

# LONDON CYCLING CAMPAIGN

## Board Code of Conduct

Approved by the LCC Board on 6<sup>th</sup> July 2015

### Introduction

This Code of Conduct is intended to guide and support the work of LCC, and help to ensure that you as a Board member and Trustee of LCC carry out your role as best you can, and to the benefit of LCC, its members and beneficiaries.

It should be read and signed by trustees at the first meeting of their new term of office, or at any induction or similar meetings that may precede it.

For the avoidance of doubt, LCC's Articles of Association take precedence over this Code of Conduct, and disputes regarding its application shall be resolved according to the Dispute Resolution Procedure in force at the time.

## A. LCC's Responsibilities to You

### Training

- You will receive an induction to LCC, its structure and main activities, including the staff and groups structure.
- The company secretary will provide you with official guidance on your legal and regulatory obligations as a trustee.
- You will receive opportunities for external training on aspects of being a trustee to assist you to be more effective, if you require it and according to budget availability.

### Information

- You should contact the company secretary who is the first point of contact for Trustees for further information about LCC.
- You will receive Committee and Board papers in advance of meetings, including the agenda, in order for you to make comments or ask questions of the authors of papers to be discussed. The timelines for receiving these are set out in the Board & Committee Standing Orders.

### Support

- You will receive support from the management team at LCC in your function as a member of the governing body of LCC and each will be available to answer questions on his or her particular area of accountability.
- You will receive governance support from the company secretary.

## B. My Responsibilities to LCC: Declaration of Agreement

I will respect and uphold the values of LCC which can be found on the website and in the LCC strategy.

- I will take personal responsibility for making sure I act in accordance with my legal and regulatory obligations as a trustee.
- I will act within the governing document of LCC, and abide by the policies and procedures of the organisation. This

includes having a knowledge of the contents of LCC's governing document and relevant policies and procedures.

- I will support the objects and mission of LCC, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to LCC, and will seek to do what additional work I can outside of trustee meetings, including sitting on subcommittees.
- 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, as far as practical, develop and maintain a sound and up-to-date knowledge of LCC and its environment. This will include an understanding of how LCC operates, the social, political and economic environment in which it operates, and the nature and extent of its work.
- I will use LCC's resources responsibly, and when claiming expenses will do so in line with LCC procedures.
- I will seek to be accountable to the Board for my actions as a trustee of LCC and will seek to comply with LCC's procedures as far as they relate to me as a Trustee.
- I accept my responsibility to ensure that LCC 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 LCC unless specifically authorised to do so.
- I will act in the best interest of LCC as a whole, and not as a representative of any group - considering what is best for LCC and its present and future beneficiaries and avoiding bringing LCC 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 LCC 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 LCC or give apologies.
- 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 trustee board participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship at LCC and, with my fellow trustees, will recommend new trustees to the AGM in accordance with the Memorandum and Articles of Association.

### **Relations with others**

- I will work considerately and respectfully with all those I come into contact with at LCC. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of LCC are different, and I will seek to understand and respect the differences between these roles. Where I also volunteer with the organisation, I will maintain the separation of my role as a trustee and as a volunteer.
- I will seek to support and encourage all those I come into contact with at LCC. In particular, I recognise my responsibility to publicly support the Chair and the CEO.

- I will not make public comments about the organisation unless I have completed appropriate media training and have been authorised by the Board to do so. Any public comments I make about LCC will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

**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 me being asked to resign from the trustee board.
- Should this happen, I will be given the opportunity to be heard according to the Dispute Resolution Procedure in operation at the time. 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 trustee of LCC at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

I hereby declare that I agree to fully abide by this Code of Conduct

Signed .....

Name.....

Date.....