

Model Code of Conduct¹

The following is a model code that you can take and tailor to the needs of your organisation:

I am aware of and will follow the Nolan Principles²:

1. Selflessness

I should take decisions solely in the interests of the beneficiaries. My decision making should not be influenced by any perceived benefit whether financial or other to myself, my family or my friends.

2. Integrity

I should not place myself under any financial or other obligation to outside individuals or organisations that might influence my performance of my official duties.

3. Objectivity:

In carrying out committee business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, I should make choices on merit.

4. Accountability

I (and the committee collectively) am accountable for my decisions and actions to the public, and other interested partners and organisations, and will submit myself to whatever scrutiny is appropriate.

5. Openness

I should be as open as possible about all the decisions and actions that I and the committee make. I should give reasons for decisions and restrict information only when the wider public interest clearly demands.

6. Honesty

I have a duty to declare any private interests relating to the work of [Group] and to take steps to resolve any conflicts arising in a way that protects the beneficiaries' interest.

¹ NCVO 2002

² As compiled by Lord Nolan whilst chairing the Committee on Standards in Public Life.

7. Leadership

I should promote and support these principles by leadership and example.

Objects of the Group

I am aware of and fully support the objects of [Group] and its work in helping its beneficiaries.

Governing Document

I understand the authority of the governing document in providing for how [Group] is to be operated and managed and agree to act in accordance with it at all times.

Group & Beneficiaries

I will base all of my decisions on the best interests of [Group] and its current and future beneficiaries.

Professional Assistance

Where appropriate I will encourage the committee to seek professional assistance with aspects of its work, in order to facilitate informed decision making. When such information has been sought I will consider it, and seek to apply it in the best interests of [Group].

Personal Benefit

I understand that I can not receive any financial or personal benefit through my role as a committee member, nor can I seek to use influence to gain any preferential treatment for my family. If such a benefit is to occur or is unavoidable, I agree to manage this in accordance with [Group's] Conflict of Interest policy. *(If you have one in place)*

When I am entitled to claim out of pocket expenses for costs I have incurred on behalf of the group, I will follow the agreed procedure for re-imbusement.

I will use the resources of [Group] responsibly.

Preparation for meetings

I undertake to prepare for committee meetings, to read circulated information and prepare my thoughts for the items listed on the agenda.

Decision-making

I acknowledge that the committee are responsible collectively for all decisions that we will make. I will therefore strive for consensus in our decision making

processes. I will also help to present these decisions to all interested stakeholders in a unified manner.

Accountability

I realise that accountability is crucial to my role as a committee member. I will therefore seek to be as open and transparent in my dealings with stakeholders, as is appropriate to the circumstances, and without foregoing any confidences of the committee.

Personal Conduct

I will not break the law, and will uphold all applicable [charity laws] rules and regulations.

At all times I will be respectful of fellow committee members, staff, volunteers, stakeholders and anyone else who I may come in to contact with through my role.

Attendance at meetings

I believe that attendance at meetings is vital to my role as a committee member and the overall success of [Group]. I will therefore attend [75%] of committee meetings.

Training

If I identify an area in which I or the whole committee may require further training or equipping, I will speak to [Chair, or appropriate member of committee] in order to organise this.

Confidentiality

I will maintain confidentiality concerning committee discussion, unless otherwise authorised by the committee to discuss a matter.

I shall not speak in public on behalf of the group without the prior consent of the Chair and the committee.

Leaving the Committee

I understand that if I as committee member can not operate within this code, or if I commit a substantial breach of it, that I may be asked to stand down from the committee.

If I intend to resign from the committee, I shall do so in advance and in writing to the Chair.

Appendix 21

When I leave the committee I agree to attend an exit meeting with the Chair of [Group]

Committee Member

Date

Chair of [Group]

Date