

Docklands Business Forum

Governance Code

Steering Committee

Adopted 12th September 2017

Governance Code

The Steering Committee operates in accordance with the five principals of the voluntary Governance Code of Community, Voluntary and Charity (CVC), version 2016.

I. Leading the Organisation

1. The Steering Committee of Docklands Business Forum leads the organisation by agreeing its vision, purpose, mission, values and objectives making sure that they remain relevant.
2. It develops, resources, monitors and evaluates strategic, annual business plans, budgets and KPI's so that Docklands Business Forum achieves its stated purpose and objectives as per its Constitution.
3. The Docklands Business Forum delegates to the Chief Executive Officer (CEO) the management, support and holding to account of the staff and volunteers and all who act on behalf of the organisation.
4. It reviews and agrees written policy statements on relevant operational matters, where necessary, at least every three years.
5. It ensures there are robust quality, monitoring and evaluation systems in place.
6. The Steering Committee assists with the organisation of the Forum's activities.
7. The Steering Committee assists with the seeking of sponsors and funding for the Forum and its activities.
8. The CEO applies for positions on local stakeholder bodies and committees, on behalf of the Forum. In consultation with the Chair, the CEO also appoints appropriate members of the Forum to stakeholder bodies and committees.

II. Exercising control over the organisation

1. The Steering Committee is tasked with identifying and complying with all relevant legal, regulatory and quality standards or requirements.
2. It agrees policies, procedures and reporting mechanisms to make sure there is compliance with all relevant legal and regulatory requirements.
3. It ensures there are appropriate internal financial and management controls; and identifies major risks for the organisation and decides ways of managing the risks.
4. The Steering Committee ensures the Forum complies with all associated regulations.
5. The CEO, in consultation with the Chair, organises regular meetings of the Steering Committee. The CEO circulates an agenda and notice in sufficient time to all Steering Committee members.

6. The CEO reports on all activities of the executive to the Steering Committee.
7. The CEO is the senior responsible person for organising all Forum activities.
8. The CEO, in consultation with the Forum's members and other Dockland's businesses, writes the Forum's policy papers.

III. Being transparent and accountable

1. The Steering Committee and the CEO identify those stakeholders who have a legitimate interest in the work of Docklands Business Forum and makes sure there is regular and effective communication with them.
2. They respond to stakeholders' questions or views about the work of the organisation and how it is run.
3. The committee appoints an agreed spokesperson (CEO) for the organisation.
4. It ensures the AGM is held and it allows stakeholders to express their views about the organisation's work.
5. It ensures that there is a communications strategy in place to keep members informed.

IV. Working effectively

1. The Steering Committee as governing body ensures that individual committee members, committees, staff and volunteers understand their role, legal duties, and delegated responsibility for decision making.
2. Steering Committee members understand that while they were nominated by a particular group, they must not act as a representative of that group in acting as a Steering Committee member. Instead, they should promote the aims of the Forum in line with its Aims and Objectives. Steering Committee members must at all times respect committee confidentiality.
3. It exercises collective responsibility through committee meetings that are efficient and effective. It makes sure that there is suitable committee recruitment, development and retirement processes. It promotes gender diversity.
4. Newly appointed committee members sign a code of conduct and terms of reference setting out their 'fiduciary duties'.

V. Behaving with integrity

1. The Steering Committee behaves with integrity by being honest, fair and independent and by understanding, declaring and managing conflicts of interest and conflicts of loyalties in order to protect and promote Docklands Business Forum's reputation.
2. The chair leads the committee in developing an ethical culture in line with the values of Docklands Business Forum.
3. The Steering Committee agrees to develop and agree a code of conduct for committee members that outline the expected standards of behaviour and what happens if they are not met.
4. The code of conduct gives clear guidelines on the receipt of gifts or hospitality by committee members.
5. All Steering Committee members sign a commitment to follow the code when they are appointed.
6. The Steering Committee reviews the code every three years to ensure it meets developing ethical standards expected by its stakeholders and society.
7. The Steering Committee is fair by consistently applying the same ethical standards to every person and situation.
8. The Steering Committee discusses issues of 'conflict of interest' and 'conflict of loyalty' and develops a policy on each of these.
9. All committee members understand their responsibility to act as champions for the Docklands Business Forum by promoting its work and reputation.
10. The Steering Committee has a formal policy on committee and sub-committee confidentiality.