



CSP COUNCIL AND COMMITTEES

CODE OF CONDUCT

The Code of Conduct establishes a set of organisational values requiring specific behaviour from Council and committee members to put these principles into practice. It provides basic protection for the Society by defining inappropriate behaviour, spelling out the standards of behaviour expected in line with the Nolan Principles of selflessness; integrity; objectivity; accountability; openness; honesty; and leadership.

The Society is committed to principles of equality and to ensuring that this commitment is adhered to as an employer, as a membership organisation, and in its promotion of the profession.

1. Integrity and honesty

- the hallmarks of all conduct when dealing with colleagues within the Society and equally when dealing with individuals and organisations outside it
- to strive to act in the best interests of the Society
- to declare any conflict of interest, or any circumstances that might be viewed by others as a conflict of interest, as soon as it arises and abide by the CSP Conflicts of Interest Policy
- not to break the law, go against the Society's regulations or act in disregard of organisational policies in relationships with fellow Council or committee members, staff, members, the public or any other contact made through an official role
- to establish respectful, collegial and courteous relationships with contacts made through an official role
- not to gain personally, materially or financially, from any role on Council or committees, nor allow others to do so as a result of negligence
- to document expenses and seek reimbursement according to procedure
- to abide by the CSP Gifts and Hospitality Policy to use the Society's resources responsibly, when authorised, and in accordance with procedure

2. Objectivity

- not to break the law or go against the Society's regulations
- to support the Society's vision
- to abide by the Society's organisational policies
- to participate in induction, training and development activities for members of Council and/or committees
- to continually seek ways to improve the Society's governance practice
- to support the Chair and Chief Executive in carrying out their roles

3. Accountability

- to ensure that all the Society's activities will stand the test of scrutiny by the public, the media, members, stakeholders and government

4. Openness

- to maintain an atmosphere of openness throughout the organisation to promote confidence of the members, public, stakeholders, staff and government
- to obtain the approval of the Chair or Chief Executive before speaking as a member of Council or a committee member to the media or in a public forum
- when speaking to external audiences or the media as a member of Council or a committee, comments will reflect current organisational policy even if these do not agree with personal views
- when speaking privately, to uphold the reputation of the Society and those who work in it
- to respect organisational and individual confidentiality

5. Confidentiality

- The formal business of the CSP, conducted through Council and its Committees is not confidential within the CSP unless specifically declared to be so by the Chair or Chief Executive in order to protect the interests of an individual or those of the CSP in its relationship with some external body or agency.
- Papers relating to such confidential business, including Minutes of its discussion, will be clearly marked as Confidential. Such papers and any reports of the discussion of confidential business are not to be communicated outside the membership of the body concerned and the relevant administrative officers. Some items, such as Professional Awards, will just be marked confidential until approved by Council and the individuals notified, and a distinction will be made between items of this kind and items which should not be shared under any circumstances.

6. In meetings

- to embody the principles of leadership in all actions and live up to the trust placed by the Society
- abide by CSP governance procedures and practices
- to attend all meetings, giving apologies ahead of time to the Chair if unable to attend or have to leave early, and to arrive punctually
- to study the agenda and papers prior to the meeting and be prepared to debate and vote on agenda items during the meeting
- to honour the authority of the Chair and respect their role as meeting leader, not to talk until the Chair has indicated, and not to interrupt; avoid side conferences
- the Chair to set the tone of the meeting, explaining how it will be conducted
- to engage in debate and voting in meetings according to procedure, maintaining a respectful attitude towards the opinions of others while putting forward personal opinions, being focused and relevant and concise
- to earn as well as give respect, giving criticism constructively and indicate respect by spoken language and body language

- to voice members' views whenever possible and use area networks to bring members' views to Council and committees
- to accept a majority vote on an issue as decisive and final and to act accordingly
- to maintain confidentiality about Council and committee meetings unless authorised by the Chair to speak of certain matters
- to ensure dissemination of information as appropriate
- be prepared to accept change
- support democratic decisions made by Council and committees
- support CSP staff

7. Social media

- Council or committee members may use social media to engage with their respective constituencies in advance of, or after, meetings.
- Members should be mindful that social media is a public medium. Comments about committee or Council business should be factual and/or positive. Comments critical of the views of another member could breach professional guidelines, and negative comments on decisions, views or policies could bring the CSP into disrepute. The CSP has produced a member guide to using social media www.csp.org.uk/socialmediaguidance

Agreed by Council: June 2006

Sections 5 & 7 on Confidentiality and Social Media agreed: September 2014