



East Riding Council Tenant Forum

Code of Conduct

Members of East Riding Council Tenant Forum (the Forum) must abide by the Code of Conduct at all meetings, visits, training and on any occasion where they are representing the Forum as a tenant.

Purpose:

The purpose of the Code of Conduct is to ensure

- That all members, East Riding of Yorkshire Council (the Council) employees and guests are welcomed and encouraged to contribute at meetings, workshops and events
- That meetings are conducted in an open and business-like manner
- That the highest standards of behaviour are maintained by members, Council staff and guests at all times.

Personal Conduct:

While representing the Forum, members should:

- Treat all members, Council employees and guests with respect regardless of cultural background, race, colour, nationality, religious opinions, gender, sexuality, disability, levels of ability, age or political party.
- Welcome new members and encourage them to make contributions to the discussion.
- Not disclose to anyone else apart from members of the group, any confidential information or items shared with the Forum.
- Not make derogatory, inflammatory or personal remarks about other people.

Conduct in meetings

Members will observe the following at all times when taking part in meetings:

- Operate within the guidelines laid down in the Constitution;
- Be fully prepared for meetings by reading all relevant paperwork and bringing it to meetings;

- Do their best to arrive on time for meetings;
- Stay relevant and keep to the point – be time aware;
- Members wishing to speak should raise their hand until the Chair indicates s/he has recognised them. The Chair should invite members to speak, as far as possible, in the order in which members have indicated their desire to do so;
- Members should avoid interrupting another speaker, but may do so to raise a point of order through the Chair;
- Abide by majority decisions made by the group;
- Not expect to receive more or less favourable treatment by staff or personal gain because of their membership of the Forum;
- Declare if you are directly involved or affected by any issue being discussed, and be prepared to leave a meeting or refrain from taking part in the discussion;
- Ensure that apologies are sent to the Chair or Secretary if you are unable to make a meeting*;
- Silence mobile phones at all times during meetings, unless in case of exceptional circumstances and agreed with the Chair before the meeting. In this event the person should always leave the meeting before taking the call.
- Do not swear, use abusive language or deliberately disrupt meetings;
- Respect the views of others and accept that these may not always be the same as their own;
- Not use social media or emails in a way that breaches the Forum's policies and procedures. Irresponsible use of social media can pose legal risks as well as risks to confidentiality and the Forum's reputation.

*Membership will be reviewed if three consecutive meetings are missed without good cause.

Breaching the Code of Conduct at meetings:

- A verbal warning will be given by the Chair to members, staff or guests if they are in breach of the code of conduct.
- The Chair may give the member one warning in any one meeting. If the member continues to ignore the Code of Conduct, the Chair will ask the individual to leave the meeting.
- In the event of serious breaches of personal conduct a member will be permanently excluded from future attendance at some or all meetings hosted by the Forum.

- If the breach is made by the Chair, the Vice-Chair will act in the Chair's place.
- Any person, including the Chair and Vice-Chair, who is excluded, shall have the right to an appeal against the decision. The appeal will be heard by a panel consisting of three members of the Forum and the Principal Housing Management Officer. The Chair or Vice Chair will chair the appeal unless they are the appellant.
- Minutes of the appeal will be taken. Copies will be sent to the appellant and the members of the appeal panel and shall remain confidential.
- In the case of permanent exclusion the member shall have the right to ask the Forum Chair or Vice-Chair and the Principal Housing Management Officer to review their exclusion after two years. Minutes of the appeal will be given to the Chair or Vice-Chair and the Principal Housing Management Officer to consider when reviewing the case.
- In the case of staff, breaches of the code shall be dealt with through their disciplinary procedure.

Signing the Code of Conduct

All members must sign the Forum Code of Conduct both when they join the Forum and after any amendments to the Code of Conduct.

I have read the above document and agree to comply with the Code of Conduct

Signed..... **Date**.....

Name..... **email address**.....

Address.....

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Telephone.....

Reviewed May 2019. To be reviewed every 3 years (2022).