



## Code of Conduct for Residents' Meetings

### Statement

Homes for Haringey 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 of residents hosted by Homes for Haringey, including:

- Residents' Consultative Forum
- Panels and their subgroups
- Working groups, topic groups and other similar groups called for a specific purpose
- Specific user groups, including language-based groups and the Disabled Peoples' Group
- Conferences and events, including the annual tenants and leaseholders' conference, advocate meetings and 'TP Parties' for residents associations and advocates

It does not cover:

- Meetings of the Board of Homes for Haringey 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**

Where an issue arises where members have a personal interest or could benefit personally from a decision, they should declare their particular interest, and the meeting will then decide if they should withdraw from the discussion and/or the decision.

Members should notify the Chair if they have a personal interest or could benefit personally from a decision before the item is discussed

## **3. Confidentiality and Openness**

- 3.1 Homes for Haringey is committed to working openly and in a transparent way over all the 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.
- 3.2 When residents are to be involved in matters of a clearly confidential nature – such as the appointment of staff or procurement of services – Homes for Haringey may set specific conditions for involvement with such work.

## **4. Conduct at Meetings**

Members, staff and guests will observe the following at all times when taking part in meetings:

- 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 meetings;
- 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 issues described as '*confidential*' with any person or body outside the meeting;
- To adhere to the Chairperson's instructions regarding agenda items and points of discussion;
- Not swear, use abusive language or deliberately disrupt 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 some or all meetings hosted by Homes for Haringey. Alternatively, in such cases, a person may be excluded from some meetings.
- 5.4. A group can only exclude a person/persons from its own meetings
- 5.5. The power to exclude a person/persons, including the chair, from all meetings shall rest with the Chief Executive or a Director of Homes For Haringey.
- 5.6. Any person, including the chair, permanently excluded from any meetings shall have the right to appeal to the Residents' Assembly for a hearing to re-examine the decision.
- 5.7. Any person, including the chair, who is permanently excluded shall have the right to ask for their case to be reviewed by the Residents' Assembly two years after the last decision or appeal that led to or confirmed the exclusion.
- 5.8. A final appeal against permanent or partial exclusion from future meetings can be made to the Board of Homes for Haringey or a special panel of the Board. Such an appeal can be made through the Resident Involvement or Governance Teams.

- 5.9. In the case of staff, breaches of the code shall be dealt with through the disciplinary procedure
- 5.10. In the case of Board members and Councillors, breaches of the code shall be dealt with by their own code of conduct.

## **6 Breaches of the Code by the Chair**

Action to be taken at the meeting. Depending on the serious of the breach, this action could be:

- 6.1 Verbal Warning at the meeting by panel members
- 6.2 Request to stand down from chair
- 6.3 Request to leave the meeting.
- 6.4 Written warning within 10 working days
- 6.5 Persistent breaches could lead to a calling of vote to permanently removed from the chair but remain on the panel or
- 6.6 Be permanently excluded from the panel
- 6.7 Any further action/appeals would be as detailed in 5.5 -5.10 above.