



## **CONSTITUTION**

**27 JUNE 2019**

**Charity Registration Number 299154**

**ASSOCIATION OF DIRECTORS OF ADULT SOCIAL SERVICES**

**CONSTITUTION  
WITH EFFECT FROM 27 JUNE 2019**

**Article 1 NAME**

The name of the Association shall be "THE ASSOCIATION OF DIRECTORS OF ADULT SOCIAL SERVICES".

**Article 2 OBJECT**

The object of the Association shall be:

- (a) To promote the education of the public in matters of social policy, social organisation and social problems.
- (b) To promote the relief of those needing care, support or safeguarding and the preservation and protection of physical and mental health for the benefit of the public.
- (c) To promote the preservation of family, friendship and community life for the benefit of the public.
- (d) To promote inclusion of older, disabled and mentally ill people in all aspects of society.

**Article 3 STATEMENT OF BELIEFS AND OBJECTIVES**

**Beliefs**

- ◆ A key barometer of a good society is ensuring that everyone, regardless of their needs and circumstances, has a right to live purposeful and independent lives, as part of cohesive communities, be protected from harm and access help when they need it.
- ◆ People with care and support needs should receive consistent, high quality help, support and safeguards that take account of their individual needs – social, physical, psychological and spiritual.
- ◆ People should be treated with dignity and respect, with no decisions made about them without them, with the aim of supporting people, and their families and carers, to make informed choices.
- ◆ People should be supported to live in their own home and community unless their needs can only be met elsewhere.
- ◆ The best outcomes for people will be achieved when everyone works together collaboratively – local authorities rooted in local communities and local democracy, NHS organisations, central government, private and voluntary providers, community groups and most importantly people with care and support needs and their families and carers.

## Objectives

- ◆ To promote the beliefs of the Association.
- ◆ To further comprehensive and equitable social policies and plans which reflect and shape the economic and social environment of the time.
- ◆ To further the interests of those who need social care services regardless of their backgrounds and status.
- ◆ To promote high standards of social care services.
- ◆ To influence legislation and policy, in line with the values of the Association, at local, regional, national and international level.
- ◆ To promote partnership working with people who use social care services and organisations that provide services which share the values of the Association.
- ◆ To publicise the work of the Association and to promote public understanding of social care needs and delivery, and related social policy issues.
- ◆ To further the professional development of the Association's members and provide opportunities for them to share knowledge and skills.
- ◆ To advise and support individual members pursuing their professional responsibilities in ways that are compatible with the beliefs and objectives of the Association.
- ◆ To foster international co-operation in accordance with the values and objectives of the Association.
- ◆ To encourage membership of the Association.

#### **Article 4 CODE OF CONDUCT AND DECLARATION OF INTERESTS**

The Association shall have a Code of Conduct. The approved Code of Conduct in the second schedule does not form part of this Constitution. The approved Code of Conduct may be amended only on the recommendation of the Executive Council to the Annual General Meeting of the Association and by a simple majority of members present.

All members of the Association are expected to maintain the highest possible ethical, personal and professional standards in the discharge of the professional responsibilities and in the exercise of membership of the Association, specifically in terms of acting or speaking for the Association. All members should register with the Honorary Secretary, in a form approved by the Executive Council, any personal, professional, financial or other interest which they or others might hold that does or might have a bearing on their probity or participation within the membership of the Association.

#### **Article 5 MEMBERSHIP**

Membership of the Association shall be open to:

- ☐ The Director Of Adult Social Services (the DASS) holding an appointment in accordance with Schedule 2 of the Children's Act 2004 that amended the Local Authority Social Services Act 1970. These are full members.
- Additional leads who are senior managers who report directly to the DASS and/or those to whom the DASS reports. This may include posts based outside the council where there are clear line management arrangements. The local authority may determine the people to be proposed. The Association's Executive Council may specify the number of extended members.
- Additional leads who are not covered in the above who are the designated Principal Social Worker for Adults in accordance with Care Act (2014) Revised Statutory Guidance Section 1.27.
- All members of the Association who have left their post shall be eligible for associate membership of the Association.
- Those whose completed form of application for membership is accepted by the Honorary Secretary.

#### **Article 6 REFUSAL AND TERMINATION OF MEMBERSHIP**

- (a) A member of the Association may resign from the Association at any time by notification in writing to the Honorary Secretary.
- (b) Full membership of the Association under Article 5 shall cease automatically from the date of termination of the statutory or relevant appointment.

- (c) Where the Honorary Secretary believes there are good and sufficient reasons for refusing admission to or termination of the Association membership, the matter shall be referred to the Trustees of the Association who shall make a recommendation to the Executive Council for determination.
- (d) The Trustees of the Association must be satisfied that they have good and sufficient reasons to refuse to admit or terminate membership. Before consideration of such a matter, the Honorary Secretary shall notify the person in writing not less than 28 days prior to the meeting of the Trustees to consider it. A member so notified may make both a written and oral presentation to the Trustees of the Association before any recommendation is made to the Executive Council. The member shall have the right to be accompanied but not legally represented at such a meeting. The procedure at the meeting shall be a matter for the chair of the meeting to determine.
- (e) A person shall be refused or removed from membership of the Association on confirmation of a recommendation of a majority of the Trustees of the Association to this effect by the Executive Council. This decision shall be made by a recorded vote of the Executive Council and requires a two-thirds majority of members present and voting be obtained. The decision of the Executive Council shall be confirmed in writing by the Honorary Secretary.
- (f) A person whose membership is terminated by the Executive Council may appeal to the Annual General Meeting by giving notice in the manner set out in paragraph 18 (f) except that such notice need not be seconded and, for this purpose only, the appellant shall have the rights as if he or she were a member. The appellant shall have the right to be accompanied by a representative.
- (g) An appeal to the Annual General Meeting under shall be heard in such manner as the Chairman of the meeting may direct and shall be determined by a simple majority of members present and voting.

## **Article 7 HONORARY MEMBERSHIP**

A General Meeting of the Association may, on the recommendation of the Executive Council, admit to honorary membership any person who has rendered exceptional distinguished service to the social services. Honorary members shall be eligible to attend Association conferences and meetings but will not be eligible to vote.

## **Article 8 ASSOCIATE MEMBERSHIP**

- (a) All members of the Association under Article 5 and who have left their post shall be eligible for associate membership of the Association on acceptance by the Honorary Secretary of the approved form of application.
- (b) Associate members shall be eligible to attend Association conferences and meetings but will not be eligible to vote. Such members will not be eligible to participate in regional meetings except by invitation.
- (c) The Associates Network may have a single or joint Chair. Only those holding current Associate Membership as defined in this article will be entitled to be Chair or Secretary of the Associates Network. Only Associate members may vote in elections for these posts. Posts will be held for three years.

## **Article 9 CHARACTER**

- (a) The Association shall be non-protective in character; that is to say it shall not be competent for any meeting of the Association or of the Executive Council or of any region or special interest group or of any network, to discuss the salaries or conditions of service of Directors of Adult Social Services.
- (b) Article 10 (a) shall not be construed as precluding discussion of the salaries or conditions of service of members of the staff of adult social services departments other than Directors.
- (c) The Association is committed to the pursuit of equalities in all its activities.

## **Article 10 ANNUAL SUBSCRIPTIONS – MEMBERS AND ASSOCIATE MEMBERS**

- (a) The Association's financial year runs from 1 January to 31 December. Membership subscriptions will be payable annually in accordance with the scale set out in the first schedule annexed to this Constitution. The schedule shall not form part of the Constitution and its contents may be amended by simple majority vote at any meeting of the Association.
- (b) Associate members' subscriptions shall be in accordance with the scale set out in the first schedule annexed to the Constitution. Persons newly joined as Associate members shall pay a first subscription proportionate to the monthly fraction of the year from the date joined to the following 31 December. Persons ceasing to be members shall be liable to pay a subscription calculated similarly for the period from the 1st January to the date of resignation or termination of membership.
- (c) Persons whose subscriptions are six months in arrears shall automatically cease to be members or associate members but may be re-admitted to membership on payment of the amount due.

## **Article 11 THE TRUSTEES**

- (a) The Trustees Committee is the charity's governing body. All Trustees must be members of the Association. Trustee duties include public benefit, resource management, exercising care and skill, acting in best interest of the Association and complying with law and governing documentation.
- (b) The Trustees of the Association shall be up to ten in number and shall consist of at least the President, the Immediate Past President, the Vice President, the Honorary Secretary, and the Honorary Treasurer. The Trustees may determine lead responsibilities for the other five roles in line with priorities at any given time. All trustee roles shall be filled by election in line with Article 12. The Trustees shall be responsible for controlling the management and administration of the Association.
- (c) In situations where a formal decision is taken by the Trustees' Committee a simple majority of total committee members shall form a quorum.
- (d) The Executive Council (see below) and the Trustees Committee may from time to time appoint members of the Association or others to perform functions on behalf of the Association. Such appointments shall not confer the right to membership of the Trustees Committee or Executive Council.
- (e) The Trustees are responsible for the appointment and appraisal of the Chief Officer, who will oversee the management and administration of the organisation. Trustees will ensure the employment and remuneration of staff as necessary for carrying out the work of the Association.
- (f) Each year the Trustees Committee shall appoint the auditor(s).

## **Article 12 EXECUTIVE COUNCIL**

- (a) The Association shall have an Executive Council charged with the development and implementation of the objectives of the Association and subject to the governance of the Association's Trustees. The Executive Council shall consist of the following:
  - The Trustees of the Association
  - Up to six Policy Leads who have been approved by the Executive Council
  - One representative from ADASS associates, usually the Chair
  - One Regional Representative, usually the Chair from each Region
- (b) The term of office of a Regional Representative should be determined by the Region.
- (c) The policy leads should be dictated by the policy priorities of the Association.
- (d) In the event of a Regional, Policy or Associate Representative being unable to attend a meeting a deputy may attend in his/her place.

- (e) The Policy Leads and Regional Representatives shall be elected in accordance with Article 21 of this constitution and ratified annually at the AGM.
- (f) The Executive Council shall have authority to invite members of the Association to attend their meetings. Persons so invited shall be known as "attending members" and they shall be entitled to receive documents and take part in discussions but not to vote.
- (g) Meetings of the Council shall be held at least quarterly.
- (h) The Honorary Secretary shall convene a Special Meeting of the Executive Council within fourteen days of the receipt by him or her from each of three members of the Council of a signed requisition in terms which clearly invoke this paragraph, provided that at least one of the requisitions shall set out the terms of a motion or motions to be discussed at the Special Meeting.
- (i) Six members of the Executive Council shall form a quorum.

### **Article 13 ELECTION OF TRUSTEES**

- (a) The Vice President shall be elected annually. The Vice President will take up post at the Annual Seminar following their election and become President at the second following Annual Seminar. The existing President shall retire when replaced by the Vice President. The Honorary Secretary, the Honorary Treasurer, and all other trustee roles shall be elected every three years. Elections shall be conducted by ballot. The result of any ballot shall be ratified by the Executive Council. A minimum of four fifths of the trustee body should be serving directors of adult social services.
- (b) A candidate for election as Vice President, Honorary Secretary or Honorary Treasurer shall be a member of the Association who is a serving director of adult social services.
- (c) Trustees may specify the election of either or both of an associate and extended member to act as trustees providing that at least four fifths of the Trustee Committee are serving directors of social services.

A member who has been elected or appointed to the same office for two consecutive three year terms may, in exceptional circumstances only, stand for election or appointment to the same office for one additional year subject to the approval of the Executive Council

- (d) A person ceasing to be a member of the Association shall cease to be an officer or representative.
- (e) If the President resigns, dies or ceases to be eligible to continue in office, the Executive Council may appoint the Immediate Past President, or the Vice President to fill the vacancy, provided she or he consents.



- (f) If the Vice President resigns, dies or ceases to be eligible to continue in office, the Honorary Secretary shall conduct an election to fill the vacancy. The successful candidate shall take up office as Vice President immediately, becoming President at the next Annual Seminar.
- (g) If a vacancy occurs in any office, other than Immediate Past President, and the Executive Council does not make an appointment under paragraph 13 (f), the Honorary Secretary shall conduct an election to fill the vacancy.
- (h) A candidate for election shall be nominated and seconded in writing by members of the Association and shall signify in writing his or her unconditional consent to stand for election.
- (i) In calling for the return of ballot papers, the Honorary Secretary shall state the last date upon which they must be received.
- (j) If there is an equality of votes, the candidates who have received an equality of votes shall be invited to draw lots to determine which shall fill the vacancy or vacancies.
- (k) All elections under this Article shall be determined by simple majority in a single ballot except that the election of a Vice-President shall be determined by the system known as the Single Transferable Vote.
- (l) All elections under this Article shall be conducted by the Honorary Secretary of the Association.
- (m) No person shall vote in any election in which he or she is nominated as a candidate.
- (n) In all elections, the Association should actively seek candidates who are women and / or from diverse backgrounds and characteristics, so that the group occupying leadership roles is reflective of the wider membership of the Association.
- (o) Voting rights shall be determined according to the eligibility of the role in question. If the role is open to all members, then all members are eligible to vote, if only associates, then only associates are able to vote, and so on.

#### **Article 14 DUTIES OF HONORARY SECRETARY**

The duty of the Honorary Secretary shall be one of oversight to ensure that all meetings of the Association and of the Trustees Committee and Executive Council are convened and the minutes kept thereof; to ensure a draft Annual Report for submission to the Annual General Meeting containing the audited statement of accounts is prepared and circulated in advance; and to oversee the administrative business of the Association. The Honorary Secretary may delegate any of the duties of this office to another Trustee or to the Chief Officer and as regards the convening of, and recording the proceedings of, any special meeting of the Association she or he may delegate oversight duties to any member of the Executive Council.

#### **Article 15 DUTIES OF THE HONORARY TREASURER**

The duties of the Honorary Treasurer shall be one of oversight to ensure that the finances of the Association are managed in line with the highest standards of probity. The Honorary Treasurer shall oversee the receipt and payment all monies due to and from the Association generally, and the annual preparation of a detailed Statement of Accounts made up to the 31 December which shall be submitted to the auditors of the Association and subsequently to the Honorary Secretary for inclusion in the Annual Report. In addition the Honorary Treasurer shall oversee the Association's income arrangements including sponsorship and any major grants or contracts and advise the Trustees on issues relating to the Associations finances.

#### **Article 16 DUTIES OF AUDITORS**

Trustees have determined that the detailed statement of accounts should be subject to an annual audit.

#### **Article 17 PROPERTY**

- (a) Bank accounts shall be opened in the name of the Association at such bank or banks as the Trustees Committee shall from time to time decide. The Trustees Committee shall authorise, in writing, five Trustees or staff members authorised in name by the Trustees Committee. All transactions must be authorised by not less than two of the authorised signatories.
- (b) The Trustees Committee may appoint a corporation lawfully entitled to act as custodian trustee or not less than two nor more than four individual persons to hold any property held by or in trust for the Association or may with the agreement of the Official Custodian for Charities transfer to him personal property (within the meaning of Section 16(2) of the Charities Act 1986) so held and make application for an order vesting in him any other properties so held.

## **Article 18 MEETINGS AND CONFERENCES**

- (a) An Annual General Meeting shall be held each year to receive the Annual Report and Statement of Accounts and to transact such other business as may be proper.
- (b) The Annual General Meeting shall be called on such a date and at such centre as the Trustees Committee shall decide.
- (c) The Trustees shall call a meeting of the Association at any time as is necessary.
- (d) The Honorary Secretary or a member of the Association appointed by him or her shall convene a Special Meeting of the Association within one calendar month of the receipt by him or her from each of ten members of the Association of a signed requisition in terms which clearly invoke this paragraph provided that at least one of the requisitions shall set out the terms of a motion or motions to be discussed at the Special Meeting.
- (e) The President shall preside at General Meetings, Conferences and Meetings of the Trustees Committee and the Executive Council of the Association. In the absence of the President the Vice-President shall preside. In the absence of the above named officers the meeting or conference shall elect another Trustee as Chair.
- (f) Any member of the Association may bring forward any matter appropriate to the Association for consideration at any Meeting by giving the Honorary Secretary at least three months previous Notice of Motion in writing. Such Notice of Motion shall be seconded by another member of the Association before it is submitted to the Honorary Secretary. The Honorary Secretary shall, at least two months before the Meeting, inform the members of the terms of any Notice of Motion which may be received. Notice of Amendment to any such Motion shall be given in writing to the Honorary Secretary at least one month before the meeting. Any Notice of Amendment shall be seconded by another member of the Association before submission to the Honorary Secretary. Notices of Motion and Notices of Amendment shall be circulated with the agenda for the meeting.
- (g) Where two or more Motions, notices of which have been given in accordance with paragraph 18(f), to a meeting relate to the same subject the Executive Council shall be empowered to submit a composite Motion. The President shall be empowered to decide the appropriateness of a Motion to the Association; where he or she decides a Motion is not appropriate this shall be reported to the meeting.
- (h) If a Motion to a meeting, notice of which has been given in accordance with paragraph 18(f), is not moved or seconded at the meeting, it shall, unless postponed by consent of those present at the meeting, be treated as abandoned.
- (i) A Motion to a meeting of which notice has been given in accordance with paragraph 20(f) after being moved and seconded, may, should the meeting so

determine, stand referred to the Executive Council or such other committee as the meeting may determine for consideration or consideration and report.

A member who has proposed a Motion so referred shall be invited to the meeting at which the Motion will be considered.

- (j) A Motion to a Meeting of which notice has not been given in accordance with paragraph 18(f) shall, after being moved and seconded without discussion, stand referred to the Executive Council or such other committee as the meeting may determine for consideration, provided that the President may, if she or he considers it convenient or expedient, or if a majority of the members present consider the Motion urgent, allow the Motion to be dealt with at the Meeting at which it is moved. A member who has proposed a Motion which has been referred to the Executive Council or any committee shall be invited to the Meeting of the Council or committee at which it is proposed to consider the Motion.
- (k) Any amendment to a motion notice of which has not been given in accordance with paragraph 18(f) must be made in writing and be in the hands of the Honorary Secretary at least one hour before the beginning of the AGM.
- (l) It shall be competent for the Executive Council to promote motions for discussion at the AGM notwithstanding that the terms of paragraph 18(f) have not been complied with, providing that no motion introduced by virtue of the provision of this paragraph shall purport to amend the Constitution.
- (m) The Honorary Secretary shall send to each member a notice and agenda concerning each meeting of the Association at least two weeks before the meeting.
- (n) At any General Meeting a quorum shall be one quarter of the total membership of the Association.

## **Article 19 VOTING AT MEETINGS**

- (a) Any Motion which does not purport to amend this Constitution or to dissolve the Association shall be determined by a simple majority of those members attending the meeting at which the Motion is put. Each voting member shall have one vote and in the event of an equality of votes the Chairperson shall have a second or casting vote.
- (b) Any Motion that purports to amend this constitution or to dissolve the Association shall not be carried unless it receives the support of at least two-thirds of the voting members each of whom shall have one vote.
- (c) A member may appoint a second member to be her or his proxy and to vote on their behalf at any meeting of the Association on any Motion which purports to amend the Constitution or to dissolve the Association.

## **Article 20   SUSPENSION OF ARTICLES AT MEETINGS OF THE ASSOCIATION**

At any meeting of the Association a member may rise on a point of order and propose the suspension of any Article or Articles and of any paragraph or paragraphs of the Constitution in so far as they relate to the conduct of the meeting, so long as the suspension does not constitute an unlawful act. If the proposal is seconded it shall forthwith be debated and put to the vote. If the Motion secures the support of two-thirds of the members present and voting it shall have the effect of suspending the operation of the Articles or paragraphs to which it relates until the end of the meeting or until a Resolution is passed to terminate the suspension, whichever shall be the earlier.

## **Article 21   REGIONS AND POLICY LEADS**

The Executive Council may establish Regions, Policy Leads and Policy Groups to handle particular matters. The Constitution of any such Region or Group shall be approved by the Executive Council. It shall not be competent for any Region, Lead or Group to act in the name of the Association except with the approval of the Executive Council.

### **Regions**

- (a) The composition of Regions shall be as decided by the Executive Council and as ratified by an Annual General Meeting. The Association will review the Regions on a periodic basis to take into account devolution, or other changes.
- (b) The Chair of each Region shall be elected by ballot conducted within the Region (or such other method as the Region may determine).
- (c) The Chair will normally also hold the post of Regional Representative on the Executive Council however the Region may decide to elect an alternative Regional Representative.
- (d) A candidate for election as Chair of the Region or Regional Representative shall be a member of the corresponding Region and a full member of the Association. Only members of a Region shall be entitled to vote for a representative of that Region.
- (e) Regions may elect co-chairs, vice chairs and/or Secretary roles as they see fit. The name of the Chair and Secretary and /or Regional Representatives shall be notified to the Honorary Secretary immediately following their election, and shall be ratified annually at the AGM.
- (f) Each Region shall submit a report of their year's activities to the Honorary Secretary of the Association.
- (g) Regions, at their discretion, shall have the power to permit substitute members of staff to attend the Regional meetings where Directors are unable to do so.

## **Policy and other Leads**

- (a) Each year the Trustees and Executive will decide key policy priorities and the membership will elect leads for those priorities. These leads will be serving directors of adult social services and shall become Executive members (up to a maximum of six in number) until or unless priorities change. Those who lead on those priorities may in turn seek election of co-leads from other serving directors, extended or associate members.
- (b) Each Policy Lead shall oversee the section of the business plan and Annual Report that is relevant to their policy area.
- (c) The Association may also elect experts and spokespeople for key issues or professional areas, who may develop networks or communities of practice. They may speak or act for ADASS, subject to the agreement of the Trustees.
- (d) The policy leads and special interest leads may arrange meetings as appropriate to fulfil their objectives.

## **Article 22 ALTERATION AND INTERPRETATION OF THE CONSTITUTION**

- (a) Any Motion proposing that any Article of this Constitution be rescinded, added to or amended shall be considered by the Annual General Meeting or a General Meeting of the Association shall be determined in accordance with paragraphs 19(b) and 19 (c).
- (b) Articles 2 and 23 and this Article shall not be rescinded added to or amended without the prior consent of the Charity Commissioners and no Article shall be rescinded added to or amended in such a way as to cause the Association to cease to be a charity.
  - (c) Any doubt as to the interpretation of this Constitution shall be determined in the first instance by the Executive Council who shall give notice of their interpretation to the next Annual General Meeting. It shall be competent for the meeting to vary the interpretation made by the Executive Council by a simple majority of those present and voting.

## **Article 23 DISSOLUTION OF THE ASSOCIATION**

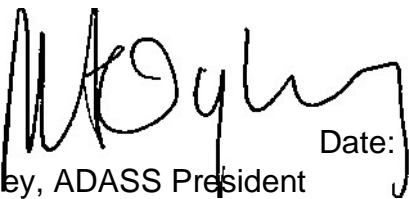
Any Motion to dissolve the Association shall be considered by the Annual General Meeting or by a General Meeting of the association and shall be determined in accordance with paragraph 19(b) and (c). In the event of dissolution any assets of the Association remaining after the satisfaction of all debts and liabilities shall be applied for the benefits of a charitable body whose activities are seen to be compatible with the objects of the Association. Such a body shall be determined by the outgoing Trustees.

**Article 24 MEMBERS' EXPENSES**

The Honorary Treasurer shall be authorised to reimburse reasonable claims for travelling and subsistence expenses incurred by any member formally asked to represent the Association at a conference or other activity where such expenses cannot be reclaimed from the member's own Authority, or where it would not be appropriate for a claim to be submitted to that Authority. Any dispute arising from such a claim shall be referred to the Trustees Committee for determination.

**Article 25 MATTERS NOT DEALT WITH IN THE CONSTITUTION**

Any matter not dealt with in this Constitution shall be determined for the time being by the Trustees following recommendation from the Executive Council.

Signed:  Date: 27.06.19  
Julie Ogley, ADASS President

## THE FIRST SCHEDULE

### Membership Fees

All membership fees are reviewed by the ADASS Treasurer on an annual basis. Any change to membership fees may be approved by simple majority vote at any meeting of the Association.

For DASS and extended members ADASS operates a Tiered Approach to fees based on size of the Local Authority. As the size of Authority can be subjective due to the differing structures of local authorities this approach uses population to measure size.

<b>Tier</b>	<b>Population range</b>
Tier 1	501,000+
Tier 2	200,001-500,000
Tier 3	0-200,000



## **THE SECOND SCHEDULE**

### **CODE OF CONDUCT**

#### **1. Introduction**

The Association has made provision for a Code of Conduct binding upon all members of the Association. This code of conduct applies to all ADASS members acting for or speaking on behalf of the Association to support the Association's compliance with the requirements of our charitable status. Comments or complaints about members acting in their day to day role as council employees should be directed to employing local authorities, where decision making authority rests.

All individuals seeking or wishing to continue in membership of the Association under Articles 4, 7 and 8 of the Association must make a declaration that they will abide by this Code of Conduct as a condition of membership.

This Code covers both the reality and the appearance of conduct. This is to ensure the conduct of members of the Association is beyond reproach and the highest standards of ethical conduct are maintained in the interests of the standing of the Association, the maintenance of its values and pursuit of its objectives.

All full members of the Association are asked to consider and to comply with the current or any future Code of Practice for local government employees.

#### **2. Standards**

All members are expected to avoid any act that may bring the Association into disrepute or diminish the trust and confidence of the public and to abide by the seven principles of public life (Appendix A).

All members are expected to maintain the highest possible ethical, personal and professional standards in carrying out their professional responsibilities and in the exercise of Membership of the Association.

#### **3. Misuse of Information**

Information gained in the course of membership or employment must not be used for personal gain or benefit. Information entrusted for one purpose should not be used for another without consent. Neither should such information be passed on to others who might use it in such a way. Information received in confidence should be respected unless nondisclosure would place the proper protection of an individual at risk or concealment result in a breach of the law.

#### **4. Relationships**

Members are expected to be mindful of their professional standing and of their obligations to people using services, carers, society, employers, each other, and to other professionals.

All members of the Association will give precedence to their professional responsibilities over their own personal interests in their relationship with councillors, the local community, users, carers, contractors or any other person coming to them in their professional capacity.

Members of the Association will be expected to work with others in the interests of the Association and in pursuit of its objectives. In making any public statements or undertaking public activities, Members must be clear whether they are acting in a personal, official or professional capacity.

It is the responsibility of all members of the Association to ensure they maintain a clear distinction between their personal and professional relationships within their work situation. Neither should they, as a result of membership of any other organisation, place themselves in a position where their motivation or probity may be called into question.

Members may not impose their personal, religious or political beliefs on any person with whom they are in a professional relationship or to suggest that refusal or acceptance of such beliefs may lead to different or preferential treatment.

## **5. Personal Interests**

All members of the Association are responsible for informing the Honorary Secretary or Treasurer of the Association of any personal, professional, financial or other non-financial interest arising from their professional activity they consider may conflict with or bear upon their participation in the Association and to seek advice.

All members are encouraged and expected to register, voluntarily, with the Honorary Secretary any personal or professional financial or other interest they or others might perceive to have a bearing on their probity, participation or membership. This would exclude membership of other professional associations and learned bodies not involved in contractual relationships with the Association.

All members are reminded that membership of closed or secret organisations, whose activities are generally considered to be incompatible with the Association's values, will result in a review of membership.

## **6. Fairness and Equity**

All members are expected to uphold relevant legal requirements in the promotion and maintenance of non-discrimination. Fairness and impartiality must be applied in all activities on behalf of the Association.

## **7. Upholding the Law**

Members of the Association shall not commission nor assist in an infringement of the law by people with whom they have a professional relationship nor collude with individuals in the evasion of the consequences of an illegal act.

## **8. Hospitality and Sponsorship**

The Association has put in place its own internal rules (see membership handbook) covering sponsorship of the Association's activities. All members of the Association should aim to be familiar with its requirements in addition to this Code of Practice.

Members should not solicit or elicit any personal gift or bequests from people with whom they have a professional relationship. Personal gifts from sponsors, contractors and suppliers of the Association should not be accepted, although items of token value such as pens, diaries etc., may be.

Members should only accept offers of hospitality in connection with the Association's activities if there is a genuine need to impart information or represent the Association. Particular consideration should be given to the timing of hospitality in relation to Association decisions.

Receipt of hospitality should be recorded and sent to the Secretary in accordance with arrangements established for this purpose.

Acceptance of hospitality through attendance at relevant conferences and courses is acceptable where the hospitality is corporate rather than personal in nature.

## **9. Use of Financial Resources**

All members must ensure that funds entrusted to them by the Association are used for the purpose allocated. They should strive to secure best value and avoid any situations where they may have a direct or indirect interest in such expenditure or where relationships with providers of services may be subject to speculation or comment.

## **10. Continuing Professional Education**

Members have a responsibility to ensure they are competent to meet the needs of people turning to them for professional help. All members of the Association are expected to take appropriate steps to ensure their continuing professional education and to hold themselves responsible for the standard of professional service or advice that they give.

## **11. Seeking Advice**

Members of the Association who have reasonable grounds for believing they cannot comply with or find themselves in conflict with any aspect of this Code of Practice or the Association's Constitution should seek advice from one of the Association's Officers.

## **12. Amendments to the Code of Conduct**

This Code of Conduct was approved at the Association's Annual General Meeting held on Tuesday 30 April 2019. It may only be varied on the recommendation of the Executive Council and by a simple majority of members at an Annual General Meeting.

## **Appendix A THE SEVEN PRINCIPLES OF PUBLIC LIFE (Nolan)**

### **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 families 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 that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to the public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

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