

Code of Conduct for Board Members

Responsible Officer	Chief Executive
Author	Company Secretary
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Contents

- 1 Introduction
- 2 Key Principles of Public Life
- 3 General Conduct
 - Use of Alliance funds
 - Allowances
 - Gifts and Hospitality
 - Use of Alliance Resources
 - Use of Official Information
 - Employment and Appointments
- 4 Members' Interests
- 5 Responsibilities as a Board Member
- 6 Responsibilities towards Employees

1 Introduction

- 1.1 This Code of Conduct (the Code) applies to all Directors appointed/elected to the Board of the Sport and Recreation Alliance (Alliance) and to any members appointed to the Board's sub-committees.
- 1.2 The Code should be read in conjunction with: i) the Alliance's Articles of Association and ii) the terms of reference of any sub-committee on which they have been appointed.
- 1.3 As a member of the Board, your behaviours and actions must be governed by the principles set out in this Code. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code.

2 Key Principles of Public Life

- 2.1 The key principles upon which this Code of Conduct is based are the Seven Principles of Public Life¹. These are:

Selflessness

You should take decisions solely in terms of the best interest of the Alliance. You should not do so in order to gain financial or other material benefits for yourself, your family or your friends.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence you in the performance of your official duties.

Objectivity

In carrying out your official duties, you should make choices on merit.

Accountability

You are accountable to the Alliance and must exercise your powers as a Director/member of the sub-committee in good faith and for the benefit of the Alliance, its members, employees and the wider sport and recreation sector. You have important responsibilities as a Director and as such you will be held accountable for your actions and your part in reaching decisions and must submit yourself to whatever scrutiny is thought to be appropriate by the relevant Board and/or sub-committee and co-operate with any person appointed by that Board or sub-committee.

Openness

You should be as open as possible about the decisions and actions that you take. You should give reasons for your decisions and restrict information only when there is a need for confidentiality.

Honesty

You have a duty to declare any private interests relating to your duties and to take steps to resolve any conflicts arising in a way that protects the interests of the Alliance. [See also Conflicts of Interest Policy]

Leadership

You should promote and support these principles by leadership and example.

- 2.2 These principles should inform your actions and decisions as a Board member.

¹ *Standards in Public Life: First Report of the Committee on Standards in Public Life*

3 General Conduct

3.1 Use of Alliance Funds

You have a duty to ensure the safeguarding of public funds, which the Alliance receives as either Exchequer funding as part of a 1972 Heads of Agreement, more commonly referred to as contractual funding from Sport England or other grant funding from the sports councils. You also have the duty to ensure the safeguarding of other Alliance funds obtained from its commercial activities, events and membership subscriptions.

3.2 You must carry out your fiduciary obligations responsibly – that is, take appropriate measures to ensure that the Alliance uses resources efficiently, economically and effectively, avoiding waste and extravagance. The Finance and Audit Committee is the Board’s sub-committee which holds the delegated authority to consider the financial information on behalf of the Alliance Board.

3.3 Allowances

You must comply with the rules set by the Board regarding remuneration, allowances and expenses. Information is usually provided on induction as a new Director.

3.4 Gifts and Hospitality

You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation.

3.5 You must never canvass or seek gifts or hospitality.

3.6 You should inform the Chief Executive or Chairman of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded by the Company Secretary in the gifts and hospitality register in line with the Alliance’s policy.

3.7 You are responsible for your decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the Alliance into disrepute.

Use of Alliance Resources

3.8 You must not misuse Alliance resources² for personal gain or for political purposes. Use of such resources must be in line with the Alliances rules on their usage.

Use of Official Information

3.9 You must not misuse information gained in the course of your role as a Director for personal gain.

3.10 You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the Board.

3.11 Subject to the above, you may engage in political activity but should, at all times, remain conscious of your responsibilities as a Board member and exercise proper discretion. You should inform the Chair and/or the Chief Executive before undertaking any significant political activity.

Employment and Appointments

3.12 If you take up new employment or appointments during your term of office, you must inform the Chair and the Company Secretary, who will update the Register of Interests which is made available on the website.

² This includes facilities, equipment, stationery, telephony, Alliance logo and other services.

4 Members' Interest

- 4.1 You must ensure that no conflict arises, or could reasonably be perceived to arise, between your Alliance duties and your private interests – financial or otherwise, unless authorised by the Board.
- 4.2 You must comply with the rules of the Alliance on handling conflicts of interest. As a minimum, these will require you to declare any interests which may, or may be perceived to, conflict with your Alliance duties. A Declaration of Interest form is completed annually and sent to you first on appointment and then every July following the Annual General Meeting. This information is added to the Register of Interests [referred to at 3.11] and updated on the website.
- 4.3 The rules may also require you to remove yourself from the discussion at a Board meeting in which you have an interest. In some cases, you may stay for the discussion but be asked to leave for any decision. The Chair of the meeting will make it clear at the time during the meeting as he/she is responsible for managing any conflicts of interest at the meeting.
- 4.4 It is your responsibility to ensure that you are familiar with the Alliance's rules on conflicts of interest and should read the Conflicts of Interest Policy provided, that you comply with these rules and that your entry in the Register of Interests is accurate and up-to-date.

5 Responsibilities as a Board Member

- 5.1 You should pay a full and active role in the work of the Alliance. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the Alliance.
- 5.2 You should deal with the membership and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability. You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.
- 5.3 You must comply with any statutory or administrative requirements relating to your post as a Director under the Companies Act. You will be subject to the duties of Directors under Company Law.
- 5.4 You should respect the principle of collective decision-making and corporate responsibility. This means that, once the Board has made a decision, you should support that decision.
- 5.5 You must not use, or attempt to use, the opportunity of your role at the Alliance to promote your personal interests or those of any connected person, firm, business or other organisations.

6 Responsibilities towards employees

- 6.1 You will treat any staff employed by the Alliance with courtesy and respect. It is expected that employees will show you the same consideration in return.
- 6.2 You will not ask or encourage employees to act in any way which would conflict with their own Code of Conduct.