

HARINGEY COMMUNITY AND POLICE CONSULTATIVE GROUP WARD PANEL CHAIRS & PARTNERSHIP FORUM

Code of Conduct for meetings

Statement

The Haringey Ward Panel Chairs & Partnership Forum (the Forum) is committed to maintaining the highest standards of conduct in all areas of activity, and expects individuals participating in meetings and events, or representing the organisation to outside bodies, to observe this Code of Conduct.

Integrity is a core value of the Organisation which underpins all its activities. Observance of the spirit of the Code, as well as its letter, is a paramount objective.

Scope

This code of conduct covers all meetings hosted by the Forum including:

- The Ward Panel Chairs Forum
- Ward Panels and their subgroups
- Working groups, topic groups and other similar groups called for a specific purpose
- Conferences and events, including the Annual Forum meetings.

It does not cover:

- Meetings of the Board of Haringey Community & Police Consultative Group (CPCG) or its subgroups (these are covered separately elsewhere)
- Focus groups and other one-off market research or consultation meetings
- Residents' Associations and other independent groups, unless they choose to adopt this code of conduct themselves.

Purpose

The purpose of the Code of Conduct is to ensure:

- That all members feel welcome and are able 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 at all times.

1. PERSONAL CONDUCT

Those attending meetings, workshops and events must:

- 1.1 promote equality and diversity by not discriminating unlawfully or unfairly against any person
- 1.2 treat all members, staff and guests with respect
- 1.3 not use any racist, sexist or homophobic language
- 1.4 Not make derogatory, inflammatory or personal remarks about other people
- 1.5 Welcome new members and make them feel comfortable in meetings, workshops, events and conferences.

2. DECLARATIONS OF INTEREST

When an issue arises where members have a personal interest or could benefit personally from a decision, they should declare their particular interest at the outset before the item is discussed. The meeting will then decide if they should withdraw from the discussion and/or the decision.

3. CONFIDENTIALITY AND OPENNESS

The Forum is committed to working openly and in a transparent way concerning all decisions and actions in meetings, workshops and events. Any items which are unavoidably confidential will be clearly marked "Confidential" and must be treated as such by members.

When members of the Forum are to be involved in matters of a clearly confidential nature, the Forum may set specific conditions for involvement with such work.

4. CONDUCT AT MEETINGS

Members and guests will observe the following when taking part in a meeting:

- conduct themselves in a reasonable manner at all times
- prior to attending a meeting, read any papers relevant to the agenda
- do their best to arrive on time for the meeting
- keep mobile phones switched off during meetings except when an emergency situation is anticipated
- keep to the subject under discussion and contribute accordingly
- treat everyone fairly and with respect
- respect the right of other people to speak without interruption and allow everyone the opportunity to speak
- respect the views and opinions of others and accept that these may not always be the same as their own
- not discuss an issue described as 'confidential' with any person or body outside the meeting
- adhere to the Chairperson's instructions regarding agenda items and points of discussion
- not swear, use abusive language or deliberately disrupt the meeting
- not attend forums when under the influence of alcohol, illegal substances etc.

5. PROCEDURES FOR POSSIBLE BREACHES OF THE CODE

- 5.1 A verbal warning will be given by the Chairperson to members, staff or guests if they are in breach of the Code of Conduct.
- 5.2 Anyone in breach of the Code may be requested to leave the meeting by the Chairperson if a majority of those present agree.

- 5.3 In the event of serious or persistent breaches, a person may be permanently excluded from future attendance at meetings hosted by the Forum. Alternatively, in such cases, a person may be excluded from some meetings. The power to exclude a person/persons from all meetings shall rest with the CPCG Chair or Board of Directors.
- 5.4 A ward panel can only exclude a person/persons from its own meetings, although any ward panel can apply to the Forum for a total exclusion of a person/persons from all other ward panels, if the code has been breached to the extent that there may be ongoing problems of inappropriate behaviour.
- 5.5 All appeals against exclusion will be dealt with under procedures as detailed in the Haringey Community & Police Consultative Group Ward Panel Chairs & Partnership Forum Constitution
- 5.6 In the case of breaches by Board members, these shall be dealt with by their own code of conduct.