

NISQ D24 Governors Code of Conduct

1.0 INTRODUCTION

1.1 This Code provides guidance to Governors of the NISQ Governing Body on the standards of conduct and accountability expected of them in fulfilling their responsibilities and in their relationship with the Governing Body, CCEA Regulations, NISQ Awarding Organisation and NISQ Approved Centres.

1.2 In addition to this Code, governors should familiarise themselves with the following documents in particular:

(a) NISQ Scheme of Delegation; available [www.nisq.uk](http://www.nisq.uk)

(b) CCEA Regulations, General Conditions for Recognition; available [www.ccea.org.uk](http://www.ccea.org.uk)

(c) NISQ Committees and Panels; information available [www.nisq.uk](http://www.nisq.uk)

(d) The NISQ Business Plan and Structure; information available [www.nisq.uk](http://www.nisq.uk)

(e) NISQ Appendix A Forms and Application Forms; some available [www.nisq.uk](http://www.nisq.uk)

(f) NISQ Appendix B Guidelines GL; some available [www.nisq.uk](http://www.nisq.uk)

(g) NISQ Appendix C Qualification Submissions; Full Published Qualification Specification available [www.nisq.uk](http://www.nisq.uk)

(h) NISQ Appendix D Quality Documents/Policies; available [www.nisq.uk](http://www.nisq.uk)

(i) NISQ Appendix F the Registers; not available

(j) NISQ Hospitality and Gifts Policy; available [www.nisq.uk](http://www.nisq.uk)

The principles laid down by the Committee on Standards in public Life (the Nolan Committee) for those in public office, namely:

* 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 they take. They should give reasons for their decisions and restrict information only when the wider public interest 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; and

* LEADERSHIP

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

1.3 If a governor is in doubt about the provisions of this Code, or any of the source documents referred to above, the Chair to the Governing Body should be consulted in the first instance.

1.4 This Code also applies to every committee or panel of the Governing Body and to any other subsidiary body of NISQ created in the future to which governors may be appointed.

2.0 AIMS AND VALUES

2.1 NISQ Vision, Mission and Values are reviewed and updated by the Governing Body from time to time and seek to encapsulate the core purposes and aims of NISQ. Governors should have due regard to these, when conducting the business of the Governing Body and considering the activities and proposed activities of NISQ.

3.0 CORPORATE RESPONSIBILITY

3.1 The Governing Body is committed to:

(a) Acting within its powers to meet the General Conditions of Recognition,

(b) Recognising the Governing Body / NISQ obligations to all those with whom it has dealings including CCEA Regulations, Learners, Approved Centres, employees, suppliers, other educational institutions and partners, and the wider community;

(c) Ensuring that it conducts its business in accordance with the ethical standards as set out in more detail in this Code.

4.0 RESPONSIBILITIES AND CONDUCT OF INDIVIDUAL GOVERNORS

4.1 Governors should:

(a) Make themselves aware of their responsibilities as Governors of the Governing Body;

(b) Exercise the highest standards of propriety and accountability in all aspects of Governing Body activity including the proper use of NISQ funds;

(c) Act in good faith and in the best interests of NISQ always;

(d) Use reasonable care, skill and diligence in undertaking their role;

(e) Seek to protect the good reputation of NISQ, CCEA Regulations and maintain the trust and confidence of those with whom it deals.

4.2 They should not:

(f) Use information gained in their capacity as a governor for personal gain, to promote their private interests, or for any other improper purpose;

(g) Put themselves in a position where there is conflict (actual, potential, or perceived) between their personal interests and their duty to the Governing Body;

(h) Be bound in their speaking or voting by mandates given to them by other bodies or persons.

4.3 Individual governors are furthermore expected to:

(i) Work co-operatively with other governors in supporting the aims and objectives of NISQ;

(j) Base their views on matters coming before the Governing Body or its committees on an honest assessment of the available facts unfettered by influence or representation from others;

(k) Accept that they are bound by the collective decisions of the Governing Body whether they agree with them or not and refrain from publicly revealing or criticising the views of other governors expressed at meetings of the Governing Body or its committees or Panels;

(L) Respect the confidentiality of business and the record of discussions and decisions that are, on occasions, deemed not for publication;

(m) Be aware of and accept that individual governors, other than the Chair, do not have the right to make statements or express opinions on behalf of the Governing Body other than with the Governing Body’s approval;

(n) Enhance their effectiveness as a governor through participation in training and development and other knowledge building opportunities;

(o) Attend, as far as practicable, all meetings of the Governing Body and committees or panels to which they are appointed;

(p) Have regard to the different, but complementary, responsibilities of the Governing Body. Whereas the Governing Body is responsible for determining strategic policy and the overall direction of NISQ, the Divisional Directors are responsible for implementing the Governing Body’s decisions and managing NISQ affairs within the budget and framework fixed by the Governing Body. Governors should work together so that the Governing Body and the Divisional Directors perform their respective roles effectively.

5.0 CONFLICT OF INTERESTS LOG AND DECLARATION OF CONFLICTS OF INTEREST

5.1 CCEA Regulations, General Conditions for Recognition requires that the Governing Body (NISQ) prepare and maintain a Register Conflict of Interests Log which will form part of the Annual statement of compliance,

5.2 Governors, in order to comply with the requirements of the Instrument of Government as regards registration and declarations of interest, must:

(a) NISQ D9 Conflict of Interest Policy -**Governors must declare pecuniary interests and the Governing Body should decide whether this represents a conflict such that the governor should withdraw from discussion and/or decision making.**

**Conflicts of interest may also arise where an individual’s personal or family interests and/or loyalties conflict with those of the Governing Body. This might happen when a governor has come onto the Governing Body as an elected or appointed Governor of a group - for example, a local authority/foundation/parent/staff governor. This situation may possibly cause the governor to think that they should act in the interests of the group that nominated them.**

**Such conflicts can inhibit free discussion, result in decisions or actions that are not in the interests of the Governing Body or risk giving the impression that the Governing Body has acted improperly. In all circumstances, a governor has an obligation to act in the best interests of NISQ and in accordance with the governing body’s code of conduct. NISQ D23. The Governors should submit an annual disclosure and certificate of compliance on NISQ 27GB, this does not replace the Opportunity to declare interests on every agenda -**

At the beginning of every Committee, Panel meeting and full governing body meeting those present should be asked if they have any personal interest in the business of that meeting. Any interests can then be recorded in the minutes. Where necessary, the relevant person can be asked to leave the meeting for that agenda item.

(a) Declare any amendments required to their entry in the Register Conflict of Interests Log as soon as reasonably practicable;

(b) Declare any conflict of interest (actual, potential, or perceived) arising from a matter coming before the Governing Body or a committee or panel of the Governing Body and withdraw from the meeting during consideration of the subject matter in which the interest has been declared.

6.0 HOSPITALITY AND GIFTS

6.1 Governors should not receive gifts, hospitality or benefits of any kind from a third party which might reasonably be thought to compromise their personal judgement or integrity.

6.2 Governors must declare any hospitality or gifts received or offered for the purposes of updating the Governing Body’s Register of Hospitality and Gifts and will be invited to do so at every meeting of the Governing Body.