



CODE OF CONDUCT FOR VOLUNTEER REPRESENTATIVES

Purpose

This Code sets out the standards of conduct expected when you represent the CCE Committee at meetings or similar volunteer representative roles.

Core Principles

As a volunteer representative, you should:

Act with integrity and honesty

- Be truthful in all your communications
- Act in the best interests of those you represent and the wider community

Treat everyone with respect

- Be polite and courteous to councillors, council staff, and fellow representatives
- Engage in constructive debate without personal attacks
- Value different viewpoints and experiences

Maintain confidentiality

- Respect any information shared in confidence during meetings
- Do not share personal details of individuals discussed in meetings

Declare conflicts of interest

- If you have a personal interest in a matter being discussed that could affect your judgment, tell the meeting chair
- This includes financial interests or close personal relationships relevant to the discussion

Represent views fairly

- Present the views of your site/association accurately
- Distinguish between your personal opinions and the collective views you represent
- Report back to your site/association on relevant meeting outcomes

What this means in practice

- Attend meetings prepared and ready to contribute constructively
- Follow meeting protocols and respect the chair's guidance
- Ask questions to understand issues fully
- Focus on finding solutions that work for everyone
- Respect that you are in an advisory role - final decisions rest with the Council



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Getting help

If you're unsure about any aspect of this Code or have concerns about conduct at meetings, speak to:

- The meeting chair
- The Council's Executive Officer (Sarah Eden)

Review

This Code will be reviewed annually to ensure it remains relevant and helpful.