

# CODE OF CONDUCT

## Behaviour as a Member of the CLT

Any member who acts in a way that a reasonable person may conclude that the individual or group responsible acted with the intention of causing or risking causing harm to the CLT or with neglect to the same, whether reputational, financial or of any other nature may risk termination of their membership.

## Behaviour during all CLT meetings

Behaviour at a meeting is important to the success of the meeting. Everyone needs to feel that their point was made and understood.

To allow CLT business to progress here are some simple ground rules for behaviour before and during meetings:

All people attending any meeting of the CLT must agree to abide by the code of conduct and act in a manner that supports equal opportunities for all.

They must:

- act appropriately and treat everyone at the meeting with respect
- allow everyone to take part without interruption or intimidation and treat everyone equally
- declare any private interests in the matters discussed

They must not:

- seek to gain any advantage for themselves, their family or friends
- act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory

Everyone is required to respect the ruling of the Chair.

All contributions should be addressed to the meeting via the Chair.

The time available for meetings is finite.

The Chair of a meeting is allowed to set a time limit on someone who is permitted to speak if needed.

Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.

People should not have meetings within meetings by discussing issues with other individuals or groups of individuals.

Everyone must respect others' contributions and not interrupt when someone is speaking.

In contributing to the meeting, everyone will ensure that comments they make do not amount to a personal attack on another individual and should avoid using heated and emotional words or behaviour.

## Everyone must accept and abide by majority decisions.

### Majority Decisions

If a project is voted on and agreed by a majority of those present at a properly constituted meeting and a member or group of members cannot support the project, their membership of the CLT will **not be forfeit** unless they fail to act in accordance with this Code of Conduct.

Within any constraints imposed by the decisions already made, reasonable argument and debate, conducted in a fair way and in accordance with this Code of Conduct, will be encouraged.

### Declarations of Interest

The Agenda will include an item allowing members to declare whether they have any personal, financial or other material interest in any item on the Agenda. The Chair and the remaining voting members of the meeting will then decide whether individuals declaring an interest must leave the meeting for the relevant item or just not take part in the discussion or decision making.

### Confidentiality

Meetings may occasionally receive information which is not in the public domain often relating to individuals, organisations or financial matters. It is the responsibility of each individual to ensure that this information remains confidential to the meeting unless prior authorisation has been given by the Chair for this to be discussed elsewhere. Individuals must never use confidential information for their personal advantage or the advantage or disadvantage of anyone known to them or to disadvantage or discredit the CLT.

Any Member guilty of disclosing confidential information may be subject to termination of their membership.

### Breaches of the Code of Conduct during Meetings

Anyone who does not comply with the Code of Conduct will be asked to leave the meeting by the Chair. Anyone excluded from a meeting because of their behaviour will only be allowed to return to future meetings if they agree to abide by the code of conduct.