



Code of Conduct for Sport Across Staffordshire and Stoke-on-Trent Board Members

Sport Across Staffordshire and Stoke-on-Trent (SASSOT)'s values underpin everything we do as a Board and as individuals. We believe that by using these values to guide our decisions and actions, we will be best placed to achieve our vision of *Everyone More Active More Often*.

As a Board member for Sport Across Staffordshire and Stoke-on-Trent (SASSOT), I will respect and uphold these values:

Integrity	This is our foundation; we will work openly, honestly and sincerely, showing respect and sharing our passion for what we do
Inclusive	Actively accessible to all, whilst putting the individual at the heart of what we do
Collaborative	Drawing on our strengths and those of others, brokering, enabling and influencing for positive results
Ambitious	Committed to excellence and continually improving our services through innovation and creativity
Objective	Making informed decisions for the benefit of the local population, based on robust evidence
Purposeful	Having clearly articulated goals underpinned by appropriate insight and action
Accountable	Owning decisions and delivering on promises individually and collectively

GENERAL

- I will act within the Constitution of SASSOT and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Constitution and relevant policies and procedures.
- I will support the vision and mission of SASSOT, championing them, using any skills or knowledge I have to further them and seeking expert advice where appropriate.
- I will be an active Board member, making my skills, experience and knowledge available to SASSOT and seeking to do what additional work I can outside of Board meetings, including sitting on sub-committees.
- I will respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of SASSOT and its environment. This will include an understanding of how SASSOT operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use SASSOT's resources responsibly, and when claiming expenses will do so in line with SASSOT procedures.

- I will seek to be accountable for my actions as a Board member of SASSOT, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that SASSOT is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with SASSOT unless specifically authorised to do so.
- I will act in the best interests of SASSOT as a whole, and not as a representative of any group – considering what is best for SASSOT and its present and future beneficiaries and avoiding bringing SASSOT into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with SASSOT policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments at SASSOT or give apologies. I understand that I am expected to attend 75% of formal Board meetings during a calendar year.
- If I cannot regularly attend meetings I will consider whether there are other ways I can engage with SASSOT.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the Board, participating in an induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for Board membership at SASSOT and, with my fellow Board members, will appoint new Board members in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at SASSOT. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of Board members and staff of SASSOT are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with at SASSOT. In particular I recognise my responsibility to support the chair and senior staff members.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about SASSOT will be considered and in line with organisational policy, whether I make them as an individual or as a Board member.

LEAVING THE BOARD

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Board member board.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a Board member of SASSOT at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

Signed

Name

Date