

TENANT PARTICIPATION GROUP

CODE OF CONDUCT

Members must follow the Code of Conduct whilst attending at TPG meetings and at any other time whilst engaged on TPG business.

Personal Conduct (or reasonable behaviour)

TPG Members must:

- Be courteous to each other and support and assist other members in seeking the best possible solution to problems being discussed
- Always operate within the rules laid down in the TPG Constitution
- Allow each other the opportunity to speak and comment at meetings
- Appreciate and respect differences – in knowledge, background, ability to speak in public etc.
- Not discriminate on any grounds against any other member of the Group in accordance with TPG Equal Opportunities Statement.
- Not speak or write on behalf of the group without prior agreement of the group. Any correspondence sent on behalf of the group should be made available to all members of the group
- Use the normal procedures for reporting repairs, complaints etc

Conduct of Meetings

TPG Members must:

- Read any previously distributed material to be discussed at the meetings
- Arrive punctually to enable meetings to start promptly
- Switch off Mobile phones for the duration of the meeting
- Follow the guidance of the Chair in the conduct of the meetings and abide by their final decision.
- Raise a hand to speak and go through the Chair who will encourage all members to participate. At the end of each item the Chair will remind the Group of the decision that has been agreed.
- Remember to follow the agenda for the meeting and help each other reach effective decisions
- Remember that they are representing the views of others and are accountable to their community or their tenants groups
- Remember that the purpose of the meeting is to benefit tenants generally and not to benefit specific individuals
- Must not appear to take sides in any dispute between individual tenants and the Council
- Bear in mind the rights of individual tenants and the duties of council employees when proposing solutions to problems.
- Be courteous to each other at all times and not use offensive, provocative, or discriminatory language or otherwise disrupt the meeting by their behaviour. Individuals should be “praised in public” and “criticised in private”
- Keep contributions brief and to the point.

Disclosing and Declaring an interest or conflict of interest

Members must:

- Disclose any interest/connection, whether personal or on behalf of any group they belong to which might possibly affect or influence their approach to the matter under discussion
- Offer to withdraw from the meeting where a conflict of interest is clear and substantial; and refrain from voting if invited to stay.

Confidentiality

- Members should respect the confidentiality of personal information about individuals, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment to an individual or lead to the identification of an individual.
- Any information or items of a confidential nature must not be disclosed to anyone else apart from members of the group in order to allow the business of the meeting to take place; unless specifically give permission to do so by the TPG.

Political Affiliation

- Individual members may be affiliated or members of a particular political party but they may not represent a political party in their role as a member of the group.

Breaches of the TPG Code of Conduct

- If things become heated in a meeting and the Chair considers that a brief break would be helpful a 5 minute adjournment can be announced by the Chair
- If any member of the group fails to abide by the Code the Chair may warn them that if they breach the code again they may be asked to leave the meeting
- If, despite warnings, a member continues to breach the code, or on occasion of more serious breaches (outlined in under Gross Misconduct below), a member can be suspended from meetings or expelled from the TPG by a 2/3rds majority vote at a special meeting called by the Chair to consider the breach/(es).

GROSS MISCONDUCT

Defined as any action considered being serious enough to break the partnership between TPG members making any further working relationship or trust within the TPG impossible.

Gross misconduct can include but is not limited to:

- Being violent or making threats of violence to another group member.
- Theft from a Group member.
- A criminal conviction leading to more than 3m custodial sentence which has not been spent.
- A breach of confidentiality.
- Attending a TPG meeting whilst under the influence of drink or drugs (to a detrimental effect)
- Indecent or lewd behaviour.