

Linthouse Housing Association's Resident Scrutiny Panel Code of Conduct

This is the code of conduct for all members of the Resident Scrutiny Panel. It covers behaviour both in and out of meetings. This code will help to make sure that all members work with integrity.

1. General behaviour

Each member of the Panel will commit to:

- 1.1 Listening to and respecting others' opinions;
- 1.2 Contribute to discussions and share in responsibility for and upholding the Scrutiny Panel's decisions;
- 1.3 Act in an open, honest and positive manner at all times;
- 1.4 Commit not to bring individual cases for discussion;
- 1.5 Scrutiny members will be expected to read any papers circulated prior to meetings so that they can fully contribute at meetings;
- 1.6 Attend training sessions and other events if available;
- 1.7 Promote the Association in a positive way when attending appropriate events as arranged by Linthouse Housing Association;
- 1.8 Not misrepresent Linthouse Housing Association or claim to represent Linthouse Housing Association without express permission of our Chief Executive Officer.
- 1.9 Not use swear words or make remarks which cause offence to people on the basis of their race, nationality, gender, religion, sexual orientation, age or disability. Contravention of this will not be tolerated and will lead to the removal from the panel.
- 1.11 Not carry out any actions or behaviour which could bring, or be construed as bringing, the Association into disrepute, this will not be tolerated and will result in the offender being removed from the Panel.

2. Meetings

- 2.1 Members should come prepared for meetings, e.g. by bringing all the relevant paperwork
- 2.2 Members should arrive on time for meetings and send apologies if they are going to be late or absent.
- 2.3 Members should turn off their mobile phones during meetings, except with the permission of the chair.
- 2.4 Members should listen to each other during meetings and not have 'meetings within meetings'.

- 2.5 Members should take part in decision making and share responsibility for group decisions.
- 2.6 Members must respect the role of the chair in leading and keeping order in meetings.
- 2.7 Members should not bring up personal issues at meetings unless it is to describe an event or circumstance which is under discussion. Members should use the normal procedures for reporting general issues such as repairs and complaints.

3. Conflict of interests

- 3.1 Members must declare any conflict of interest, e.g. putting forward a recommendation that they would benefit from directly
- 3.2 Members should ensure that any personal relationships/friendships do not affect the activities of the panel
- 3.3 Individual members may be linked to a political party; however they may not represent a political party in their role on the panel
- 3.4 Members must not use their role on the panel to further personal issues or interests, e.g. trying to get a repair done more quickly

4. Gifts and hospitality

- 4.1 Members should not accept gifts or hospitality from staff members, contractors or residents

5. Confidentiality

- 5.1 Members should keep all information they obtain through their role confidential unless it is already in the public domain
- 5.2 Members must not use any information obtained through their role for personal gain
- 5.3 Members should keep any non-public information or paperwork they receive in a secure place.
- 5.4 Paperwork should be disposed of via shredding and not through general/household waste and recycling

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I hereby confirm I have read and I accept this code of conduct

Signature: **Date:**

Name (please print)