



DARTINGTON SERVICE DESIGN LAB

CENTRE FOR SOCIAL POLICY

CONSTITUTION

Preamble

1. We are The Warren House Group at Dartington ('WHG') trading as the Dartington Service Design Lab ('Lab') and this incorporates the organisation called the Centre for Social Policy ('CSP').
2. CSP was established in 1995 to provide support and facilitating services to the activities of WHG. It was also a resource for people who have left posts connected to established organisations, work independently, hold senior posts in welfare agencies and/or are retired or approaching retirement. It is a facility to be used as they wish but it provides them with a link to a multi-disciplinary peer group and enables them to keep up-to-date with current issues. When joining, they are known as CSP Fellows.

Administrative Structure

3. Its legal status is that of an activity within the wider charity The Warren House Group (Charity number 1099202 and Company Limited by Guarantee 04610839). It will be run by a Management Group comprising the chair, secretary/treasurer, a WHG trustee, the CEO of the WHG / Director of the Dartington Service Design Lab and other members co-opted as necessary.
4. The group will meet quarterly to review and plan the work of the Centre, consider nominations for new Fellows and take other decisions relevant to the work of the Centre in support of the Lab and Charity. In addition to this, there will be an annual AGM for current Fellows.
5. The Centre's accounts will be a separate cost centre within the WHG accounts and are subject to the rules, procedures and audits that apply to the Charity's administration. Fellows will have no access to the charity's funds without approval of the CEO and Trustees of the WHG.
6. The Management Group will have the power to:
 - 6.1. establish new processes and documentation to serve governance and membership arrangements;
 - 6.2. consider new applications and nominations of Fellows;
 - 6.3. arrange speakers and programmes for seminars;

- 6.4. consider any requests to submit grant applications made through the charity;
- 6.5. consider and respond to any complaints or breaches of codes of conduct.
7. It will be supported by the CSP secretary/treasurer and the Lab Operations team who assist in the organisation of events, manage the finances and report against budgets as well as maintain the database of Fellows and associated information governance.

Details and obligations of Fellowship

8. New Fellows may either contact the CSP to request consideration for joining or be nominated by existing Fellows, Lab staff or WHG Trustees. They will be asked to provide a CV containing essential details requested by the Group and complete an application form. Once the Management Group has unanimously agreed to an application, Fellows, Lab staff or WHG Trustees will be informed and asked for any observations. In the light of these comments, the Group has the power to reverse its original acceptance decision. If concerns are not resolved, the Management Group will pass the information to the WHG Board of Trustees who will make the final decision.
9. The eligibility criteria for membership are:
 - 9.1. a well-established career in social policy, research or practice (children's services and beyond as the Centre is multi-disciplinary) and
 - 9.2. holding a senior/executive position or retired.
10. Fellows are required to:
 - 10.1. pay an annual subscription (currently £60) or a lifetime membership fee/donation (£500+);
 - 10.2. agree to provide up to three days pro-bono advice/consultancy to the Lab; and, if asked,
 - 10.3. to join any standing groups, such as the WHG Ethics Committee, or working parties set up by the Charity.
11. The Management Group may choose to waive subscription fees for Fellows who can no longer participate in activities due to age or infirmity but whose contribution is valued, and for people in other countries whose formal affiliation to the Lab facilitates its international work. These would be classed as 'Honorary Fellows'.
12. Fellows are required to comply with conditions of membership which in addition to the above are:
 - 12.1. not to disrupt the work of the Charity, the Centre or of other Fellows in any way, and
 - 12.2. to use and specify their status as a CSP Fellow only if it is:

- 12.2.1. relevant to what is being done,
 - 12.2.2. refers to social or welfare issues,
 - 12.2.3. does not bring the Charity or Centre into disrepute or damage the Lab's or Centre's work in any way.
 - 12.2.4. must accept that discussion at CSP seminars are subject to the Chatham House rule (i.e. they can use the information received but not reveal the identity or affiliation of the speakers.)
13. Any report or complaint of a Fellow's conduct or behaviour allegedly breaching the code of conduct (see Annex A) will be investigated by the Management Group and if, on a majority vote, dismissal is thought necessary, the WHG Board of Trustees will be informed. If it wishes to proceed, it will instruct the secretary to write a formal letter of dismissal to the Fellow concerned. The Fellow affected can appeal to the Management Group, and subsequently to the WHG Board of Trustees if he or she wishes. This is the only decision that Trustees have to make on this aspect of CSP Fellows' membership because if they have been involved at an earlier stage, they ought not to be involved in any appeal later on.
14. Individuals may be removed from the register of Fellows if after a reminder they have not paid their membership fee beyond three months of its due date.
15. These criteria will be reviewed annually by the Management Group and WHG Board of Trustees.

Dissolution

16. In the event of the dissolution of the Centre, the Group then in office shall remain in office until the affairs of the organisation have been properly terminated. Any funds remaining after payment of debts and obligations shall be transferred to the WHG Charity.

Current Administrative Arrangements

17. At the 2017 Annual General Meeting on November 7th 2017 the following appointments were made:

Interim Chair: John Diamond

Secretary: Kate Moule

Treasurer: Roger Bullock

In April 2018, a CSP Management Group was established and John Diamond agreed to be Chair, Patrick Diamond was nominated as the WHG Trustee's representative and Tim Hobbs joined ex officio as CEO of the WHG and Director of the Lab.

Annex A

Code of Conduct - Standards and Key Principles of the CSP

1. Fellows' behaviour is guided by those in public office:

SELFLESSNESS

- a. Fellows should act solely in terms of the Charity.

INTEGRITY

- b. Fellows must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY

- c. Fellows must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

ACCOUNTABILITY

- d. Fellows are accountable to the Management Group for their decisions and actions when supporting the CSP and must submit themselves to the scrutiny necessary to ensure this.

OPENNESS

- e. Fellows should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

HONESTY

- f. Fellows should be truthful.

LEADERSHIP

- g. Fellows should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs. Set out below are the standards of behaviour expected from our Fellows:
 - i. Act professionally in your dealings with colleagues and those outside the organisation with whom we work. Treat colleagues with fairness and courtesy – treat them as individuals and show sensitivity to their needs.
 - ii. Consider others in the carrying out of your duties. Express your point of view without being aggressive or overbearing.

- iii. Listen to what others say and respect their point of view.
- iv. Keep in mind the limitations of your own experience and value others' perspectives and knowledge.
- v. Try to find solutions and work through disagreements.
- vi. Endeavour not to discriminate unlawfully or put pressure on others to discriminate.
- vii. Take action if you witness, or are made aware of, any improper conduct, including any act of harassment or discrimination, or any significant security incident or weakness.
- viii. Challenge attitudes which demean or denigrate other people and develop self-awareness of the impact of your own behaviour.
- ix. Ensure that your behaviour whilst representing the Charity does not cause embarrassment or offence to the organisation, or reflect negatively in a way that would bring the reputation of the organisation into disrepute or cause a loss of public confidence in its work.
- x. It is not possible to list every type of activity where you must be particularly aware of observing the highest standards of conduct. The aim of the code of conduct is to highlight the areas, which are of particular importance to employees.
- xi. Fellows are trusted to rely on their own judgment in the proper performance of their fellowship with the CSP. If, in a certain situation, you are unsure of the course of action to take, you should always seek advice from the Management Group.

2. The Charity is an equal opportunities employer and like the CSP, it does not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.