

Code of Conduct and responsibilities for Board Members

This Code of Conduct is mandatory for all Active Norfolk Board Members. Board Members should be aware of the public nature of Active Norfolk's role, its accountability to Sport England and its stewardship of substantial public funds which demand high standards of conduct in exercising its functions. All Board Members should act at all times, with integrity, in a forthright and ethical manner and in accordance with all Active Norfolk policies. All NEDs must sign the declaration relating to the Director's Code of Conduct upon taking their position on the Board, and upon re-election to the Board

Board Members should:

- a) support the vision, mission and objectives of Active Norfolk;
- b) work cooperatively with other members of the Board in the best interests of Active Norfolk;
- c) fully, openly and honestly engage in debate and discussion with other Board Members
- d) acknowledge that differences of opinion may arise in discussion of issues but, when a majority decision is reached, it should be supported by all;
- e) base his or her views on matters before the Board on an honest assessment of the available facts, unbiased by partisan or representative views;
- f) acknowledge that as an individual Board member, he or she has no legal authority outside the meetings of Active Norfolk and its committees;
- g) understand that an individual Board member does not have the right, other than through the Chair, to make statements or express opinions on behalf of Active Norfolk;
- h) resist any temptation or outside pressure to use the position of Board member to benefit himself or herself or other individuals or agencies;
- i) declare openly and immediately any personal or corporate/business conflicts of interest arising from a matter before the Board or its committees or from any other aspect of Active Norfolk's business and responsibilities;
- j) not participate in the discussion of, or vote in respect of, a matter in which he or she has a material conflict of interest;
- k) respect the confidentiality of those items of business which the Board decides from time to time should remain confidential;
- l) take or seek opportunities to enhance his or her effectiveness as a Board member through participation in individual/collective Board Member performance assessment activities and training and development programmes and by increasing his or her own knowledge of Active Norfolk;

- m) give priority as far as practicable to attendance at meetings of the Board and its committees and recognise the very important requirement of promoting proper accountability for the actions and performance of Active Norfolk

The code of conduct is supported by the following principles set out by the Committee on Standards in Public Life (the Nolan Committee) for the benefit of all who serve the public.

- a) **Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- b) **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- c) **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- d) **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- e) **Openness:** Holders of public office 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.
- f) **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- g) **Leadership:** Holders of public office should promote and support these principles by leadership and example.
- h) Board members should fully, openly and honestly engage in debate and discussion with other Board Members.

Responsibilities of Board members

- a) **Duty of care:** Board Members are expected to act reasonably and prudently in all matters relating to Active Norfolk and in its long-term interest.
- b) **Duty to protect the organisations resources:** Board Members have a duty to protect all the resources belonging to Active Norfolk, for instance by ensuring that there are adequate financial controls, corporate governance and risk assessments. Board Members also have a duty to protect the organisation's reputation and its intellectual property such as branding and databases.
- c) **Duty to act in the best interests of the public:** Their first duty as a Board Member is to the public, which means they must act in the best interests of the public as a whole. Inevitably, Board Members have a wide range of interests in private, public and professional life, and those interests might, on occasion, conflict. They have a general responsibility to avoid such conflicts of interest, especially where they involve financial transactions.

Duty to act collectively: Board Members are responsible for the activities of the Board and must act together. No Board Member acting alone can bind his or her fellow Board Members.

Review schedule:

Revision date	Reviewed by	Board approval	Date of Board approval
24 th August 2022	K Tuck	Pending	21 st September 2022