



CODE OF PRACTISE FOR MEMBERS

Introduction

This code of practice has been drawn up by the Network Steering Group to assist Rhondda LGBT Support Network members and co-opted advisors. This code of practice does not deflect from the rules of the Rhondda LGBT Support Network laid down in its Constitution

Any serious or persistent breach of the code of practice by a member, co-opted member or advisor will be considered as serious misconduct and be dealt with in line with this conduct code

1. Underpinning Principles

The seven principles of public life adopted by the Nolan Committee in its first report that guide this Code of Conduct are:

- **Selflessness:** taking decisions solely in the interests of members. We should not do so in order to gain financial or other material benefits for our family, our friends and ourselves.
- **Integrity:** not placing ourselves under any financial or other obligation to outside individuals or organisations that might influence us in the performance of our duties. In particular, we are aware of the necessity to maintain high standards of conduct and probity in relation to the giving and receiving of hospitality and gifts.
- **Objectivity:** ensuring that in assessing delivery of services, the appointment of staff or the awarding of contracts, we ensure impartiality has been maintained and that choices have been made on merit alone. The Network is aware of the need to follow best practice in terms of equal access and equal opportunity in regard to all its activities.
- **Accountability:** accepting accountability for our decisions and actions to members, the providers of public and private funds and other stakeholders, and submitting ourselves to whatever scrutiny is appropriate.

- **Openness:** being as open as possible about all the decisions and actions that we take. We should give reasons for our decisions and restrict information only when individual or commercial confidentiality so demands.
- **Honesty:** declaring any private interests relating to our duties and taking steps to resolve any conflicts arising in a way that is lawful, and protects ' reputation, values and mission.
- **Leadership:** acknowledging the high profile of our role, and our responsibility to promote and support the empowerment and involvement of tenants.

2. Conduct in meetings

At formal meetings, the Network Chairperson will preside over the proceedings, and Network members are expected to recognise their authority. Network members need to support the Chair in keeping the discussion relevant and moving the meeting forward.

During discussion, Network members are expected to listen to and acknowledge the contributions of others. Network members should not present rumour, hearsay or personal opinion as fact.

During the meetings, members may be assertive in an attempt to put their views across but this should never be in an aggressive manner and should not denigrate or insult anyone in the process.

Network members have collective responsibility for decisions. A Network decision, even if it is not unanimous, is a collective decision. All Network members have a duty to stand by such decisions whether or not they were present at the meeting at which the decision was taken.

3. Conduct outside meetings

When engaged on the work of the Rhondda LGBT Support Network, Network members should always remember their position as representative of the group, and the need to promote the networks good name and reputation. Network members should always behave in ways that will enhance the reputation of the Rhondda LGBT Support Network and give a positive impression to outsiders.

4. Confidentiality

Information made available to members in the course of their duties concerning the personal circumstances of any person or member of the Rhondda LGBT Support Network or affiliated Networks shall be treated in the strictest confidence, and shall not be disclosed to any person except with expressed permission, in writing, of the person concerned as stated on their initial application for membership.

5. Accountability

Members to the Rhondda LGBT Support Network are members of a democratic Network and must accept responsibility of corporate decisions and abide by them

6. Harassment

The harassment of other Network members, or other service users, for whatever reason, is considered to be a serious breach of the Code of Conduct.

Network members should not display materials or use language which other people might find offensive.

7. Alcohol, Illegal Drugs and Substance Abuse

Alcohol, drugs or substance abuse impairs judgement and Network members can put themselves, their colleagues, and members of the public at risk if they undertake their duties whilst under the influence of drink, drugs and dangerous substances. Abuse of any such substance by Network members whilst acting on behalf of will be treated as a breach of this Code of Conduct and dealt with under rule 8.

8. Breaches of the Code of Conduct

Network members should recognise that failure to follow this Code of Conduct could damage the Company and is a serious matter. Any breach of the code will be investigated by Steering group.

Any Network member who has reason to believe that one of their colleagues is not following the Code has a duty to report this to a member of the Steering group.

1. Signed:

2. Chair

3. Committee Member

4. Referee