



Scrutiny Panel

Code of Conduct

This Code of Conduct has been prepared and agreed with the Scrutiny Panel members of St Peter's (Saltley) Housing Association. Each scrutiny panel member is expected to uphold the principles and values as follows:

- Contribute to and share responsibility for scrutiny panel decisions and accept majority decisions made after discussion;
- Prepare for and attend meetings and any other events;
- Send apologies to the Chair when unable to attend meetings or events;
- Represent the scrutiny panel on occasion;
- Declare any relevant interests financial or non-financial that you consider may be a conflict of interest and take no part in discussions or decision making; and
- Respect confidentiality of information including contracts, individual tenant information, members of staff. Paperwork should be disposed of via shredding and not through general / household waste and recycling.
- Respect all panel members and their views allowing others to speak and be listened to. Do not speak over others.
- Respect the role of the chair in leading and keeping order in meetings. Speakers should go through the chair and keep to the subject being discussed. The chair should facilitate the meeting and not act as dominant spokesperson.
- Members should not attend meetings under the influence of alcohol, or illegal substances.

- Members should turn off their mobile phones during meetings, except with the permission of the chair.
- Members must remember the purpose of the meeting and not bring individual problems to the meeting. Housing Management procedures should be used for reporting repairs, complaints etc.
- Not to speak on behalf of the Scrutiny Panel without the prior agreement at a Panel meeting.
- Members must undertake their responsibilities for the benefit of all tenants irrespective of race, age, sexual orientation, class, disability, gender, religious beliefs, nationality or ethnic origin and support St Peter's Equality policies. Discriminatory language will not be used in discussions.

Failure to follow the Code of Conduct

Failure to follow this code may result in the withdrawal of your membership on the panel. Any breaches of the code will first be discussed with the member giving a full explanation on why there was a breach of the code; if there are any further breaches depending on the severity, a written warning may be issued or withdrawal of membership.

If members do not attend 2 consecutive meetings without apology, a letter will be sent requesting they contact the Chair to discuss future attendance. If no response received they will be asked to stand down.

To be signed by the St Peter's Scrutiny Panel Member

I have read and understand the Scrutiny Panel Code of Conduct and agree to abide by it and know that failure to do so can result in my being permanently excluded from the Scrutiny Panel.

Signed:

Date.....

Print name: