

Yorke Drive Residents Consultative Panel

Code of Conduct

1. Scope

- The Code of Conduct covers all meetings of the Yorke Drive Residents Consultative Panel. In this code, the word 'meeting' means any meeting, training session, conference, workshop, visit or activity the Panel members participate in.
- All Panel members and any other person attending the Panel meetings will be expected to adhere to the Code of Conduct.

2. Purpose

The purpose of the Code of Conduct is to ensure that:

- people feel welcome and able to contribute at meetings;
- meetings are conducted in an open and respectful manner; and
- the highest standards of behaviour are maintained.

3. Equalities

- Members must accept that the Panel works for the benefit of all residents, irrespective of age, gender, disability, sexual orientation, transgender, race, religious or political belief, marital status, pregnancy or any other factor that may cause an individual to be discriminated against including but not limited to: appearance, employment status, tenure or country of birth.
- The Panel should be prepared to eliminate all types of discrimination from the way it works, and actively promote equality of opportunity for all residents.

4. Respecting Each Other

- Panel members should treat each other with consideration, showing regard for people's feelings and respect for their contribution.
- Membership of the Panel is voluntary; members do not have to suffer being treated unfairly.

5. Differences of Opinion

- The Panel is working for the benefit of the wider community, but differences of opinion are bound to occur. Panel members should recognise this and respect different views and opinions.

- Panel members should be prepared to talk differences through respectfully and without intimidation.

6. Preparing for meetings

- Panel members should read all relevant papers and information prior to the meeting(s).
- Panel members should prepare comments and questions for the meeting.

7. At meetings

Panel Members must:

- Conduct themselves in a reasonable manner;
- Treat all members, staff and guests fairly and with respect;
- Not use discriminatory or foul language;
- Not make derogatory, inflammatory, upsetting or personal remarks about other people;
- Not harass, bully, threaten, intimidate or assault others;
- Not seek to raise individual issues or complaints;
- Keep to the subject under discussion and contribute accordingly;
- Adhere to the Chair's instructions and decisions; and
- Keep mobile phones switched off except when an emergency situation is anticipated.

8. Personal Interests

- Panel members should not use their position in the Panel to bypass procedures for personal gain.
- Members should say if they are personally involved in any issue being discussed by the Panel, and accept that they may not be able to speak or vote on such issues if the Panel feels it would not be right for them to do so

9. Confidentiality

- Panel members should respect all individuals confidentiality, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual, unless the person gives their consent.

10. Conduct between meetings

- The Chair shall deal with any cases where there is potential or actual cause to stop someone from attending meetings because of their behaviour towards another Panel member or member of staff or another resident between meetings.
- The Chair may also exclude an individual from attending meetings if there is reason to believe they might place a risk to the safety or wellbeing of others at or near the meeting.

11. Breaches of the Code of Conduct

- Anyone present at the Panel meetings may raise a possible breach of the code with the chair.
- If a breach deemed sufficiently serious, the Chair could suspend the individual from attending one, more or any meetings pending an investigation.
- Following an investigation, the resulting sanction may be to:
 - Take no action
 - Ask the individual to apologise
 - Give a warning to the individual
 - Place conditions on further attendance at meetings
 - Exclude the individual for a period of time from attending any or all meetings
 - Permanently remove the individual from the Panel if the breach is severe or there are persistent breaches
 - Take other appropriate action in light of the circumstances