

A Code of Conduct for PCC Meetings

Introduction

The Parochial Church Council (PCC) recognises that as an organisation utilising Church funds, it is essential that the conduct of its members is to the highest standards of integrity in order to maintain trust and confidence.

This Code of Conduct sets out the standards of behaviour PCC Members would expect of themselves and their colleagues in carrying out their role as a PCC Member.

PCC Members are asked to ensure that they are familiar with this guidance and that they seek advice from the PCC Secretary if they are uncertain as to what is being expected of them.

This is a voluntary code, but all Members of the PCC are encouraged to make themselves aware of it and make every effort to follow it.

PCCs are charities, and Members, being Trustees, are ALSO governed by a number of requirements as outlined on the Charity Commission website. See: <https://www.gov.uk/government/collections/list-of-charity-commission-cc-guidance-publications>.

Values

The General Synod Members Code of Conduct, on which this Code has been adapted, was produced with consideration of:

- the Charity Commission's six principles of good governance for a Board
- the Nolan Principles on Standards in Public Life (Selflessness, integrity, objectivity, accountability, openness, honesty, leadership)

A Code of Conduct for PCC members

1. Try to attend all meetings, sending apologies to the PCC Secretary for any necessary absences.
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
3. Talk to the Chair before the meeting if clarification of any matter is needed.
4. Arrive on time. Stay to the end.
5. Draw attention to any potential conflicts of interest that may arise in the meeting.
6. Participate fully in the meeting;
 - i. Listen to what others have to say and keep an open mind.
 - ii. Contribute positively to the discussions.
 - iii. Try to be concise and avoid speeches and frequent repetition.
 - iv. Listen quietly to the views and comments of others.

- v. Do not interrupt or talk over others.
 - vi. Add to the discussion only in a way relevant to the matter under discussion. Do not pursue tangential or irrelevant points.
7. Help others concentrate on the meeting by avoiding side conversations.
 8. Treat everyone with courtesy and respect.
 9. Observe the authority of the Chair of the meeting.
 10. Challenge ideas, not individuals.
 11. Always have the best interests of the PCC in mind.
 12. Agree that any decision reached by a majority of PCC members, once made, must be accepted
 13. Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting.
 14. Anybody who causes the meeting to be interrupted by reason of unacceptable behaviours contrary to those outlined in 5 – 7 above, can be asked to leave the meeting if the behaviour continues after fair warning.
 15. Where a member has been required to leave a meeting for unacceptable behaviour, the PCC may decide by a majority vote whether to allow the person to return to the meeting.
 16. Between meetings, discussion of some items may continue (in person or by email). Such discussions should observe the same standards of conduct as formal, face to face meetings. Decisions of the PCC should not be made by email, unless all members have indicated consent (i.e. if there is one member disagreeing, then a decision should not be reached by email; silence by email does not indicate consent).
 17. Repeated failure to follow this Code of Conduct may result in a vote of no confidence in the person's participation at the meeting or future meetings and an invitation to consider their position on the PCC.

Finally

At the start of every new PCC, following the APCM, members should be encouraged to discuss this document and to indicate their assent to the principles behind it. Assent maybe by a show of hands or by subscribing to the code which then would be kept by the PCC secretary.