism in place to track implementation Promotes openness, accountability, partnership and joined up thinking between the Board and its committees
Board performance issues	<p>To ensure there are proper arrangements in place to:</p> <ul style="list-style-type: none"> Appraise the performance of the Board, the Chair and individual Board members Take the lead in the appraisal process for the Board and individual Board members Plan for succession to the Board 	<p>Board appraisal</p> <ul style="list-style-type: none"> Leads Board appraisal process Actively promotes effective appraisal and keeps up to date with best practice Ensures Board members undertake a formal annual self appraisal against agreed criteria Ensures annual needs identification and development programmes are properly planned and implemented Attends development events and leads by example Ensures appraisal process is regularly reviewed, evaluated and validated Undertakes 1:1 interviews with Board members to ensure each has an opportunity to discuss the organisation's work and to advise on future intentions re Board membership Appraises Committee and Committee Chair performance as

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KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
		<p style="text-align: center;">part of individual appraisal</p> <p>New Board members</p> <ul style="list-style-type: none"> • Meets with all potential new members when they attend as observers to ensure they are aware of and happy to work with organisation's approach • Meets new members to go through their induction process with them • Encourages and supports new members at Board events/meetings • Checks privately that induction process has worked for any new member <p>Succession planning</p> <ul style="list-style-type: none"> • Leads the succession planning process for the Board to include: <ul style="list-style-type: none"> - Skill gap analysis - Changing needs - Equality and diversity issues - Forecast turnover including constitution requirements • Leads the recruitment and selection process for Board members
Board advice	To ensure the Board receives professional advice when needed either from senior staff or external sources	<ul style="list-style-type: none"> • Assesses when organisation and/or Board would benefit from independent advice particularly on high risk issues • Challenges Management Team if papers presented without independent professional advice when this is needed • Ensures advice is properly obtained
Chair's decision making	To take decisions delegated to the Chair	<ul style="list-style-type: none"> • Is clear about Chair's delegated powers as specified in the Governance Scheme and recommends changes if necessary • Consults other Board members as widely as possible

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KEY COMPETENCY AREA	REQUIREMENT	DETAILED EXPECTATIONS
		<ul style="list-style-type: none">• Ensures there is a proper audit trail to demonstrate justification for action• Reports back to next Board meeting

RENEWAL AND DISMISSAL

Renewal of Board Members

A Nominating Organisation having the right of nomination to the Board may nominate anyone for that purpose without qualification.

The Term of Office for Independent Board Members

The Independent Board Members may serve a maximum of two terms only, each term being 3 years in duration unless and except the Board by resolution agrees a further Term.

Disqualification/Dismissal and Removal of Board Members

A person shall be ineligible for appointment to the Board and if already appointed shall immediately cease to be a Board Member if the relevant individual: -

- is or becomes a person disqualified from elected membership of a Nominating Council or is removed by resolution of the Nominating Organisation;
- is or becomes a person who has been adjudged bankrupt, or made a composition with his creditors;
- becomes the subject of a bankruptcy restrictions order or interim order within the meaning of part IX of the Insolvency Act 1986 or makes any arrangement or composition with his creditors generally;
- has within five years of being appointed to the Board or since his appointment been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence, and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three years without the option of a fine;
- has been absent from meetings of the Board for a period longer than three consecutive meetings without the permission of the Chair of the Board. The Board Member must be sent a written resolution giving at least 14 clear days notice and an opportunity to address the Board at the meeting convened to decide the written resolution or notice. The Chair, in the first instance, will seek to speak to the Member to try to resolve any issue or problem with attendance ;
- is or becomes unable, unfit or unsuitable in the view of the Board to discharge the functions of a Board Member. The Board Member shall be given 14 clear days notice and an opportunity to address the Board in writing or by way of oral representations at the Board Meeting convened to decide the matter;
- resigns his office by notice to the Board;

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- is considered by the Board to be in breach of the Code of Conduct for Board Members as set out in the Scheme of Governance. The Board Member shall be given 14 clear days notice and an opportunity to address the Board in writing or by way of oral representations at the Board Meeting convened to decide the matter;
- is an Independent Board Member and is or becomes an employee of a Nominating Organisation; and
- in the case of Nominated Board Members, is replaced by their Nominating Organisation upon notice being given to the Chair of the Board.

NOLAN PRINCIPLES

THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

CODE OF CONDUCT FOR BOARD MEMBERS

1. Board Members are expected to carry out their duties to the highest standards of professionalism and integrity bringing experience, judgement and critical detachment to their duties and must not be influenced by business or personal relationships external to their Board duties.
2. The Board should be open and accountable to the local community. As a general rule, information about the Partnership should be made available unless there are good reasons of confidentiality or practicality why not.
 - The Board should publish an annual report providing information about activities and performance.
 - The Board should comply with requests for information where practicable.
 - The Board should review openness arrangements on an annual basis.
 - Board Members must ensure that their personal or professional interests do not influence their decisions and that they do not use their position to obtain personal gain of any kind.
 - Board Members should declare any conflicts of interest.
 - When the Board discuss an item which poses a conflict of interest for any member or employee present, that person should declare its' interest.
 - If the conflict is clear and substantial, the Board Member should offer to withdraw and, if invited to remain, should refrain from voting on the matter or taking part in the discussion.
 - The Board should monitor the policy on receipt of hospitality and gifts by Board Members and staff.
3. Board members are expected to attend regular meetings of the Board and any sub-group to which they are appointed by the Board as well as any other meetings where their presence can reasonably be expected.
4. Members and Board Members must always act in good faith and in the best interests of the Board, the Scheme as a whole and the local community and economy and must have due regard to the fact that they are administering public funds.
5. Members and Board Members shall not use information gained in the course of their public service and in exercising their responsibilities as a Member and/or a Board Member for personal gain nor seek to use the opportunity of public service to promote their own interests.
6. Board Members will not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required by law to do so.

7. A Board Member must regard himself/herself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under Clause 10 and 11 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, rate payers, or inhabitants of the Bridging Newcastle Gateshead Area, the well-being or financial position of himself/herself, a relative or a friend or –
- (i) any employment or business carried on by such persons;
 - (ii) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors.
 - (iii) any corporate body in which such person has a beneficial interest in a class of securities exceeding the nominal value of £5000; or
 - (iv) any body listed in clause 11 (i) to (v) below in which such persons hold a position of general control or management
 - (v) In this clause 7. –
 - (a) “relative” means a spouse, partner, parent, parent in law, son daughter, step son, step daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the preceding persons; and
 - (b) “partner” in clause 7 (v)(a) above means a member of a couple who live together.

Disclosure of Personal Interests

8. A Board Member with a personal interest in a matter who attends a meeting of the Board at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

If in doubt, Board Members are expected to declare the interest

Prejudicial Interests

9. Subject to Clause 10 below, a Board Member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Board Member’s judgement of the public interest.

If in any doubt about whether they have a prejudicial interest, Board Members should presume they have one, declare the interest and leave the meeting and take no part in the discussion, vote or seek to influence the outcome in any way.

A Board Member with a prejudicial interest shall:

- (i) withdraw from the room where the meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained dispensation from the Board, and in any event not vote or take part in any discussion on the matter.
- (ii) not exercise executive functions in relation to that matter
- (iii) not seek improperly to influence a decision about that matter

Not deemed to be a prejudicial interest

10. A Board Member may regard himself/herself as NOT having a prejudicial interest in a matter if that matter relates to:
- (i) another relevant authority (as defined in Section 49(6), Local Government Act 2000) of which he/she is a member but that Board Member should inform the Board of his membership when the relevant matter is discussed or decided
 - (ii) another public authority in which he/she holds a position of general control of management but that Board Member should inform the Board of the position when the relevant matter is discussed or decided
 - (iii) a body to which he/she has been appointed or nominated by their Council as its representative, but that Board Member should inform the Board when that relevant matter is discussed or decided.

Register of Board Member Financial and Other Interests

11. Within 28 days of signing up to this Scheme of Governance or appointment or nomination as Board Member, (if that is later), a Board Member must register his/her financial interests in Bridging NewcastleGateshead's Register of Interest by providing written confirmation to the Director of :
- (i) any employment or business carried on by him/her;
 - (ii) the name of the person who employs or has appointed him/her; the name of any firm in which he/she is a partner, and the name of any company for which he/she is a remunerated director;
 - (iii) in relation to local authority nominated members, the name of any person (other than their respective authority) who has made a payment to him/her in respect of his election or any expenses incurred by him in carrying out his duties;
 - (iv) the name of any corporate body which has a place of business or land within the Bridging NewcastleGateshead area as set out in the Prospectus and in which the Board Member has a beneficial interest in a class of securities of that

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body that exceeds the nominal value of £5,000 or one hundredth of the total issued share capital of that body;

- (v) a description of any contract for goods, services or works made between Bridging NewcastleGateshead and himself or a firm in which he/she is partner, a company of which he/she is a remunerated director, or a body of the description specified in sub-clause (iv) above;
- (vi) the address or other description (sufficient to identify the location) of any land in which he/she has a beneficial interest and which is in the Bridging Newcastle Gateshead area;
- (vii) the address or other description (sufficient to identify the location) of any land where a Board Member is the landlord and the tenant is a firm in which he/she is a partner, a company of which he/she is remunerated director, or a body of the description of the description specified in sub-clause (d) above; and
- (viii) the address or other description (sufficient to identify the location) of any land in the Bridging Newcastle Gateshead area in which he/she has a licence (alone or jointly with others) to occupy for 28 days or longer.
- (ix) his/her membership of or position of general control or management in any:
 - (a) (In the case of a Board Member nominated by a local authority), body to which he/she has been appointed or nominated by the local authority;
 - (b) public authority or body exercising functions of a public nature;
 - (c) company, industrial and provident society, charity or body directed to charitable purposes;
 - (d) Body whose principal purposes include the influence of public opinion or policy; and
 - (e) Trade union or professional association.

A Board Member must within 28 days of becoming aware of any change to the interest specified under this Clause 11 provide written notification to the Director of that change.

Registration of Gifts and Hospitality

12. Board Members shall not accept any gifts or hospitality from any persons or bodies applying, or seeking to, apply for funding from BNG or, involved in the negotiation of any contract, or other transaction, connected with BNG or the resolution of any dispute with BNG .

Board Members must within 28 days of receiving any gift or hospitality over the value of fifty pounds sterling (£50.00) provide written notification to the Director of the existence, nature and source of that gift or hospitality and the said Director shall maintain a register of such gifts and hospitality.

General

13. Board Members must declare any personal interests during any discussion or correspondence with officers of Bridging Newcastle Gateshead or its agents, its agents and Board Members or representatives of the Board or its agents.

Board Members shall review their membership/chairmanship if their personal circumstances are likely to result in so many declarations of interest that their value as a member/chair will be affected or are likely to result in a weakening of public confidence in the duty of Board Members to work solely in the public interest.

If Board Members are unsure of the seriousness of a potential conflict of interest they shall err on the side of caution and disclose that interest.

Board Members' Expenses

14. The Board may be paid all travelling, hotel and other expenses reasonably and properly incurred by them in connection with their attendance at meetings of the Board, sub-groups or other meetings of the organisation.

General Conduct

15. Board Members shall:
- i) Promote equality by not discriminating unlawfully against any person;
 - ii) Treat others with respect;
 - iii) Conduct themselves in a manner so as not to bring BNG into disrepute;
 - iv) Not use or attempt to use their position to improperly confer on themselves or any other person any advantage or disadvantage.



LETTER OF ACCEPTANCE OF TERMS OF THE SCHEME OF GOVERNANCE

I, [NAME] HEREBY CONFIRM:

1. THAT I HAVE BEEN PROVIDED WITH A COPY OF THE SCHEME OF GOVERNANCE DATED THE [DATE].
2. BY SIGNING THIS DOCUMENT I HEREBY DECLARE THAT I HAVE READ AND UNDERSTOOD THE TERMS OF THE SCHEME OF GOVERNANCE AND CODE OF CONDUCT AND AGREE TO ABIDE BY SUCH TERMS THOROUGHOUT MY TERM OF OFFICE AS A BOARD MEMBER OF BRIDGING NEWCASTLEGATESHEAD.

SIGNATURE

[NAME]

DATE