



Pitcairngreen Village Association

Code of Conduct for Committee Members

Version 1.2 – December 2014

1. Introduction to the Code of Conduct

- 1.1 This Code of Conduct sets out the standards of behaviour expected at all times from Committee members (including co-opted members) and any other volunteers acting on behalf of Pitcairngreen Village Association. It is expected that the wider membership of the Association should also adhere to the Code, especially with relation to General Meetings and with regards to the outcome of decisions made at a General Meeting.

2. Values

- 2.1 **Integrity** – Trust is vital in the work of the Association. We must not allow our integrity to be called into question at any time by the Community.
- 2.2 **Openness** – We will be open about our decisions and actions. Information should flow freely within the Committee and made available to the Association in an appropriate manner.
- 2.3 **Respect** – We will treat one another with respect at all times.
- 2.4 **Team Work** – We will work together as a team and provide support and assistance to one another as required. We never seek to impede, publicly oppose or criticise the democratically decided will of the Committee or Association.

3. Key Principles

- 3.1 This Code of Conduct has been written giving consideration to the seven “Nolan Principles” on standards in public life:
- 3.1.1 **Selflessness**: we will take decisions solely in terms of the interest of the Association and never in order to gain financial or other material benefits for ourselves, our family, or our friends.
- 3.1.2 **Integrity**: we will not place ourselves under any financial or other obligation to individuals or organisations which might influence us in our official duties.
- 3.1.3 **Objectivity**: in carrying out business, awarding of appointments or contracts, or any other activities, we will make choices based on merit to give the best service or value for money to the Association.
- 3.1.4 **Accountability**: we are each accountable as individuals or Sub-Committees to the Committee and the Association for our decisions and actions. We must submit ourselves to whatever scrutiny is deemed appropriate by the Committee, Association or OSCR.
- 3.1.5 **Openness**: we will be as open as possible about all the decisions and actions we take. We should give reasons for our decisions and restrict information only where data protection or the wider public interest clearly demands.

3.1.6 **Honesty:** we have a duty to declare any private interests relating to our duties and to take steps to resolve any conflicts arising in a way that protects the Association's interest.

3.1.7 **Leadership:** we should promote and support these principles by leadership and example.

4. General Conduct

At All Times

- 4.1 We have the responsibility to conduct ourselves in a proper manner and to treat one another (as well as others we may interact with in the course of our duties) with respect at all times.
- 4.2 We will work together as a team and support one another in carrying out our duties.
- 4.3 We have a responsibility to act in the Association's best interests and for the benefit of the Community we serve. At times, we may disagree about what those best interests are, but in the end we have a collective responsibility to accept the democratic decision and to support it publicly.
- 4.4 We will communicate clearly and concisely using plain English in all communications. Any communication being sent beyond the sight of the Committee should be the finished article and there should be no expectation that documents will be edited or formatted on our behalf unless previously agreed. Copies should be kept for the Committee's records.
- 4.5 We will not seek to alter or restrict the flow of information to the Committee or Association through either the misrepresentation or omission of facts, figures, correspondence or any other information.
- 4.6 We will work to promote the good reputation of the Association at all times through our dealings with individuals or organisations both within and outwith the Association. If we have cause to interact with external individuals about Committee matters whether on a given task or in seeking advice we will first consider how this may be perceived to affect the good name of the Association.
- 4.7 We will not seek to exceed the bounds of authority delegated from the Committee at any time. Where in doubt as to what has been authorised, we will seek guidance from the appropriate office bearer (e.g. the treasurer would be the authority on financial matters such as cash handling or payments).

During Committee and General Meetings

- 4.8 The Chair is there to facilitate discussion and ensure that all who wish to contribute can do so.
- 4.9 The Chair may guillotine the discussion (restrict its duration and also the contributions of individuals) where necessary and ensure that a decision is reached on the matter being discussed.

- 4.10 We all have a duty to follow the democratic will of the meeting irrespective of our personal views. At General Meetings, this applies to all members of the Association.
- 4.11 Anyone whose behaviour is unacceptable should be warned by the Chair (or other person) and advised to alter their behaviour accordingly. If that advice is not accepted the Chair should act appropriately in line with Section 7 of the Code of Conduct.

5. Standards for Behaviour

- 5.1 We will behave in a manner which demonstrates the values of the Association at all times.
- 5.2 We are the face and voice of the Association; therefore, our behaviour will impact on the service received by our Community and the reputation of the Association as a whole. As such, we will be polite and pleasant at all times in all of our interactions and communication.
- 5.3 We must co-operate and work together effectively. Whilst we are all volunteers, the tasks we agree must be approached in a conscientious manner. If we become unable to complete a task which we have agreed to undertake, we must make the appropriate persons (usually the Chair or Secretary) aware at the earliest opportunity to allow appropriate action to be taken.
- 5.4 We will treat any sensitive, confidential or private information gathered in the course of our duties with the appropriate care.
- 5.5 Whilst e-mail, text messaging and phone calls are vital means of communicating within the Committee, as well as without, we must ensure that we are sensible in the volume, timing and nature of what we send out. We will not, therefore, harass any person with what may be considered to be excessive or unreasonable communications between meetings. In the event of a complaint, it is for the remainder of the Committee to decide the severity of the case based on the evidence presented by the complainant. The complainant and accused person should both be asked to speak but may be asked to step outside whilst the matter is discussed.
- 5.6 At no time will we discriminate against anyone for any reason, including, but not limited to: age, marital status, being pregnant (or having children), disability, race (including colour, nationality, ethnic or national origin), religion (belief or lack thereof), gender, being transsexual, sexual orientation or length of time living within the Association's boundaries.

6. Declaration and Registration of Conflicts of Interest

- 6.1 When taking decisions as a member of the Committee, we each have a duty to put the Association's interests before our own personal interests, family interests or the interests of any other body of which we are a member.
- 6.2 In the event that we have a 'conflict of interest' (e.g. if the discussion is about any other organisation of which that Trustee is a member), we will declare our conflict of

interest and offer to leave the meeting while that matter is being discussed and decided, and should be allowed to remain only for the purpose of providing the remaining Committee Members with information which they can take into account in making their decision.

- 6.3 Where a standing conflict of interest has been identified, this will be recorded on a register to be held by the Secretary.

7. Disciplinary Action in the Event of a Breach

- 7.1 In the event of a breach of the code, the Chair may issue an appropriate warning. If this is not heeded, the Chair may insist that the offending person leave the room for the remainder of a meeting or a part thereof.
- 7.2 If a person violates the code on two or more occasions then the Committee may vote to suspend them for one or more meetings for a period of up to three months.
- 7.3 Where the Committee has issues with an individual's conduct, they may choose to restrict the activities which the individual may undertake on the Association's behalf.
- 7.4 Where an individual persists in behaviour which violates this code of conduct or where the offending behaviour is considered by the Committee to be sufficiently severe, the Committee may vote to call a Special General Meeting (SGM) calling on the Association to remove that member. It is recognised that this course of action may have the potential to cause embarrassment to the person being disciplined, therefore, they should be given 24 hours from the time of the decision being reached to tender their resignation (with immediate effect) before the notice of the SGM is posted.

DECLARATION

I have read and understand the conditions of the Pitcairngreen Village Association document; Code of Conduct for Committee Members (v 1.2) and agree to abide by these.

Signed: _____

Print Name: _____

Date: _____