

## COMMITTEE MEMBER CODE OF CONDUCT

### Practical

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
- Listen to what others have to say and keep an open mind.
- Contribute positively to the discussions.
- Try to be concise and avoid soliloquies.
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

### Behaviour

- Treat each other with respect.
- Avoid offensive or insensitive comments or language.
- Respect confidentiality.
- Avoid bringing the organisation/committee into disrepute.
- Express dissent where necessary, but avoid conflict.

### Requirements

Committee Members must:

- Be active – you cannot be a dormant or ‘sleeping’ committee member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the committee (minuted at a proper meeting).
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in your constitution. Including following the constitution on how meetings are run and how the committee is recruited.

- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

#### **4 The Seven Principles of Public Life**

**Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

*“These principles apply to all aspects of public life.*

*The Committee has set them out here for the benefit of all who serve the public in any way.”*

#### **Declaration**

*I have read and understood the Brighton & Hove LGBT Community Safety Forum Code of Conduct.*

*I hereby agree to adhere to the terms and conditions.*

*Signed:*

*Date:*