



Terms of Reference: Conducts and Standards Committee

Policy Owner: Chair
Date Approved: 11/11/2025
Review Date: Nov 2028

Purpose:

The committee reviews complaints and assesses evidence, holding members to account by applying sanctions where behaviour does not meet the standards required by the UKPSA.

Structure:

The Conduct and Standards Committee Chair may appoint between 5 and 7 UKPSA members in good standing to form the Conduct and Standards Committee. A maximum of 2 committee members may be selected from the Sports Council. Charity Board members may not sit on the Committee.

The appointments shall normally be approved by the Charity Board at their first meeting following election or appointment of the chair.

Operation:

Meetings

- The Committee shall meet bi-monthly at a minimum, provided there are open complaints to review.
- Meetings may be held virtually, including online voting.
- Due to the confidential nature of discussions, meetings are not required to be recorded.
- A written record of any committee decisions must be kept and securely filed.
- In extremis, between meetings, electronic voting will be allowed. Decisions made must be documented in the reporting of the next Committee Meeting
- The Chair may vote only in case of a tie, in which case they have a casting vote.



- The Committee shall make no decisions unless a quorum is present. The presence of 4 members shall constitute a quorum.

Independence criteria for members of the UKPSA Conduct and Standards Committee

When reviewing complaints the following independence criteria will be used to assess whether individual committee members have any relationships or circumstances that could materially interfere with their ability to make unbiased decisions in the best interests of the UKPSA and its members.

Committee members must declare if one or more of the criteria below applies and if so the committee will determine whether this disbars them from being involved in the resolution of the complaint.

1. No Material Relationships with the organisation, company or individual(s)

The member shall not have any current or recent material business relationships with the organisation, company or individual, such as being a significant customer, supplier, or advisor. The member should not have been a volunteer, employee of the company or organisation or any of its subsidiaries within the last 3-5 years connected to the issue at question.

2. No Family Ties or personal relationships

The member should not have any close family ties to individuals connected to the organisation, company or the individual(s).

3. No Significant financial interest

The member should not own or represent a financial interest with the individual, in the organisation or company connected with the issue at question.

4. No Remuneration Ties

The individual member should not receive or have received any form of compensation from the individual, organisation or company including benefits in kind connected to the issue at question.

5. No Recent Professional Services

The member should not have provided any professional services to the individual, organisation or company or individual within the last 3-5 years connected to the issue at question.

6. No longstanding relationships

Some definitions of independence bring into question the possibility that the impartiality of the member of the UKPSA CSC may be considered compromised due to long-standing relationships with the individual, organisation or company connected to the issue at question and so shall be avoided.



7. No Affiliations with Non-Profit Entities Tied to the individual, organisation or company
The member shall not be an individual of influence or a member of the board or a member of a controlling or advisory group connected to a non-profit organization that receives significant funding or benefit from the individual, organisation or company connected to the issue at question.

8. In no circumstances can an individual be involved in any aspect of dealing with a complaint when they are personally involved in the complaint or the circumstances in which it arose.

Confidentiality

During the processing of any complaint or appeal all information pertinent to that complaint or appeal shall be treated as confidential to members of the Conduct and Standards Committee.

For the avoidance of doubt, information pertinent to a complaint or appeal may only be shared with the Charity Board, on appeal, or if the CSC Chair believes the trustees may need to act immediately to protect the reputation or integrity of the Association or if a Safeguarding issue has been raised in the complaint (in such circumstances the Safeguarding lead for the charity, must be immediately informed).

Due to the confidentiality requirements of GDPR, no information about disciplinary actions may be disclosed to members not involved in the complaint itself or the hearing of that complaint and/or appeal insofar as possible.

Discussion of complaints by the Charity Board and CSC members shall not be disclosed under the terms of a GDPR Subject Access Request.

Reporting:

- Due to the confidential nature of the discussions, the Committee shall only produce actions and decisions as a confidential record. No formal minutes of the discussions will be kept.
- Items requiring Charity Board escalation / approval should be submitted in writing to the General Secretary a minimum of 14 days before the next Meeting

Retention policy

All complaints and their outcome shall be recorded by the Chair of the CSC and held on file for six years . All artefacts related to the complaint should be retained by the CSC for 30 days beyond the official notification that the Association considers the matter to be closed after which time they should be securely destroyed. This is in addition to the data retention policy.



Expenses

The Conduct and Standards Committee will be provided with an annual expense budget. The Chair will be authorised to spend association monies within this budget on the business of the Committee in line with the Association policies.

Tasks & Responsibilities:

- Reviewing, assessing and deciding on complaints
- Advising on Code of Conduct and Good Standing Policy
- Maintaining the Code of Conduct and Good Standing Policy
- Administration of complaints
- Implementing sanctions
- Communicating with complainants and respondents
- Making recommendations or escalating complaints to the Charity Board (if required)

