

Conduct Committee

Terms of reference

Oxford Bridge Club CIO delegates some of its operations and decision-making to officers and (usually) committees. The chair of any committee is the accountable officer, who acts on behalf of the board of trustees. The chair is responsible for ensuring that the committee acts within club policies and Charity Commission guidance and fulfils the terms of reference set out below.

Role / Purpose

The role of the Conduct Committee is to ensure that all members of Oxford Bridge Club abide by the rules of the club and that their behavior is consistent with Best Behavior at Bridge as defined by the EBU.

Where complaints are made about behavior (this includes safeguarding issues) the Committee organizes the investigation, considers the recommendations of the investigation report and applies sanctions where necessary.

Conduct Officer

The key responsibilities of the Conduct Officer are:

- To propose a Conduct Committee on an annual basis to the Trustees at the meeting following the AGM
- To appoint an Incident Panel and a Chair of the Incident Panel when a complaint is made
- To convene a Conduct Committee to consider the written recommendations of Incident panels and apply sanctions where necessary.
- To liaise with the Chair of the Disciplinary Committee when necessary.
- To maintain a full written record all reported Incidents
- To provide feedback on decisions to all parties involved
- To convene a minimum of one Committee meeting per year. More meeting will be convened if considered necessary.
- To ensure Minutes are taken of all such meetings and circulated to Trustees
- To submit an annual report to the Board of Trustees

The key responsibilities of the Conduct Committee are:

- To promote and Enforce Best Behaviour at Bridge in conjunction with the Membership secretary and the Law and Ethics Committee.
- To assist the Chair to appoint a Panel to be available to investigate reported incidents
- To consider reports from the Incident Committees and where necessary applying sanctions based on their recommendations.
- To refer Incidents to the Disciplinary Committee for enforcement where necessary.

Accountability

- The committee is accountable to the chair of the committee, who is accountable to the board of trustees
- The committee is responsible for reporting to the board of trustees whenever there is something the board should know about. Minutes of all meetings must be available for trustees.

- The committee will review the relevance and value of its work, and how best to organize it, annually
- The effectiveness of the committees will be kept under review by the board of trustees

Membership

- The committee comprises a minimum of 5 and a maximum of 10 members. At least one trustee must be a member.
- Membership of the committee is open to any club member with appropriate skills, interest and knowledge. Any member with a potential conflict of interest must declare it (a) before joining the committee and (b) when any relevant issue is being discussed.
- Members are usually appointed (or have their existing appointment confirmed) annually, at the first meeting of the board of trustees after the AGM. New members can join at any time by agreement with trustees.
- The normal period of membership at three years (as with trustees). This can be extended where people have valuable skills or knowledge.
- As with trustees, the Chair of the committee should aim to develop someone to take over when he or she resigns. .

Making decisions

1. Major decisions will normally be made by the committee as a whole. Exceptionally, on a really urgent matter, the chair of the committee can make the decision and inform the rest of the committee later
2. The quorum for any decision is 3 which must include at least one trustee. Such decisions are made on behalf of the board of trustees, and the committee should follow the same guidance as the board would. Such decisions must be minuted.
3. The chair of the committee must use his or her judgement in assessing which issues should be referred to the board of trustees for a decision: if in any doubt, he/she should check with the club secretary or chairman.

Communications

- The Chair of the committee is responsible for liaising with the heads of other committees on issues which may affect them and for referring any difficult issues to the board of trustees.
- The Chair of the committee is responsible for ensuring that due confidentiality is followed, that conflicts of interest are avoided, and that the minutes of all meetings are made available to trustees.

The Committee sets out to achieve the following outcomes:

- All club members, particularly new members are made aware of club rules and Best Behaviour at Bridge.
- Complaints are responded to within 7 days
- Full written records are kept of all complaints.
- Simple complaints should normally be resolved in one month, more complex complaints within three months.
- Appropriate Sanctions are applied in conjunction with the Disciplinary Committee. These can include loss of membership for serious or serial offenders.
- All investigations are timely, unbiased and confidential
- Negative Feedback on the Conduct Committee is considered and learnt from.

Amendments / modifications to ToR

- These Terms of Reference may be amended, varied or modified in writing after consultation and agreement with the Board of Trustees.

Appendix A – Committee members and roles**Committee Members:**

Mary Bennett (Chair), Martin Illingworth, Graham Walcroft, Steph Bliss, Ursula Bowler, Paul Watson, Lis Long, Sue Burge (Safeguarding only) Paul Watson.

Panel Members:

Emily Middleton, Susan Smith, Jan Evans, John Deech, Erica Shepperd, John Lewis-Crosby, Holly Kirkpatrick, Ruth Kim, Linda Allan.

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