



Steve Atkins, Chief Executive,  
Hinckley & Bosworth Borough Council  
Hinckley Hub  
Rugby Road  
Hinckley  
LE10 0FR

November 2013

Dear Sir

**The George Ward Centre Ltd – A Registered Charity**

I am delighted to be able to advise you that on 19<sup>th</sup> August, 2013 the Charities Commission granted the George Ward Centre Limited the Status of Registered Charity. I am writing to thank you for your support in the past and to offer the Borough Council the opportunity to become a Statutory Authority Member of the Charitable organisation.

Membership privileges are limited to proposing and voting on motions at General Meetings and Annual General Meetings. Each Statutory Authority Member shall have the right to appoint and remove one individual being a member or employee thereof to represent it and vote on its behalf at general meetings of the charity. Each such member may also appoint and remove an alternate being a member or employee thereof to replace its appointed representative at such meetings if the appointed representative is unable to attend. Appointment will take effect upon notification thereof being received by the Membership Secretary.

If you decide to become a Statutory Authority Member then we must make you aware of Clause 3.2 of the Articles of Association:

*Every member of the charity promises, if the charity is dissolved while he or she or it is a member or within twelve months after he or she or it ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her or it towards the payment of the debts and liabilities of the charity incurred before he or she or it ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.*

Full details of the Articles of Association are available from the Centre.

By agreeing to become a Member you are also agreeing to our Code of Conduct, a copy of which can be found overleaf.

Please let us know whether you wish to become a Statutory Authority Member or not by completing the advice below and returning this letter to the George Ward Centre. The second copy is for your records.

Yours Sincerely

Margaret Townson  
Hon. Sec. The George Ward Centre Limited

## George Ward Centre Limited Members Code of Conduct

### Your behaviour as a Member of the George Ward Centre

- a) This Code of Conduct covers your behaviours as a member of the George Ward Centre (GWC), in any private or public meeting, private correspondence or service delivery setting.
- b) GWC Trustees will arbitrate in any dispute over the conduct of a member of the GWC and failure to meet these standards may be a cause for sanctions to be imposed by GWC.

**Be considerate.** Your work will affect other people and you in turn will depend upon the work of others. Any decision you take will affect Users and Colleagues and we expect you to take those consequences into account when making operational decisions and entering in discussion and negotiation with Users, Clients and other Members. Where there are potential conflicts of interest these should be fully disclosed to the GWC Trustees.

**Be respectful.** GWC values the participation and contribution of all its Members, Users, Employees, Volunteers and Clients. We expect members of GWC to be professional and respectful when dealing with Colleagues as well as with people outside the GWC, even where there is disagreement. If, as part of your role in GWC, you deal with personal or sensitive information then it is expected that you will keep this information confidential.

**Be collaborative.** GWC is about collaboration and working together. Collaboration improves the quality of the work and support offered and values the input of others.

**Be consistent.** Members of GWC will, wherever possible, uphold verbal or written agreements – I.e. we will do what we said we would do when we said we would do it.

**Be representative.** As a Member of GWC you are expected to allow everyone to have the opportunity to voice their opinions and any concerns they may have.

**Uphold GWC principles.** Disagreements happen all the time and GWC is no exception. The important goal is not to avoid disagreements or differing views but to resolve them constructively. You should turn to the GWC Trustees to seek advice and to resolve disagreements.

**Uphold the democratic decisions of GWC.** Where a decision has been made, Officers, Trustees and Volunteers are expected to uphold and implement the decisions of the General Meeting and in between General Meetings the decisions of the Trustees/Management Team. This does not mean that there cannot be disagreement; Officers, Trustees or Volunteers uncomfortable with a decision should be offered support to implement the decisions or a consensus reached on participation or implementation of the decision. Additionally, Trustees should ensure that decisions do not compromise a person's employment, health and safety, equality or personal or religious beliefs or any other legal rights – however, Staff, Trustees and Volunteers are expected to behave in a manner that upholds the democratic structures of GWC.

**When you are unsure, ask for help.** Nobody knows everything, and nobody is expected to in GWC. Asking questions can often help to avoid problems and so questions are encouraged. Those who are asked should be responsive and helpful.

We have read the Code of Conduct and wish/do not wish\* to apply for Statutory Authority Membership of the George Ward Centre Registered Charity.

Until Further Notice our Nominated Representative will be .....

For & On Behalf of Hinckley & Bosworth Borough Council

Date

Signature

Name (please print)

\* Please delete one of the options as appropriate