

SW9 Improvement Panel



Code of Conduct

This Code of Conduct provides a set of guidelines that members of the Improvement Panel must abide by in order to carry out their duties.

1. Confidentiality

- 1.1. Members should respect the confidentiality of residents, staff, Board members, suppliers and partners.
- 1.2. The work of the Improvement Panel may involve dealing with issues that are sensitive and controversial. Members must exercise discretion and care in performing their duties and responsibilities.

2. Discrimination

- 2.1. No member will discriminate on any grounds against any other Member of the Improvement Panel, staff, Board members, suppliers, partners or public. Discriminatory language will not be used in discussions or any other forms of communication.
- 2.2. Everyone that attends meetings has the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, gender, marital status, age, sexuality, religion or any other matter, which causes people to be treated with injustice.

3. Terms of Reference

- 3.1. All Members should familiarise themselves with the Terms of Reference of the Improvement Panel to ensure that they meet the aims, objectives and purpose of the Panel.

4. Conflicts of interest

- 4.1. Members must disclose any interest, whether personal or on behalf of any other group they belong to, which might possibly affect or influence their approach to the matter under discussion.
- 4.2. Members will offer to withdraw from the meeting where a conflict of interest is clear and substantial, or refrain from voting if invited to remain.
- 4.3. Members must not use their position to obtain any financial gain or advantage.
- 4.4. Improvement Panel Members cannot be members of the Board.

5. Conduct

All members must:

- 5.1. Show respect and be courteous to other Members, staff and Board members, suppliers and partners, and work collaboratively to arrive at the best possible solution to the matter under discussion.
- 5.2. Allow each other the opportunity to speak and comment.
- 5.3. Follow the guidance of the Chair and Vice Chair in the conduct of meetings.
- 5.4. Raise questions during the meeting through the Chair.
- 5.5. Follow the agenda and keep to time by making contributions as brief as possible and to the point.
- 5.6. Arrive punctually to enable meetings to start promptly and give apologies well in advance to the Community Engagement and Communications Manager if unable to attend meetings.
- 5.7. Switch off mobile phones during the meeting.
- 5.8. Come prepared by reading all the relevant papers beforehand and bring them to the meeting.
- 5.9. Remember the purpose of the Improvement Panel is for the benefit of all SW9 residents and not raise personal or individual issues.
- 5.10. Not speak or write on behalf of the Panel without the prior agreement of the Panel Chair. They must also make any correspondence sent on behalf of the Panel available to all Members.
- 5.11. Make any request for reports in line with GDPR policies.
- 5.12. Operate within the Terms of Reference.

6. Attendance

- 6.1. Members of the Improvement Panel should make every effort to attend meetings and to send apologies in advance of the meeting if they are unable to attend.
- 6.2. Members failing to attend three consecutive meetings without good reason will be deemed to have resigned, unless otherwise agreed by the Panel.

7. Political Affiliation

- 7.1. Individual members may be affiliated to/members of a political party, but they may not represent a political party in their role as a member of the Panel.

8. Breaches of the Code

- 8.1. If things are getting heated, a five minute time out can be called for at the discretion of the Chair.
- 8.2. If a Member, or a visitor, fails to abide by the Code of Conduct, the Chair may warn them that if they break the Code of Conduct again they may be asked to leave the meeting.
- 8.3. If, despite a warning, a Member continues to breach the Code of Conduct, or commits a more serious breach, the Chair may suspend them from future meetings or expel them from the Panel.
- 8.4. If a Member feels the Chair has breached the Code of Conduct, they may ask the Improvement Panel to vote on whether the Chair should be asked to leave the meeting. If the majority of the membership is dissatisfied with the conduct of the Chair, they may vote to remove the office of Chair or have the Chair's membership of the Improvement Panel terminated.

I agree to abide by the Code of Conduct and accept that failure to do so can result in me being dismissed from the Improvement Panel.

Full Name:		Date:	
Address		Tel No:	
Signature			