

## **England Athletics National Council** **Code of Conduct**

All members must sign up to this Code as a condition of appointment and shall adhere to it whilst remaining as a Member.

### **Definition of terms**

<b>Code</b>	This Code of Conduct
<b>Council</b>	The England Council as defined in the Articles of England Athletics
<b>Disciplinary Policy</b>	The EA Disciplinary Policy then in force
<b>EA</b>	England Athletics
<b>Members</b>	Council members, including Regional Chairs and designated substitutes

### **Undertakings**

1. Members shall carry out the duties delegated to them by the EA Board in accordance with the EA Articles, its codes and policies, in each case in force from time to time.
2. Members shall devote sufficient time and energy to their responsibilities in order that they are fully prepared for, and able to participate in, Council meetings.
3. Members shall act on a fully informed basis in good faith with due diligence and care, acting in the best interests of EA, their Region, constituent Counties, clubs and affiliated bodies regardless of any constituency or interest group. Due consideration should always be given by Members to the interests of staff and stakeholder groups.
4. Members will act with probity and prudence, complying at all times with the EA Articles, codes and policies then in force, and confirm that they are not currently in breach of any of these.
5. Members will ensure that they have a clear understanding of the scope of their authority and shall act within this. They are also to clearly understand which matters are reserved for the EA Board.
6. Members will continually monitor the effectiveness of the Council, always seeking to act in accordance with established good practice and seeking to improve all aspects of the operation of the Council.
7. Members must conduct themselves, and be seen to conduct themselves, to the highest professional and ethical standards. This includes their use of social media and other forms of communication. Members shall treat staff and volunteers with courtesy and respect at all times and provide them with such assistance as they may reasonably request. If called upon, Members shall cooperate fully with any external review.
8. Members are expected to conduct full and frank debates, ensuring all reasonable opinions and views are aired and given due consideration while respecting the views of others. These debates are confidential to the meeting in which they take place and are not for discussion with any third parties unless specifically agreed by the Council.
9. Minutes of Council meetings, meeting papers and agendas for meetings are confidential to Members as are any other documents which are provided, presentations which are given etc. unless otherwise notified. These items shall be circulated in advance on a timely basis for use within the meeting to which they pertain. Minutes/outcomes of meetings will be published as appropriate.
10. Members shall ensure that they inform the Chair of any meeting as soon as they become aware that they have any conflict of interest or any other interest that may have the potential to conflict with their duties as a Member. The Chair shall then determine, with the support of the Council how such conflict should be addressed.

- 11. The primary function of the Council is to act as a consultative body. When performing this role, the full range of views will be made available to the Board. On other matters, Members are responsible for reaching joint decisions (even if a vote is needed to finalise a matter). All Members are jointly responsible for those decisions. Members are expected to fully support the decisions of the Council and Board, once made, and to reflect only the agreed position to any third party.
- 12. Should the exceptional position arise that a Member is unable to actively support any decision of Council or Board, they must remain silent on the matter with third parties or if unable to do so, resign their position as a Member.
- 13. Members should make every effort to attend all meetings of the Council. If, however, for a good reason, they are not able to attend they should make every effort to ensure they review the meeting papers and feed their views and comments to the Chair of the meeting.
- 14. Any breaches of this Code will be dealt with via reference to the Disciplinary Policy. Notwithstanding any proceedings or sanction arising with reference to the Disciplinary Policy, in the event of serious or persistent breaches of this Code, Council may decide by unanimous vote of the remaining Members to suspend or require the resignation of the Member in breach.

**Acknowledged and Agreed by** (name) .....

**Signed:** .....

**Date**.....

**Approved by National Council:** 25 November 2020