

Committee Code of Conduct Policy

Date of last review 07th January 2025

Date of next review 30th May 2025

1 Introduction and Purpose

1.1 The purpose of this document is to provide a model for the Members of Lacey Green and Loosely Row Sports and Social Club Committee (“the Committee”) that ensures high standards of decision making and makes it clear how potential conflicts of interest are handled.

2.0 Selflessness

2.1 Trustees have a general duty to act in the best interests of the club as a whole. They must not act to gain financial or other material benefit for themselves, their family, their friends or the village organisation that they represent.

3.0 Integrity

3.1 Members should not:

- a. Place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role
- b. Should avoid any impropriety or any appearance of improper behaviour
- c. Must avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

4.0 Objectivity

4.1 In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Members must ensure that decisions are made solely on merit.

5.0 Accountability

5.1 Members have a duty to comply with the law on all occasions in accordance with the trust placed in them in such a way as to preserve community confidence in the Committee.

5.2 Trustees are accountable for their decisions and actions to the stakeholders e.g. community and users of the facilities. They must submit themselves to whatever scrutiny is appropriate to their role.

6.0 Openness

6.1 Members should take care that confidential material, for example that which relates to individuals, is handled appropriately and with due care.

6.2 Members should be as open as possible about their decisions and the action that they will take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands it but mindful of point 6.1

7.0 Honesty

7.1 Members have a duty to declare any interests relating to their role on the committee and to take steps to resolve any conflicts that may arise. Where private interests of a members conflict with their duties they must resolve this conflict in favour of their role, withdrawing from any decision making where appropriate

7.2 Members must make the relevant declarations of interest within and outside the Committee.

8.0 Leadership

8.1 Members should promote and support the principles of leadership by example.

8.2 They must respect the role of Chairman as the elected leader of the Committee.

9.0 Commitment

9.1 Being a Member involves the commitment of significant amounts of time and energy. Members will be active and involved, attend meetings regularly, share responsibilities and tasks fairly and send apologies when they cannot attend a meeting.

9.2 Many Members have other voluntary, charitable, family or work commitments. Members will understand this and support the Chairman to ensure that debate at meetings is pertinent and

succinct. Good preparation and information circulated in advance of the meeting permits a more informed discussion and as a consequence, better decision making.

10.0 General Conduct

10.1 Members will work as a team at all times and respect that decisions are made as a collective, by means of a vote. Once a decision is made it becomes the decision of the whole Committee.

10.2 Members will only act on behalf of the Committee when they have specifically been asked to do so.

10.3 Members will work within any agreed policies and regulations, including Financial Regulations.

10.4 Members will always be mindful of their responsibility to maintain the reputation of the Committee.

10.5 Members will behave professionally and courteously to their fellow Committee at all times.

10.6 Members will raise any potentially contentious issues with the Chairman in advance so that they can be placed on the agenda. When called to make a decision the Members must have all the facts they need and have had the opportunity to consider them before the meeting. It is not fair or appropriate to raise contentious issues for the first time at a meeting and then expect the other Members to make an instant decision.

10.7 Members use email as a convenient method of communication; however, they recognise that chains of email discussion copied to all or selective Members is not a positive or effective method to use as it inevitably results in ill-feeling, misunderstanding and lack of structured debate, the outcome of which is that important points may be lost. For this reason, if Members receive a general email of this nature they should only respond to the Chairman and the sender. It is the Chairman's role to pull such debates together for the good of the whole Committee. When using email to communicate, Committee business Members will be mindful that those emails could be subject to Freedom of Information requests and they would be legally obliged to allow access to them.

10.8 Trustees accept that they owe a duty of mutual trust and confidence to the Committee and to each other, which may be breached if unsuitable material is contained in any communication or correspondence, including all types of electronic communication, personal blogs, websites and social networking sites.

11.0 Equality and Diversity

11.1 Members will treat everyone equally irrespective of their gender, ethnicity, disability, religious belief, sexual orientation, age, or any other recognised area of discrimination.

11.2 Members accept that we are all different and that we all think, behave and communicate in different ways. They will always consider this, and always treat others with respect.

12.0 Press Contact

12.1 Individual Members are not authorised to give media statements of any kind regarding Sports Club business.

12.2 In the event that you are contacted by the media refer them on to the Chairman who will respond on our behalf after seeking advice from other Members.

12.3 The media are very clever at manipulating people to give responses that are later wilfully misinterpreted. The following are examples where this could happen:

- Taking your personal comments as representative of the Sports Club Committee
- Taking a “no comment” as confirmation or denial
- Taking a photograph of you and then adding their own caption that looks as if you have condoned it
- Getting you to answer yes/no (confirm/deny) type questions that they later expand upon without your input
- Putting your hand in front of the camera or pushing it away is interpreted as a sign of guilt.

12.4 Be careful what you say to other residents and be especially careful as to what you put in emails as these can be passed on to the media without your knowledge or consent

13.0 Use of social media

13.1 Members must be mindful that personal opinions shared through social media will reflect on their status as Members and not post anything that would be detrimental to the Sports Club Committee.

13.2 Only official Sports Club business is to be shared on the Sports Club website or Facebook page.

This policy has been approved by the Council at its meeting on 7th January 2025

Date for next review: May 2025

