

Rowney Green Peace Memorial Hall

Sub-committee Member Code of Conduct

A. CODE OF CONDUCT

This Code of Conduct sets out the standards of behaviour expected of members of Rowney Green Peace Memorial Hall (“RGPMH Charity”) sub-committees.

The purpose of this Code is to support respectful, constructive and collaborative working between the trustee committee, sub-committees, volunteers and the wider community in furtherance of the charity’s aims and objectives.

The trustee committee and sub-committees recognise the importance of open communication, mutual respect and community involvement in supporting and maintaining the facilities and activities of RGPMH Charity.

The Code of Conduct is based on the following principles:

1. Selflessness

Members must act in the best interests of RGPMH Charity and support its charitable aims and objectives.

1.1

Members should exercise the authority that comes with their role as defined in the sub-committee Terms of Reference and must not use their position for personal gain or advantage.

1.2

Members should work constructively with the trustee committee and respect the governance responsibilities and lawful decisions of the charity trustees.

1.3

Where members have concerns or disagreements, they should seek to raise them respectfully and constructively through appropriate internal discussions and processes wherever possible.

1.4

Members must consider the views of others and be tolerant of differing opinions.

2. Openness

Members should act openly, honestly and transparently in matters relating to the charity and sub-committee activities.

2.1

Members should avoid situations that could reasonably give rise to suspicion or suggest improper conduct.

2.2

Members must declare any personal, financial or business interests relevant to the work of the sub-committee and manage any conflicts of interest appropriately.

2.3

Members must not accept gifts, hospitality or other benefits which could reasonably be regarded as influencing their judgement or creating an improper obligation.

3. Honesty

Members must act in good faith and in the best interests of RGPMH Charity.

3.1

Members should support transparent and accountable decision-making.

3.2

Members should ensure that decisions are taken and recorded in accordance with the sub-committee Terms of Reference and the RGPMH Charity constitution.

3.3

Members should report any genuine concerns regarding fraud, corruption, safeguarding issues or other serious wrongdoing to the appropriate person within the charity.

3.4

RGPMH Charity does not tolerate bribery or corruption in any form. Members must not offer, seek or accept bribes or improper inducements.

3.5

Nothing in this Code prevents members from fulfilling legal obligations, reporting safeguarding concerns or making protected disclosures in accordance with the law.

4. Objectivity

Members should consider matters fairly and on their merits and make decisions using the information and advice available to them.

4.1

Members should ensure that their actions are consistent with the sub-committee Terms of Reference, RGPMH Charity's aims and objectives, and relevant legal and regulatory requirements.

4.2

Members should prepare appropriately for meetings by reading papers and information circulated in advance where possible.

4.3

Members should contribute constructively to monitoring the effectiveness and performance of the sub-committee and support improvements where needed.

4.4

Members should use their skills, knowledge and experience to support the effective management and development of the charity's facilities and activities.

5. Integrity

Members should actively support RGPMH Charity's values and conduct themselves respectfully and professionally.

5.1

Members must treat fellow sub-committee members, trustees, volunteers and members of the public with courtesy and respect.

5.2

Members must not engage in bullying, harassment, intimidation, discrimination or abusive behaviour.

5.3

Members must respect confidentiality where information is legitimately confidential or sensitive.

5.4

Members must not seek or accept benefits, gifts, hospitality or inducements connected with their role that could reasonably be regarded as influencing their judgement.

6. Accountability

Members should take responsibility for their actions and contribute positively to the work of the sub-committee.

6.1

Members should support appropriate reporting and communication between the sub-committee and trustee committee.

6.2

Members should attend meetings regularly where reasonably possible and participate constructively in discussions and activities.

6.3

Members should behave appropriately and courteously when acting on behalf of RGPMH Charity.

6.4

Members speaking publicly on behalf of RGPMH Charity or the sub-committee should have appropriate authority to do so.

6.5

Members expressing personal views publicly should make clear that they are speaking in a personal capacity and not on behalf of the charity or sub-committee.

7. Leadership

Members should help promote a positive, inclusive and community-focused environment.

7.1

Members should act as positive ambassadors for RGPMH Charity and the park facilities.

7.2

Members should contribute constructively to reviews of the sub-committee's effectiveness and support the development of skills and community participation.

7.3

Members should raise concerns respectfully and constructively and avoid conduct or statements likely to unfairly damage the reputation of RGPMH Charity or the sub-committee.

7.4

Members should use social media responsibly and respectfully and must not publish material that is defamatory, abusive, discriminatory or unlawfully discloses confidential information.

7.5

Members should seek to maintain positive working relationships that support the long-term success and sustainability of the charity and park facilities.

8. Equality

Members must treat all people fairly, equally and with respect.

8.1

Members must not discriminate on the grounds of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, or sexual orientation.

8.2

Members should help create an inclusive and welcoming environment for volunteers, park users and members of the local community.

8.3

Members should consider the views, needs and wellbeing of local residents and community users when contributing to decisions affecting the park and charity facilities.

Definitions

RGPMH Charity

Rowney Green Peace Memorial Hall.

Sub-committee Member

Any person appointed or accepted to serve on a sub-committee or working group operating under the authority of RGPMH Charity.

Volunteer

Any person acting in a voluntary capacity for RGPMH Charity, including trustees, sub-committee members, maintenance volunteers, booking volunteers, park group volunteers and helpers at events.

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