

**Housing Management Advisory Board**  
**Code of conduct for tenant, leaseholder and independent members of the board**

**Introduction**

1. The purpose of this code of conduct is to provide tenant, leaseholder and independent members of the board with clear guidelines as to their standard of behaviour and responsibilities in fulfilling their obligations to the board and the council.
2. 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. The process for revoking appointments would be guided by that used for making appointments.
3. 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**

1. Tenant, leaseholder and independent 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.
2. Tenant, leaseholder and independent members of the board should attend all meetings of the board or give their apologies. If they cannot regularly attend meetings they should consider whether it is appropriate for them to continue as members of the board.
3. Tenant, leaseholder and independent members of the board should actively engage in discussion, debate and voting in meetings. They should contribute in a considerate and constructive way, speaking through the chairman, listen carefully, challenge sensitively and avoid conflict.
4. Tenant, leaseholder and independent members of the board must accept a majority decision of the board and must not act individually in respect of the board's functions and responsibilities unless specifically authorised to do so.
5. Tenant, leaseholder and independent 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.
6. Tenant, leaseholder and independent 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**

1. Tenant, leaseholder and independent 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.
2. 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.
3. Tenant, leaseholder and independent 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.
4. Tenant, leaseholder and independent 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 chairman**

1. The role of the chairman 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 chairman 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.
2. As well as performing this formal role, the chairman is able to participate in the consideration of matters at meetings of the board in the same way as other board members. The chairman should ensure that these two elements do not conflict with each other.
3. The chairman, or vice-chairman, of the board has the right to address the cabinet to present the board's comments and recommendations. Where appropriate the chairman will act as spokesperson for the board.