

St Matthews Big Local Code of Conduct

As a member of the St Matthews Big Local (SMBL) partnership and any sub-groups of the partnership I agree to abide by our area's Big Local values. Additionally, I agree that:

Everything the SMBL partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.

Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the partnership and equally when dealing with individuals and institutions outside it.

The partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.

In particular:

I will not break the law, go against charity regulations or act in disregard of partnership policies.

I will abide by our local Big Local procedures.

I will always strive to act in the best interests of Big Local.

I will declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises. I may address the meeting but I may take no part in the final decision / vote and my interest will be recorded in the minutes and any benefit to my organisation will be declared in the annual report.

When I am speaking as a member of the partnership, my comments will reflect the work of the partnership even when these do not agree with my personal views. When speaking as a private individual I will strive to uphold the reputation of the partnership and those who work in it.

I will not arrange meetings with elected officials, suppliers, agencies, media outlets without seeking prior agreement from the SMBL Partnership or Chair. Any such meeting should be disclosed to the SMBL Partnership at the next Partnership meeting.

I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions or negligence.

I will strive to read all documents and attend all meetings so that I can fully contribute to meetings, giving apologies ahead of time to the Secretary or Chair if unable to attend.

I will strive to attend the full meetings, and where I am required to leave early I will notify the Chair in advance wherever possible.

I accept that the Chair or Secretary has the right to request that a Partnership member withdraws from a part of the meeting when any conflict of interest may exist.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard. I will accept a majority Partnership vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in the meeting unless authorised by the Chair or Partnership to speak of it.

I will not disclose or use confidential information for the personal advantage of myself or anyone who is known to me, or to the disadvantage or discredit of the SMBL Partnership.

Members are expected to adhere to any Big Local confidential agreement at all times and may be asked to adhere to specific 'embargo'. Wherever possible the timescale and reason for such an embargo will be defined at the time the embargo is put in place.

Examples of such is this is where a confidential and embargo maybe used are –

- Details of individuals or organisations who have submitted funding applications
- Details contained within individual applications prior to a decision being taken
- Information not in the public domain.
- Draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential members will be made aware of the details of any embargo in advance.

Other examples of confidentiality includes but not limited to –

- Individuals personal details
- Budgets
- Passwords to social media sites, computer login, wifi networks.
- Bank account details and passwords

In the event of confidential to be breached by the individual, group, or organisation the partnership will take appropriate action.

I will comply with the Data Protection Act 1998 and ensure that all data will be stored within the principle of the Data Protection act

I will participate in induction, training and development activities for members.

I understand that substantial breach of any part of this code may result in my removal as a SMBL Partnership member.

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