

Version 2.0
Dated: Oct 2022

**LETCHWORTH GARDEN
CITY HERITAGE FOUNDATION (HERITAGE
FOUNDATION)**

CODE OF CONDUCT FOR GOVERNORS

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As a governor of the Heritage Foundation, I agree to follow the principles of this Code, and abide by the 7 Nolan Principles for public service, as applied to the Heritage Foundation; Ref.

1.

[Note: This Code also applies to the individuals appointed by North Hertfordshire District Council and Hertfordshire County Council as their representatives in their role as governors.]

Our values

1. I will adopt the values of the Heritage Foundation to be Collaborative, Supportive and Inclusive.
2. I will operate ethically, with integrity, be considerate, respectful, honest and courteous to governors, staff, volunteers and contractors of the Heritage Foundation and also members of the local community with whom I am in contact in my role as a governor.

Governing documents of the Heritage Foundation

3. I will comply with the Rules and Regulations applicable to governors.

Supporting the work of the Heritage Foundation

4. I support the Charitable Objects of the Heritage Foundation and aim to act as an ambassador of the Heritage Foundation in my role as a governor, in the interests of the people of Letchworth Garden City.
5. I aim to maintain an up-to-date knowledge of the Heritage Foundation and also the views and needs of the local community of Letchworth Garden City which it serves.
6. I aim to act in the best interests of both the present and future local community of Letchworth Garden City.

Openness about personal interests

7. I will honestly declare any interests which may conflict with a matter to be discussed at a meeting of the governors and will update my entry in the register of interests when requested by the Company Secretary.

Conduct at governors or other meetings of the Heritage Foundation

8. I will:
 - a) attend all general meetings of the governors, giving apologies to the Chair of governors/Company Secretary prior to the meeting if I cannot attend, study the agenda and other information sent to me in good time prior to the meeting and aid the smooth running of business by proposing items of any business to be tabled at the meeting in a timely manner (within 7 days of receiving the agenda) or at future meetings, and

responding to calls from the Chair for urgent business requested at the start of a meeting (which will be tabled following minutes, matters arising and declarations of interest);

- b) have a fair and open-minded view to discussions at meetings, showing respect for the diversity of views of others; I will focus my comments objectively and selflessly on what is in the best interests of both the present and future local community of Letchworth Garden City and by doing so strive to be a critical friend of the Board of Trustees and the Heritage Foundation.

I will recognise that the Chair may need to facilitate moving on the meeting, but they will aim to facilitate engagement to seek governors' views. **Understanding the roles of the Trustees and the governors**

9. I understand and accept that the Board of Trustees has the authority under the Rules to manage the business of the Heritage Foundation.
10. I understand that a valid decision of the Board of Trustees is binding on the Heritage Foundation unless and until varied by a subsequent decision of the Board of Trustees. Where I have any concerns, I will ensure that such concerns are drawn to the attention of the Chair in a professional and timely manner.
11. A two-way flow of feedback between governors to raise issues with the Board of Trustees is encouraged, and will be facilitated through the agendas of both the meetings of the Board and of Governors, and feedback will be included in minutes of meetings. Governors will have the opportunity to present to the Board on matters of concern.
12. The role of governors is explained in the governor role Description.

Protecting the Heritage Foundation's reputation

13. I note a Media Handling policy now applies to governors, and I will familiarise myself with this document.
14. When speaking as a private citizen, or as a Governor, I will make this clear, and I will not knowingly say anything which would be factually incorrect about the Heritage Foundation.
15. I will liaise with *the Head of Communications & Engagement* if I am to respond to any request for statements about the Heritage Foundation [including on social media beyond passing on posts by the Heritage Foundation].
16. Social Media conduct: I will restrict comments in social media related to the Heritage Foundation to be those of an ambassador for the Heritage Foundation, and / or to seek understanding of views of the community to inform my role. Sharing formal statements on social media issued by the Heritage Foundation is an appropriate role for the Governors, subject to any guidance provided from time to time by the Communications team.

Concerns about governor conduct

- 17.** Any concerns about governor's compliance with the principles of this Code shall be directed through the Company Secretary and or Chair as appropriate.
- 18.** The aim of this code is to set the tone around appropriate behaviours for governors. Any concerns should be discussed with the Chair and / or Company Secretary as appropriate. This does not replace formal processes of Rule 45 of the Rules of the Foundation.

Governor and Tenant Communications

- 19.** Governors should not directly get involved in commercial tenancy matters or disputes with Foundation tenants. Where tenants contact a Governor directly to seek their support or input to a tenancy matter, they should only meet with a tenant if accompanied by a member of the Foundation staff.
- 20.** In privately meeting with any member of the public as part of their role, Governors should follow appropriate safeguarding precautions in line with the Foundation's safeguarding policy.

Signed: _____

Name: _____

Date: _____

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To be reviewed 10/2025