

**South Cambridgeshire District Council**

## **Code of Conduct for all Tenant Involvement Membership**

1. A member of the SCDC Housing Engagement Board, Housing Performance Panel and/or working groups must:
  - a. Promote a working environment that is welcoming, cooperative, and productive
  - b. Be courteous and respectful to others
  - c. Work for the public interest
  - d. Make decisions which are fair and equitable to all tenants and leaseholders
  - e. Read information and prepare for discussions
  - f. Respect the decisions reached by the group and refrain from raising them again
2. We encourage good behaviours and we want to build a cohesive team, so we do not expect involved tenants to:
  - a. Interrupt or speak over people
  - b. Bully or threaten any person
  - c. Verbally attack, insult, or use language that can cause distress, in or outside the meetings, or on social media
  - d. Attend meetings under the influence of drink or drugs.
  - e. Disclose or distribute confidential, personal, and/or commercial information
  - f. Do anything which may cause the authority to breach any of the equality enactments (Equality Act 2010)
3. Confidentiality
  - a. Members must keep all information they obtain through their role confidential until it is in the public domain
  - b. Members must not use any information obtained through their role for personal gain nor pass it to others who might use it in such a way
  - c. Members must keep any non-public information or internal paperwork they receive in a secure place. This includes documents or information held electronically. Such paperwork should be disposed of via shredding or confidential waste disposal and not through general/household waste and recycling

#### 4. Expenses

- a. Expense forms will be supplied to members to claim.
- b. Members should ensure that any expense claims are accurate and evidenced as agreed and in line with carrying out the group's role.

#### 5. Gifts and Hospitality

- a. Members should report any gifts and hospitality offered to them to the Resident Involvement Team.
- b. Members will not accept, or give, any gift or excessive hospitality from, or to, staff members, contractors, or residents.