

Standards of Business Conduct for Trust Board members *For the Fans, by the Fans*

Part A

Prevention of Corruption Acts 1906 and 1916 - summary of main provisions The Trust will adopt the same standards as in the public sector, although these are not legally enforceable for Trust Board members, they will result in disciplinary action and possible dismissal if they are broken.

Acceptance of gifts by way of Inducements or rewards

1. Under the Prevention of Corruption Acts, 1906 and 1916, it is an offence for employees corruptly to accept any gifts or consideration as an inducement or reward for:

- doing, or refraining from doing, anything in their official capacity; or
- showing favour or disfavour to any person in their official capacity.

2. Under the Prevention of Corruption Act 1916, any money, gift or consideration received by an employee in public service from a person or organisation holding or seeking to obtain a contract will be deemed by the courts to have been received corruptly unless the employee proves the contrary.

Part B

Introduction

1. It is the responsibility of Trust Board members to ensure that they are not placed in a position which risks, or appears to risk, conflict between their private interests and their Trust duties.

Guiding principle in conduct of Trust business

2. It is a long established principle that public sector bodies, must be impartial and honest in the conduct of their business, and that their employees should remain beyond suspicion. It is also an offence under the Prevention of Corruption Acts 1906 and 1916 for a public sector employee corruptly to accept any inducement or reward for doing, or refraining from doing anything, in his or her official capacity, or corruptly showing favour, or disfavour, in the handling of contracts (see PART A). The Trust embraces these same principles as if it were a public body.

Principles of conduct of Trust Board members

3. Trust boards members are expected to:

- ensure that the interests of members, and BUFC supporters remains paramount at all times;
- be impartial and honest in the conduct of their official business;
- use members' funds and other sources of funding entrusted to them to the best advantage of the service, always ensuring value for money.

4. It is also the responsibility of Board members to ensure that they do not:

- abuse their official position for personal gain or to benefit their family or friends;
- seek to advantage or further private business or other interests, in the course of their official duties.

Implementing the guiding principles

Casual gifts

5. Casual gifts offered by contractors or others, e.g. at Christmas time, may not be in any way connected with the performance of duties. Such gifts should nevertheless be politely but firmly declined. Articles of low intrinsic value such as diaries or calendars, or small tokens of gratitude from members or their relatives etc, need not necessarily be refused. In cases of doubt Board members should either consult the Trust secretary or politely decline acceptance.

Hospitality

6. Modest hospitality provided it is normal and reasonable in the circumstances, e.g. lunches in the course of working visits, may be acceptable, though it should be similar to the scale of hospitality which the Trust would be likely to offer.

7. Board members should decline all other offers of gifts, hospitality or entertainment (including complimentary tickets). If in doubt they should seek advice from the Trust secretary.

Declaration of interests

8. The Acting Secretary needs to be aware of all cases where a board member, or his or her close relative or associate, has a controlling and/or significant financial interest in a business (including a private company, public sector organisation, and/or voluntary organisation), or in any other activity or pursuit, which may compete for a Trust contract to supply either goods or services to the Trust.

9. All Board members should therefore declare such interests to the secretary, either on taking up a position as a board member on acquisition of the interest, in order that it may be known to and in no way promoted to the detriment of either the Trust or the members and supporters whom it serves.

10. In determining what needs to be declared, Trust board members and members will wish to be guided by the principles set out in paragraph 5 above; also the more detailed guidance to staff contained in Part D.

11. The Trust secretary should:

- ensure that Board members are aware of their responsibility to declare relevant interests
- keep a register of all such interests and making them available for inspection by the members, and supporters.
- develop a local policy, in consultation with the trust board and members, for implementing this guidance. This may include the disciplinary action to be taken if a Board member fails to declare a relevant interest, or is found to have abused his or her official position, or knowledge, for the purpose of self-benefit, or that of family or friends.

Preferential treatment in private transactions

12. Individual board members must not seek or accept preferential rates or benefits in kind for private transactions carried out with companies with which they have had, or may have, official dealings on behalf of the Trust. (This does not apply to concessionary agreements negotiated with companies by the trust as an organization on behalf of its membership.)

Favouritism in awarding contracts

13. Fair and open competition between prospective contractors or suppliers for Trust contracts is paramount.

BOSTON UNITED FC SUPPORTERS' TRUST



<http://www.bufcst.org.uk>
enquiries@bufcst.org.uk

The Boston United FC Supporters' Trust, 50 Wide Bargate, Boston, Lincs, PE21 6RY Tel. 07907 982893

- no private, public or voluntary organisation or company which may bid for Trust business should be given any advantage over its competitors, such as advance notice of Trust requirements. This applies to all potential contractors, whether or not there is a relationship between them and the Trust, such as a long-running series of previous contracts.
- each new contract should be awarded solely on merit, taking into account the requirements of the Trust and the ability of the contractors to fulfill them.

14. The Trust should ensure that no special favour is shown to current or former Board members or members or their close relatives or associates in awarding contracts to private or other businesses run by them or employing them in a senior or relevant managerial capacity. Contracts may be awarded to such businesses where they are won in fair competition against other tenders, but scrupulous care must be taken to ensure that the selection process is conducted impartially, and that board members and members who are known to have a relevant interest play no part in the selection.

14.1 At least two competitive quotes should be obtained for any goods or services purchased costing more than £100. The cheaper quote should be acted on unless there are very good reasons (quality for example and/or future discounts). Any proposal not to choose the lower quote will need to be agreed by the Acting Secretary. This would help the trust achieve value for money and show that it was not favouring any particular provider as cost (and quality) would be paramount. It was also agreed that whenever possible, local businesses and providers would be used.

Warnings to potential contractors

15. The Trust will wish to ensure that all invitations to potential contractors to tender for Trust business include a notice warning to tenderers of the consequences of engaging in any corrupt practices involving Trust board members or their agents.

Outside employment

16. Trust board members are advised not to engage in other work paid or unpaid which may conflict with their Trust work, or be detrimental to it. They are advised to tell the Trust secretary if they think they may be risking a conflict of interest in this area: the Trust secretary will be responsible for judging whether the interests of the Trust could be harmed, in line with the principles in paragraph 5 above.

Dated: 28th February

Version 1.0

Updated.

Held by: Mark Isaac, Acting secretary

Chairman: Melvin Moxon
Vice-Chairman: Dr. Paul Kirk-Smith
Membership Secretary: Mat Barker

Registered Office:
50 Wide Bargate, Boston, Lincs
PE21 6RY

Boston United Supporters' Trust - Registered No. 30051R
Registered under the Industrial and Provident Societies Acts 1965-1978