



Draft Code of Conduct North East Tenants Voice

October 2021

The purpose of the Code of Conduct is to set out our standards of behaviours expected from members of the North East Tenants Voice (NETV).

Values and principles

- I agree to abide by the NETV's values and principles
- I agree to act in accordance with our Terms of Reference, and agreed aims and policies
- I agree to act in the best interests of the NETV and the beneficiaries

Decision making

- I agree to taking and upholding collective decisions as a Tenants Forum
- I will support the principle of clear and transparent decision making, except where confidentiality must be maintained

Meetings

- I will read papers and prepare for meetings
- I will attend meetings where I am able, and I will send confirmation or apologies in advance
- If I am unable to attend a meeting, I will commit to reading the papers and providing feedback plus participate in any polls or voting required
- I will support the meeting facilitator
- I will participate in debates, but will accept a majority decision
- I will express dissent where necessary, but avoid conflict if possible

Virtual Meetings

- I will not share any video images, take screenshots or photos of the video screen
- I will not record the session or share any confidential information given during the session
- I will keep my microphone muted at all times when I am not speaking
- I will participate in discussions and, when working in smaller groups in 'breakout' rooms ensure that a member of the group is designated to take notes/provide feedback

Conflicts of interest

- I will not accept any financial benefit as a Tenants Forum member, other than that authorised and properly agreed by the NETV

- I will not exert any influence as a NETV member to attempt to gain preferential treatment
- I will declare conflicts of interest as soon as they come to my attention, and withdraw from the decision-making process on that issue

Confidentiality

- I will maintain confidentiality and will not disclose any confidential information concerning any aspect of the NETV, and I will seek clarification from the Tenants Forum if I am unsure

Working relationships

- I will maintain respectful relationships with my fellow Tenants Forum members and/or volunteers/facilitators/staff members
- If I carry out another role as a volunteer, I agree to keep the two roles separate

Spokesperson

- I will only speak on behalf of the NETV when I have been authorised to do so

Good governance

- When recruiting new Board members, I will support a fair and open process in line with our Terms of Reference
- I commit to reviewing the NETV regularly
- I will support the NETV to comply with relevant legal and regulatory expectations and with our agreed policies and procedures

Support

- I will seek support when needed and offer support to other NETV members when requested
- I will participate in learning and development activities
- I will make sure that adequate arrangements are made by the NETV to supervise and support staff and/or volunteers

Leaving the Board/Forum

- I agree to resign from the Board/Forum if requested to do so by the rest of the NETV following a serious breach of this code of conduct
- If there is no clear term of office, then I will give notice in writing to the chair/facilitator of my intention to leave

The NETV's obligations to me in turn

- I will be sent regular financial reports and an update of activities
- I will be given adequate notice of meeting, and receive agenda and papers 10 days in advance
- The spokesperson will ensure that the NETV have opportunities to discuss goals, activities, and plans
- Other members, staff and/or volunteers will deal with me in a straightforward and respectful way
- I will have the right to appeal should the NETV ask me to resign. The NETV will appoint an independent person, agreed by me, to hear my appeal and decide whether to uphold or overturn the decision.

Date of agreed Code of Conduct: October 2021

To be reviewed within 12 months

Name:

Signed: NETV Member