



Registered Charity no249324

CODE OF CONDUCT POLICY

Introduction

This Code is intended as a guide, to indicate the standards of conduct and accountability which are expected of the Saxlingham Nethergate Memorial Village Hall (the “Hall”) Management Committee (“the Committee”) and other individuals involved with the Hall.

It is designed to assist the Hall to function efficiently and to understand what conduct is expected of individuals when they are operating as a member of the Hall.

The key aims of this Code are:

- To be clear about how we are expected to conduct ourselves.
- To enhance opportunities for the fullest participation.
- To recognise and value the strengths, experience and expertise of all those involved with Hall.

The principles

Selflessness

Committee members should take decisions solely in terms of the public interest. They should not do so to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Committee members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties.

Leadership

Committee members should be exemplars of behaviour and lead by example.

Objectivity

Committee members should make choices on merit.

Accountability

Committee members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

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Openness

Committee members 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

Committee members have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the interest of the Hall.

Behaviour during formal meetings

Much of the work of the Hall will be undertaken at meetings, small and large. The effectiveness of these meetings is critical because they will be:

- The principal decision-making tool of the Hall.
- The principal method informing the wider community and partner involvement of decisions made .

The behaviour of participants at a meeting is important to the success of the meeting. Some people may lack the confidence to express themselves fully in a meeting with other people, whereas some find it all too easy to dominate.

Effective meetings can be achieved if all individuals are committed to some simple ground rules for behaviour before and during meetings.

- Individuals have a responsibility to be properly prepared for meetings by reading the paperwork beforehand and by committing themselves to attending meetings as required.
- Individual and personal disputes must not be allowed to affect conduct within the meeting but should be resolved elsewhere.
- All contributions should be addressed in the meeting via the Chair. Individuals wishing to speak should seek the attention of the Chair and wait their turn to speak only when directed by the Chair.
- Individuals should not have meetings within meetings by discussing issues with other individuals or groups of individuals when another person has been directed by the Chair to speak. All comments and queries should be directed to the whole meeting via the Chair.
- Individuals should respect the contributions of others by not interrupting when someone is speaking even when you may not agree with what they are saying.
- In contributing to the meeting individuals will ensure that comments they make do not amount to a personal attack on another individual and should avoid using heated, emotional language and behaviour.
- Individuals should be constantly aware in their remarks of their equal opportunities responsibilities and avoid the use of potentially offensive language and comments.
- Individuals should above all remember that collective decision-making means not always getting the decision you want and accepting the responsibility of abiding by majority decisions.
- It is very important that decisions taken in meetings are well informed by having appropriate, accurate information and debate on the topics concerned. The Committee must be able to feel that decisions, particularly those affecting the spending of public

funds, are fair and have not been influenced by the vested interests of those making these decisions or based on misinformation. For this reason, one of the most important areas of appropriate behaviour during meetings, in addition to the above, relates to declarations of interest.

Declarations of interest

At meetings the Chair will ask individuals in attendance to declare whether they have any personal, financial or other material interest in any item on the agenda. (More detailed information about what kinds of areas may constitute a Conflict of Interest can be found in the Hall Conflicts of Interest Policy.)

The Chair and the remaining members of the meeting will then decide whether individuals declaring an interest must leave the meeting for the relevant item or just not take part in the discussions or decision making.

Outside of formal meetings

It is just as important that individuals conduct themselves appropriately outside of official meetings since they may be seen as representing the Hall and its views in several other circumstances including non-Hall meetings.

Some of the issues to consider are outlined below:

- **CONFIDENTIALITY** -Committee meetings may occasionally receive information, which is not in the public domain often relating to individuals, organisations or financial matters. It is the responsibility of everyone to ensure that this information remains confidential to the meeting or the organisation unless prior authorisation has been given by the Chair for this to be discussed elsewhere. Individuals must never use confidential information for their personal advantage or to the advantage or disadvantage of anyone known to them or to disadvantage or discredit the organisation.
- **COLLECTIVE DECISIONS** - Individuals will inevitably have differences of opinion on issues debated at meetings. After full discussion when the meeting has reached a conclusion, all individuals must support this decision whether they voted for or against it. Speaking against agreed decisions in public will only serve to undermine the Committee and individuals have a responsibility to stand by the collective decisions of the Committee and to present a united front.
- **HOSPITALITY AND GIFTS** – Individuals should be careful not to accept any gift or hospitality which might interfere with or be perceived as interfering with the Hall business or services. This does not include gifts of minor value such as pens or calendars, or working lunches or functions attended in an official capacity.

However, any other gifts or hospitality offered should be reported to the Chair who will then determine the action to be taken. In the case of gifts these may then be returned or donated for charity use. Where a gift is not returned, the donor will be advised of the use to which it has been put.

Review of Policy

This policy will be reviewed annually to ensure it remains fit for purpose and complies with current best practice and regulatory requirements.

Adopted: June 2026

Next review: June 2027