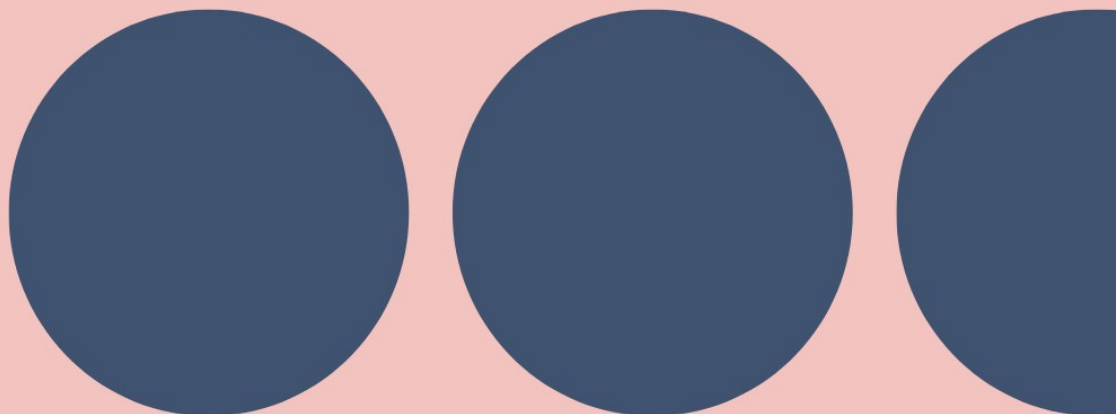




Chartered  
Institute of  
Editing and  
Proofreading

# **Council Members' Code**

**Including the Procedure for Handling  
Complaints against Council Members**





# The Chartered Institute of Editing and Proofreading Membership Codes

As adopted by the Council on 15 January 2024.

## Introduction

- 1 The Institute is established for the purposes set out in its Royal Charter, being:
  - 1.1 to encourage and foster in the public interest high standards of editing, proofreading and other editorial work;
  - 1.2 to develop and uphold the editorial profession, particularly editing and proofreading, by promoting honourable professional practice;
  - 1.3 to exchange and disseminate information on editorial work and associated matters; and
  - 1.4 to act as the authoritative body in matters of principles, practice, standards, education, training, qualifications, research and awards of the editorial profession.
  
- 2 The Institute's governing documents (comprising its Royal Charter, Bylaws and Regulations) contain provisions:
  - 2.1 empowering the Council to introduce and amend Regulations for the proper conduct and management of the Institute and its members, and for the purposes of prescribing the conditions of membership (Regulations); and
  - 2.2 allowing for the expulsion of members for 'conduct unbecoming', following the application of procedures set out from time to time in the Regulations.

- 3 On 15 January 2024, the Council adopted a set of principles-based Membership Codes that regulate the conduct of the Institute’s members. These include the following Codes:
  - General Code of Conduct and Disciplinary Code
  - Professional Practice Code and Professional Complaints Code
- 4 The Institute also maintains a Council Members’ Code to which all Council Members sign up on appointment (but which does not apply to the Institute’s members more broadly). It is supported by the Procedure for Handling Complaints against Council Members.
- 5 The Council shall determine any dispute or disagreement as to the interpretation of the Codes, and such determination shall be final.

## Definitions

Capitalised terms not defined below will have the meaning given to them in the Institute’s Charter, Bylaws and Regulations.

In these Codes, unless the context requires otherwise, the following terms will have the meaning set opposite them below.

<b>Chief Executive Officer</b>	The Chief Executive Officer of the Institute from time to time.
<b>Complainee</b>	The Council member who is the subject of a complaint under the Procedure for Handling Complaints against Council Members.
<b>Complainant</b>	A person or organisation who makes a complaint under the Procedure for Handling Complaints against Council members.
<b>Council</b>	The governing body of the Institute, as set out in its Royal Charter.

<b>Disciplinary Officer</b>	A member of the Institute's staff, appointed from time to time by the Council, who is responsible for reviewing complaints.
<b>Institute or CIEP</b>	The Chartered Institute of Editing and Proofreading.
<b>Membership Codes or Codes</b>	These Membership Codes, as may be amended, superseded or added to by the Council from time to time (excluding the Council Members' Code), and 'Membership Code' or 'Code' means any one of them.
<b>Unspent Criminal Convictions</b>	In respect of a potential member of the Council, any criminal conviction for which they are in the relevant rehabilitation period, as set out in the Rehabilitation of Offenders Act 1974.

# Council Members' Code

This Code is applicable to serving Council Members only, as well as those seeking to be appointed to the Council. The principles set out in this Code apply to Council Members in addition to those that apply to all members of the Institute.

## 1 General

- 1.1 As a serving Council Member, I agree to:
- a) act in accordance with the governing documents of the Institute and the general law, and abide by the policies and procedures of the Institute. I acknowledge that this commitment requires an understanding of the contents of these governing documents and relevant policies and procedures, and I commit to acquiring such an understanding;
  - b) behave in a way that acknowledges and is consistent with the Institute's strategic values: ethical, inclusive, professional, supportive, trustworthy;
  - c) use my skills or knowledge to further the mission of the Institute as set out in its Royal Charter, seeking expert advice where appropriate;
  - d) be an active Council Member, making my skills, experience and knowledge available to the Institute;
  - e) respect organisational, Council and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open;
  - f) develop and maintain a sound and up-to-date knowledge of the Institute and its environment. This includes an understanding of how the Institute operates, the social, political and economic environment in which it operates, and the nature and extent of its work; and
  - g) accept my responsibility to ensure that the Institute is well run and to raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- 1.2 As part of any application to become a Council Member, I will provide the Council with details of any Unspent Criminal Convictions as soon

as practicable, and will disclose any criminal convictions to which I am subject while serving on the Council.

## **2 Managing interests**

- 2.1 I will not gain materially or financially from my involvement with the Institute unless specifically authorised by the Council to do so.
- 2.2 I will declare any actual or potential conflict of interest or conflict of duty, or any circumstances that might be perceived to be a conflict of interest or conflict of duty, at every Council meeting and as part of my annual declaration of interests. In line with the Institute's policies in force from time to time, I will ensure that any such actual or potential conflict of interest is managed effectively, and any perceived conflict of interest is clarified.
- 2.3 I understand that a failure to declare an actual, potential or perceived conflict of interest may be considered a breach of this Code.

## **3 Meetings**

- 3.1 I acknowledge that in order to discharge my functions properly as a Council Member, I will attend scheduled meetings and devote sufficient time to fulfil any specific brief to which I am assigned, unless there are extenuating circumstances beyond my control that prevent me from doing so.
- 3.2 Where I am unable to attend meetings or fulfil any specific brief as a Council Member, I will notify the Council as soon as practicable in the circumstances.
- 3.3 I will prepare fully for all meetings and work for the Institute. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- 3.4 I will actively engage in discussion, debate and voting in meetings and other Council spaces – contributing in a considered and constructive way, listening carefully and challenging respectfully.
- 3.5 I will participate in collective decision-making, will accept a majority decision of the Council and will not act individually unless specifically authorised to do so.

3.6 If at any point I am unable to commit sufficient time to my duties to the Institute, I will consider, in conversation with my fellow Council Members, resigning from the Council.

## 4 Governance

4.1 I will actively contribute towards improving the governance of the Institute, participating in induction and training, and sharing ideas for improvement with the Council.

4.2 I will abide by the Seven Principles of Public Life (Nolan Principles) as they apply to the Institute:

- **Selflessness:** I will act in the best interests of the Institute as a whole, and not as a representative of any group – considering what is best for the Institute and its present and future beneficiaries. In this context, acting in the best interests of the Institute means acting in the way in which the Council Members in good faith consider to be most effective to promote the Institute’s purposes in accordance with its Royal Charter.
- **Integrity:** I will avoid placing myself under any obligation to people or organisations that might try inappropriately to influence me in my work. I will not act or take decisions in order to gain financial or other material benefits for myself, my family or my friends. I will declare and resolve any interests and relationships.
- **Objectivity:** I will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** I am accountable to the Institute’s members, Council and CEO for my decisions and actions and must submit myself to appropriate scrutiny to ensure this.
- **Openness:** I will act and take decisions in an open and transparent manner, and not withhold information from the Institute’s members, Council and CEO unless there are clear and lawful reasons to do so.
- **Honesty:** I will be truthful with the Institute’s members, Council and CEO about my actions and decisions.
- **Leadership:** I will exhibit these principles in my own behaviour and treat others with respect. I will actively promote and robustly

support the principles, and challenge poor behaviour wherever it occurs.

## **5 Relations with others**

- 5.1 I recognise that the roles of Council Members, Institute members, volunteers and staff are different, and I will seek to understand and respect the differences between these roles. Where I also volunteer with the Institute or undertake paid activity, I will maintain the separation of my role as a Council Member and as a volunteer or paid worker.
- 5.2 I will seek to support and encourage all those I come into contact with at the Institute. I recognise my responsibility to support the chair and the staff members.
- 5.3 I will not make public comments on behalf of the Institute unless authorised to do so by the Council or the Chief Executive Officer. Any public comments I make on behalf of or about the Institute will be considered and in line with the Institute's policies in force from time to time, whether I make them as an individual or as a Council Member.

## **6 Leaving the Council**

- 6.1 I understand that breach of any part of this Code may result in my being asked to resign from the Council.
- 6.2 I further understand that any complaints made against me (by another Council Member or another member of the Institute) will be considered under the terms of the Procedure for Handling Complaints against Council Members or the Disciplinary Code.
- 6.3 If I wish to cease being a Council Member at any time, I will inform the chair (or vice-chair in the chair's absence) in advance in writing, stating my reasons for leaving.
- 6.4 Upon leaving the Council, I will continue to treat as confidential any matters that I had knowledge of in my role as an officer of the Institute.



# Procedure for Handling Complaints against Council Members

## 1 Introduction

This procedure is adopted and published under Regulation 11.1.3 of the Institute's Regulations.

## 2 Scope of this policy

- 2.1 As members of the Institute, Council Members are subject to the Membership Codes to the same extent as every other member of the Institute. Accordingly, complaints about their conduct may be brought under the Disciplinary Code. Where such complaints are brought, they will be considered under the terms of the Disciplinary Code.
- 2.2 The purpose of this procedure is to govern the handling of complaints that a Council Member has breached the Council Members' Code, where the nature of that alleged breach falls outside the scope of the Disciplinary Code.

## 3 Receipt of complaints

- 3.1 Complaints shall be brought to the attention of the chair or vice-chair of the Institute in accordance with the Regulations. If a complaint is received by any other person, the Complainant should be referred to Regulation 11.1.1.
- 3.2 Where the chair or vice-chair (as the case may be) considers that the complaint is one which ought to be considered under the Disciplinary Code, they shall forward the complaint to [chiefexec@ciep.uk](mailto:chiefexec@ciep.uk), which will be monitored by the Disciplinary Officer. The complaint will then be managed under the terms of the Disciplinary Code.

## 4 Consideration of complaints under this procedure

- 4.1 Where the chair or vice-chair (as the case may be) considers it appropriate for the purpose of assuring parties of impartiality, they may ask the Chief Executive Officer to act as complaint handler.

- 4.2 A complaint will not proceed under the following circumstances:
- 4.2.1 if someone pursues a complaint that the Institute has already responded to without setting out compelling reasons for the matter to be revisited;
  - 4.2.2 if the substance of the complaint fails to present any prima facie evidence that the Complainee's conduct amounts to a breach of the Council Members' Code;
  - 4.2.3 if the Complainant behaves in a way that is contrary to Section B of the General Code of Conduct;
  - 4.2.4 if the complaint is incoherent or illegible;
  - 4.2.5 if the complaint is made anonymously;
  - 4.2.6 if the Complainee is no longer a Council Member on the date the complaint is raised.
- 4.3 Where the chair or vice-chair (as the case may be) considers that the complaint does not fall within the scope of the Disciplinary Code, they will inform the Complainee of the nature of the complaint, wherever possible without naming the Complainant.
- 4.4 For as long as the investigation is ongoing, the Complainee will be suspended from their duties on the Council.
- 4.5 The Council will provide copies of the supporting information to the Council and the Complainee.
- 4.6 The Council will request the Complainee's response to the complaint – in writing or in person – within a reasonable period (being not less than 15 working days), though the Complainee may respond earlier if they wish.
- 4.7 If the Council, having considered the views of the Complainee, and invited them to make representations to the Council, determine that the complaint should be upheld, they shall take such steps as they deem appropriate, which may include, without limitation:
- 4.7.1 issuing a formal written warning; or
  - 4.7.2 removal from office pursuant to Regulation 12.2.1(a).
- 4.8 Any such sanction must be proportionate to the nature of the complaint, and the Council shall be the final arbiter of all complaints handled under this policy.

- 4.9 The Complainee has a right to be accompanied at any interview by another CIEP member.

## **5 Notification to interested parties**

The Council may, at its discretion, notify Complainants of the outcome of complaints resolved under this policy on a confidential basis, but shall be under no obligation to do so.

## **6 Conflicts of interest**

Neither the subject of the complaint, nor any other Council Member who is (in the Council's reasonable opinion) directly or indirectly affected by the complaint, may participate in any respect in the decision of whether or not to uphold that complaint.

For the avoidance of doubt, personal friendships or professional associations with the subject of a complaint will not in themselves mean that a Council Member is affected by a complaint within the meaning of the above paragraph.

## **7 Managing confidentiality and impartiality**

Council Members, including the Complainee, will act in a manner that respects confidentiality and impartiality, such that:

- 7.1 While the investigation is ongoing, the Complainee will not discuss the matter with other Council Members other than to seek clarification from the chair (or vice-chair or CEO as the case may be) on matters of procedure.
- 7.2 The Complainee will not discuss the matter with other CIEP members, with the exception of the member they ask to support them during the investigation.
- 7.3 The other Council Members will not discuss the matter with other CIEP members other than those serving on the Council.
- 7.4 The complaint handler may communicate with the Complainee, Complainant and other parties (eg witnesses) for the purpose of gathering evidence and notifying them of procedural matters.
- 7.5 Supporting information provided to the Council and the Complainee may be redacted to remove confidential material not pertinent to the

complaint and/or to preserve the anonymity of the Complainant and other parties (whether this is required by Data Protection Law or not).

## **8 Retention of complaints data**

All information relating to complaints addressed under this policy will be held by the Institute in accordance with its data retention policy.

**Last updated April 2024**