

Code of conduct for members NCCA sub-committees

The Council has approved a code of conduct for members of all of its sub-committees. The code provides clear guidance to sub-committee members governing behaviours in all dealings with the work of the Council. The objective of the code is to ensure that the work of NCCA sub-committees is informed by an agreed set of ethical principles, to ensure that they meet or exceed the standards of public service performance required and to promote and maintain public confidence and trust in the Council and its work. Nothing in the code limits the right of members to advocate the concerns of their nominating bodies.

Why we need a code?

The code augments and reinforces the high standards of probity evident in the operation of NCCA sub-committees. The NCCA can be justly proud of the loyal, impartial and unpaid voluntary service given by committee members for the benefit of Irish education.

Next steps for us...

The code will be formally adopted by each sub-committee and new committee members will receive a copy on nomination.

...and for you.

We are now asking all current members of NCCA sub-committees to indicate their support for the code and to sign a confirmation that they agree to act in accordance with its principles.

The code requires that members disclose in a register of interests, outside employment, business interests or benefits in kind received which are in conflict or in potential conflict with the business of the Council, including involvement in the production of textbooks or multi-media educational resources or the provision of educational services outside any normal teaching or principalship duties.

What are we asking you to do?

We request that all members sign and return one copy of the code, **confirming** that they have read and agree to act in accordance with it. The other copy can be retained.

Committee members who wish to make a disclosure in the register of interests should complete and return the **disclosure** form.

If you should have any questions in relation to the code or are unsure as to scope of the disclosure requirements you should contact Paul Brady at paul.brady@ncca.ie, or 01 7996400.

Members' survey

Prior to Easter we began a survey to gather feedback from committee members on their experiences of working on committees. We are endeavouring to improve the operation of the committee structure and this information will be most useful in this regard.

We emailed 500 addresses from our database of members. If we missed your address and you want to complete the short online survey, it can be found at: www.surveymonkey.com/s/SurveyNCCACommitteeMembers2011

Should you have any difficulty in accessing the survey please contact John Halbert (john.halbert@ncca.ie).

Payments

From now on NCCA will be making payments to all payees via Electronic Funds Transfer (EFT) direct to bank accounts. If you are making a claim for expenses please download the bank details form which is available from the Committee Members section at: http://www.ncca.ie/en/About_Us/Committee_Membership_and_Organisations.

Please complete in full and return along with the expenses claim form.

Why is this change happening?

Most organisations are now using this process to pay suppliers and payees at this stage. We hope to make the process of paying claims more efficient and to cut down on the use of cheques thus reducing the charges incurred to both NCCA and you when dealing with cheques. It will also cut out the need to visit the bank in person.

Data Protection

Rest assured that under the Data Protection Act all details contained in the form will be held securely and confidentially and under no circumstances will they be disclosed to any third party.