



**Nadder Community Land Trust Ltd.**

**Code of Conduct and Good Practice**

**EDITION 1**

**16<sup>th</sup> September 2019**

## Code of Conduct and Good Practice

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## 1 Preamble

- 1.1 The purpose of this Code is to enhance the work and credibility of the Nadder Community Land Trust Ltd. (“NCLT”) by setting out the main standards that people in the NCLT’s community, and others, might expect. It applies equally to Board members, employees and volunteers.

## 2 General

2.1 The NCLT shall:

- a) always be clear about the purpose of the NCLT's work.
- b) ensure the NCLT's land, buildings, capital receipts, money and other resources are held or applied for the benefit of its community in perpetuity.
- c) seek to enhance a sense of solidarity within the community as the NCLT builds and holds its asset base.
- d) ensure that the NCLT works in the interest of everyone in its community, irrespective of the backgrounds of individuals and whether or not they are members of the NCLT.
- e) as well as promoting specific projects involving asset ownership, aim more generally to maximise the skills, social linkages and economic capacity of people in the community.
- f) ensure that any profits from the NCLT's activities are reinvested to finance further work that meets its objects.
- g) encourage all members of the community to become members of the NCLT and to play an active part in its work.
- h) review the NCLT's membership once a year and regularly encourage people in the community to become members.
- i) account for NCLT activities in an open manner and provide members of the local community with reasonable access to information.
- j) ensure that an annual report is published and distributed to people in the community.
- k) ensure that the needs of the community are assessed.
- l) develop proposals for projects that provide solutions to assessed needs.
- m) where possible, collect detailed evidence on the needs it is aimed to meet.
- n) welcome suggestions for action from people in the community throughout the year and provide feedback.

- o) seek to engage a wide spectrum of people in the community to provide funds for its schemes, and other resources such as professional skills, labour, land and buildings.
- p) ensure loans and grants are raised on terms that enable the NCLT to give priority to meeting the interests of the local community.
- q) provide a robust asset lock in the NCLT's Rules.
- r) ensure NCLT annual accounts are produced and made widely available.
- s) ensure that once it owns property, the NCLT will hold a meeting every year and invite all individuals or households in the community to that meeting, encouraging attendees to highlight emerging local needs and to suggest solutions to these needs that the NCLT might pursue.
- t) give first priority in allocating homes to those in the community, ahead of nominees of housing authorities.
- u) pursue projects that have widespread support in the community.
- v) seek to maintain a balance between standards and costs, undertaking projects to good standards of design and specification while ensuring projects are completed at reasonable cost and represent good value for money.
- w) ensure that access for members of the community to NCLT projects is fair and that any selection processes are open and transparent.
- x) ensure that active good governance policies are in operation.
- y) ensure that a Register of Members' Interests is maintained.
- z) ensure there is a robust system for dealing with complaints that is publicly available.
- aa) seek to ensure that members of NCLT boards and committees are drawn from a wide cross-section of the community and that no individual or group unduly influences such boards or committees.
- bb) ensure NCLT board and committee meetings are normally open to the public.
- cc) work collaboratively with other community land trusts.

### **3 Individual**

3.1 All Board members of the NCLT, employees and volunteers shall:

- a) seek to enhance the reputation of the NCLT and do nothing that might harm it.
- b) be open and honest at all times, respecting others' views and their right to share them.
- c) always act in the interests of the NCLT, not in a personal interest or that of another company or organisation.
- d) avoid any suggestion of impropriety.
- e) maintain awareness that matters such as conflicts of interest and the acceptance of gifts and hospitality are particularly sensitive.
- f) make appropriate declarations in the NCLT's Register of Board Members' Interests .

### **4 Review**

4.1 This policy is effective from 16<sup>th</sup> September, 2019 and will be reviewed every three years.