

LGcomms Code of Conduct

Introduction

This document is designed to support and guide anyone working for or with our organisation. As a member organisation governed by volunteers, we have a collaborative and inclusive approach to all we do.

The purpose of LGcomms is to raise standards of public sector communications, advocate for public sector communicators, nurture continual personal development of our members, and attract talent to our industry.

In the history of our organisation disputes and unacceptable behaviour have been extremely rare.

However, all organisations should have a Code of Conduct demonstrating positive and acceptable behaviours. This code covers expected behaviours, and also offers a framework for managing any issues in a reasonable and accountable way with the wellbeing of all concerned paramount.

1. Scope

1.1 LGcomms is a national association of organisations working together to raise the standard of communications in the public sector.

1.2 LGcomms provides professional support and development for its membership through a wide range of events and activities.

1.3 This policy applies to all those volunteering, working or acting on behalf of LGcomms. This includes its Executive Committee, suppliers, partner organisations and commercial partners.

2 Basic principles

2.1 LGcomms is committed to promoting a positive environment for all those it engages and supports.

2.2 Everyone has the right to be protected from harassment, bullying and unwelcome conduct from others.

2.3 No one should be treated less favourably on the grounds of race, gender or gender reassignment, health or disability, sexual orientation, religion or spiritual belief, colour, nationality, national or ethnic origin, marital/parental status, family ties, trade union or political belief, hours worked, or any other reason, either directly or indirectly.

2.4 Everyone has the right to challenge, and to be protected from, any perceived inappropriate conduct by others, when carrying out their role with LGcomms.

3. Expected behaviours

3.1 All involved with LGcomms are expected to share the organisation's commitment for an inclusive future for public sector communicators.

3.2 Although LGcomms is a membership body and a limited company, its membership and the business it conducts is almost exclusively with public sector organisations. For this reason, LGcomms' values and behaviours are drawn from the 'Nolan Principles', which are the basis of the ethical standards for public life.

- **Selflessness:** People should act in the interests of LGcomms - not in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** People should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties for LGcomms.
- **Objectivity:** In carrying out LGcomms business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, people should make choices on merit.
- **Accountability:** People are accountable for their decisions and actions and should submit themselves to appropriate scrutiny if challenged.
- **Openness:** People should be as open as possible about the decisions and actions they take on behalf of LGcomms. They should give reasons for their decisions and restrict information only when the interest of our wider membership demands.
- **Honesty:** People have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** People acting on behalf of LGcomms should promote and support these principles by leadership and example.

4. Wellbeing

4.1 LGcomms is committed to promoting mental and physical wellbeing amongst its membership - and this includes how it conducts its own affairs.

4.2 Due consideration should be given to the wellbeing of others when conducting business on behalf of LGcomms. This includes, but is not exclusive to, giving due recognition to:

- Work-life balance and the appropriate scheduling of meetings and activities
- Workloads and timescales given the voluntary nature of committee members
- Competing demands on suppliers and commercial partners

5. Non-compliance

5.1 All concerns and complaints will be taken seriously. In the first instance, swift and fair informal resolution will be sought. This may involve methods such as informal conversations, facilitated discussion or mediation led by a member of the executive committee. The appropriate response will vary on a case-by-case basis.

- 5.2 Breaches of this code will be managed with consideration for the nature of the breach. At all times the wellbeing of the individual will be paramount. Resolution of minor breaches may involve informal advice.
- 5.3 On a case by case basis complaints will be managed in fairly and efficiently, with consideration for all those involved.
- 5.4 However failure to comply with this code may result in appropriate sanctions, with the nature of the sanction determined by the seriousness of the breach.
- 5.5 Sanctions may range from warnings about future conduct, to expulsion from the Executive Committee, or a withdrawal of future business.
- 5.6 A breach or a perceived breach of the code should be reported to a member of the Senior Executive (Chair, Vice Chairs, National Secretary or Treasurer) who is NOT implicated in the complaint. The recipient of the complaint will investigate the issues raised against the principles set out in this code. If necessary, they will seek independent support.
- 5.7 If a complaint is made against one or more members of the Senior Executive, a member of the Executive will take responsibility for looking into the matter on an informal or formal basis, as appropriate. Independent support will be arranged as required to achieve a successful resolution.
- 5.8 All parties have a right to anonymity during any investigative process. This applies to informal as well as formal proceedings
- 5.9 Where a complaint, or an allegation relating to the code could be of a potentially criminal nature, appropriate legal advice should be sought.
- 5.10 It is recognised there are exceptional circumstances when a complaint or allegation may be of such a serious nature as to require immediate referral to the police.

6 Supporting documents

6.1 [LGcomms constitution](#)

6.2 [LGcomms diversity and inclusion policy](#)

6.3 Practical guide to support provision, timelines and accountability relating to the LGcomms Code of Conduct (draft document currently in production – due April 2023)

Date for document review: April 2024