

**Code of Conduct  
for  
Kennington, Oval and Vauxhall Forum  
Board members**

*Approved in principle by the Board 18 February 2015*

*To be reviewed by the Board by 18 February 2016*

This Code sets out the standards of behaviour expected of Kennington, Oval and Vauxhall Forum Board members. The Code incorporates the Nolan principles of standards in public life. It aims to ensure that all observe the highest standards of propriety and act in the best interests of the Kennington, Oval and Vauxhall (KOV<sup>1</sup>) Forum and the local community at all times. This Code is to be read in conjunction with the Constitution, which sets out behaviours expected by all members for meetings. This Code adds to the Constitution by setting out more detailed expectations for Board Members. By standing and remaining a KOV Board Member, it is assumed that members have read and accepted the following guidelines.

**Respect**

Board members must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times. They must respect the role of any employed staff and let them work unhindered. They must respect and welcome all members.

It is expected that Board members will have different views and the Forum is there to encourage open debate. However, in cases where a decision has to be made; the chair of that meeting will have ultimate authority.

**Integrity**

Board members are expected to use their knowledge, expertise and experience to take the best decisions they can in the interests of KOV. They are equally responsible for all decisions of the Board.

**Commitment**

Board members should endeavour to devote sufficient time preparing for and attending meetings to ensure they add value to the work of the Board and any sub-committee's.

The KOV Board are required to monitor activities of the KOV Forum and report to London Borough of Lambeth. Part of this monitoring includes details of volunteer time spent on KOV Forum activities. Board members are requested to report time invested in such activities in a timely fashion to the administrator, so that KOV can fulfil its obligations. .

By standing for the KOV Board, elected members are expected to devote sufficient time to attend meetings and take part in other KOV Forum activities. Board members should endeavour to attend all Board and major Public meetings. On each occasion when they are unable to do so, Board members are requested to send apologies in advance to the Secretary and Chair. If individual circumstances change and a Board member feels unable to continue supporting the work of the KOV Forum then that Board member should notify the Secretary and Chair so that cover arrangements can be made. A Board member who fails to attend more than four meetings in a row without good reason (Public and Board meetings each count as one meeting) will need to seek the approval to remain on the governing Board of KOV for that year.

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<sup>1</sup> Unless otherwise stated, KOV refers to both the KOV Forum, its members and the community that it represents (Oval and Princes Wards)

**Communication**

Board members should strive to be succinct and courteous in all communication between each other and when passing information on behalf of the organisation.

Board members should apply common sense and seek to limit the number of people they copy into emails, correspondence or other communication to only those of direct relevance.

**No personal benefit**

Board members must not benefit from their position beyond what the law allows and what is in the interests of KOV. KOV time and resources must be used prudently and in accordance with KOV's objectives and the best interests of the community.

**Conflicts of interest**

Board members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

**Probity**

Board members must comply with any rules agreed by the Board including those relating to the acceptance of gifts and hospitality and the avoidance of activities that might compromise KOV's political neutrality. Board members may be politically affiliated to a party, but may not use KOV as a platform for promoting a particular party political stance.

**Openness and accountability**

Board members must be open, responsive and accountable to each other, staff, membership and other stakeholders about their decisions, actions and work, including their use of KOV resources.

Board members must disclose anything in their past which could bring KOV into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict with the aims, principles and values of KOV.

**Confidentiality**

The KOV Board wish to encourage open discussion and a free exchange of views. Board members are therefore asked to respect confidentiality and not comment externally on discussions and/or the views of individual Board members.

**Equality and diversity**

Board members' behaviour and attitudes are consistent with the values of KOV to be an inclusive organisation for all, irrespective of ethnicity, gender, sexuality, age or any other attribute that may separate people.