
BIG LOCAL SW11
CODE OF CONDUCT

Big Local SW11

Code of Conduct

This Code of Conduct explains what the Big Local SW11 Partnership (BLSW11) expects of their members, not only in meetings, but also in other situations when they might be representing Big Local SW11 in the community. This will enable Big Local SW11 to ask anyone who doesn't keep to the Code to leave the meeting, or if the breach is persistent, to be voted off BLSW11 or its Partnership Committee. It expects all members to operate the highest standards of integrity at all times. Anyone unable to abide by the contents of this Code of Conduct may not be a member of BLSW11

- Everything the Partnership does will be able to stand the test of scrutiny by the public, any regulator, stakeholders, funders and the Courts
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the BLSW11 Partnership and equality when dealing with individuals and institutions outside it.
- The BLSW11 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, regulators and government

In particular

1. Big Local SW11 will be non-political. Individual members may be affiliated to, or be members of, a political party but they may not represent a political party in their role as a member of the Partnership.
2. Invited members who are active or senior members of a political party should respect that the Partnership must remain politically neutral and as such should refrain from making political comments or statements either for or against their own or another political party.
3. Partnership Committee Members have no authority to speak to the press or give media interviews on behalf of the BLSW11 unless specifically authorised to do so.
4. Partnership Committee Members who have substantial interests or positions in other organisations and are well known for those roles must ensure when on Big Local SW11 duties that it is understood that they are on Big Local SW11 business only and not on that of your other group or organisation.
5. Partnership Committee Members should represent Big Local SW11 in a positive way and not bring the Partnership into disrepute.
6. Partnership Committee Members should observe collective responsibility for the Partnership and/or the Committee's decisions.
7. Any correspondence sent on behalf of the BLSW11 must be authorised by the Partnership Committee and be made available to all the Partnership Committee members.
8. Information on any BLSW11 social media and/or website must be authorised by the approved Partnership Committee Member before publishing

9. Partnership Committee Members will not personally gain materially or financially from their role as a member, nor will they permit others to do so as a result of their actions or negligence
10. Any information or items shared with the Partnership Committee that is of a confidential nature must not be disclosed to anyone else apart from other members of that Committee and only when it becomes necessary to do so to allow the business of the meeting to take place.
11. All Partnership Committee Members must operate within the rules laid down in the Terms of Reference.
12. Any Partnership Committee Member who fails to attend 2 consecutive meetings without an apology will be contacted to find out if they wish to continue to be a member of BLSW11. At the 3rd such consecutive failure the Partnership Committee shall, at that meeting, consider the termination of their Membership.
13. Mobile phones should be switched off, or placed in silent mode, during the meeting.
14. All Members must abide by the general standards for the delivery of equal opportunities valuing equality and diversity principles.
15. All those attending the meeting have the right to be treated with dignity and respect, must be courteous to each other and allow each other to speak
16. No member will discriminate on any ground against any other member nor should discriminatory language be used in discussions.
17. Members should be guided by the Chair in the conduct of the meeting and questions and responses should be made through the Chair.
18. All Members must remember that the purpose of the meeting is to benefit the residents/stakeholders of the Big Local SW11 area generally and not specific individuals.
19. Members should disclose any interest, whether personal or on behalf of any group they represent, that they consider or may be perceived to affect or influence their approach to the matter under discussion.
20. Members should respect all individuals' confidentiality, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual
21. Action as a result in breaching this Code of Conduct.
 - a. If a member of BLSW11 or any invited observer attending a meeting does not abide by the Code of Conduct, the Chair will warn that with such future behaviour they may be asked to leave the meeting.
 - b. The Chair may give the member or invited observer attending two further public warnings (a maximum of 3 warnings in any one meeting and/or three consecutive meetings).
 - c. If a member of BLSW11 or any invited observer continues to ignore the Code of Conduct, then the Chair will ask the meeting to vote on whether the member or invited observer should be asked to leave the meeting and/or Group.
22. Any breach of any part of this Code will result in removal as a member. This applies to both the Partnership Executive Committee and all General Members.
23. Any new or co-opted member will be provided with a copy of this Code of Conduct and will be required to read, understand and accept these terms.

Extraordinary Meeting [Need to ensure that is consistent with ToR]

At Least 5 Partnership Committee members of the Group may collectively call a special meeting to consider a motion, proposal, changes to the membership or constitution, the removal of a member, the Chair or other officer from office.

1. Notice of such a meeting should be signed by the members referred to above and delivered to the Administrator or Chair no less than 14 days before the date of the proposed special meeting.
2. The member or Officer must be given equal notice of the special meeting and be given an opportunity to respond at the meeting.
3. The quorum for this meeting shall be at least 50% of the membership of the Group.
4. Any resolutions tabled at this meeting can only be carried if the majority of those attending agree to the proposal.

This Code of Conduct was, read, understood and accepted by all the members of the Big Local SW11 Partnership Committee at their meeting for and on behalf of the Big Local SW11

On 6th July 2016

Signed: Chair

..... Secretary/Administrator