



# St. John the Evangelist and Clayton Brook Community Church

Code of Conduct for PCC Members

## 1. Purpose of the Code

This Code of Conduct seeks to promote the highest standards of governance within the PCC of St John's and Clayton Brook churches (herein referred to as the Church). Members of the PCC are expected to conduct themselves at all times in ways which further the best interests and inspire trust and confidence in the PCC. They should not undertake any action which brings the PCC or the Church into disrepute.

This Code of Conduct seeks to strike a balance between the voluntary nature of the role of PCC member and the more formal requirements and duties. The code applies not only to elected members, but also to ex-officio and co-opted members.

## 2. Duties of PCC Members

PCC members have a duty to ensure that the functions of the PCC are discharged effectively and in compliance with the relevant ecclesiastic requirements and applicable secular legislation. In particular, members have all the responsibilities of Charity Trustees in relation to the management of the Church resources (financial, people, physical). Please refer to [Ref. 1](#) for further details.

## 3. Conduct of Members

PCC Members are expected to act towards one another in meetings as they would wish to be treated themselves, that is in a manner which is respectful, considerate and courteous even in the face of disagreement, and which helps to build collective trust.

Members should conduct themselves taking due cognisance of the following:

<b>Charity Commission's Seven Principles of Good Governance (<a href="#">Ref. 2</a>)</b>	<b>Seven Nolan Principles on Standards in Public Life (<a href="#">Ref. 3</a>)</b>
• Organisation Purpose	• Selflessness
• Leadership	• Integrity
• Integrity	• Objectivity
• Decision Making, Risk & Control	• Accountability
• Board Effectiveness	• Openness
• Equality, Diversity & Inclusion	• Honesty
• Openness & Accountability	• Leadership

It is not the intention of this Code to be wholly prescriptive in all manners of conduct but the following identifies some key areas:

### **a) In their approach to their role, members will: -**

- Ensure that they understand the duty and functions of the PCC.
- Give adequate time and energy to the duties of being a PCC Member.
- Individually and collectively ensure that Church activities remain true to its mission and purpose and to act in the best interests of the Church at all times.
- Observe impartiality, integrity and objectivity in exercising their duties.
- Act with prudence in relation to the stewardship of PCC and Church resources.
- Engage responsibly with external organisations, e.g. wider church and the Charity Commission.

- Upon election or appointment to office, complete the required Declaration pertaining to 'Fit and Proper Persons' legislation (see [Ref. 4](#)).
- b) In developing and applying the PCC's Policies, members will: -**
- Abide by policies and decisions agreed by the PCC.
  - Ensure that policies are reviewed and updated as needed.
  - Engage collectively in consideration of policy issues arising.
  - Develop and implement new policies as required.
  - In respect of Safeguarding policy, complete the required Safeguarding Declaration; undertake DBS checks and safeguarding training as required.
- c) In upholding the reputation of the PCC, members will: -**
- Collectively and individually avoid undertaking activities which may place at risk the reputation of the Church.
  - Not act or speak publicly on behalf of the PCC or the Church, or encourage others to do so, without proper authority from the PCC or its Chair.
  - Ensure that any use of social or other media does not discredit the PCC or Church.
  - Respect the confidentiality of sensitive information shared at PCC meetings.
  - When attending meetings or other events on behalf of the PCC, conduct themselves in a manner which reflects positively on the PCC and Church.
- d) In their conduct at PCC meetings, members will: -**
- Respect the authority of the Chair at all times.
  - Aim to attend all meetings but when this is not possible, to send apologies to the PCC Secretary prior to the meeting.
  - Prepare for the meeting by reading the agenda, papers and any relevant emails.
  - Not unduly dominate discussions and to respect the views and opinions of other members, and their right to express them.
  - Be willing to speak openly and honestly and to share knowledge and expertise.
  - Fulfil any responsibilities or actions assigned at the meeting and be prepared to report back on progress at the next meeting.
  - Accept a majority vote by PCC as decisive and final.
  - Declare any conflicts of interest (see [Ref. 5](#)).

## 4. Failure to Comply with this Code

Anybody who causes a PCC meeting to be interrupted by reason of unacceptable behaviour can be asked to leave the meeting if the behaviour continues after fair warning.

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.

Repeated failure to follow this Code of Conduct, and after fair warnings, may ultimately result in a vote of no confidence in the person's ability to perform as an effective member. In that event, the person concerned will be invited to stand down from being a trustee / member of the PCC.

In respect of reporting of misconduct, see [Ref. 6](#).

## 5. Approval and Review

<b>Approved by:</b>	Philip Venables (Vicar)	
<b>Document Author:</b>	Ed Lillie (PCC Secretary)	
<b>Document Owner:</b>	PCC	
<b>Date of Approval:</b>	Sept 2022	
<b>Review Date:</b>	Sept 2023	

This document will be reviewed on an annual basis by the PCC.

## 6. Revision History

<b>Version No.</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
1.0	Sept 2022	Initial version.

## 7. References

- Ref. 1: PCC Members Handbook
- Ref. 2: [The Charity Commission's Seven Principles of Good Governance](#)
- Ref. 3: [The Seven Nolan Principles on Standards in Public Life](#)
- Ref. 4: [The Church of England Guide 9: Fit and Proper Persons](#)
- Ref. 5: Conflict of Interests Policy
- Ref. 6: Complaints Policy