



## CODE OF CONDUCT

*Effective meetings can be achieved if all participants follow the following Code of Conduct for behaviour within and outside meetings.*

All those attending any South Gloucestershire Community Engagement Forum (CEF) (hereafter called participants) should agree to

- act in a manner that supports equal opportunity for all
- act appropriately and treat participants and organisations with respect; never being derogatory in their speech or manner
- act in the public interest, and not seek to gain any advantage for themselves, their family or friends
- act in a way that is fair and unbiased
- allow everyone to take part without interruption or intimidation and treat everyone equally
- be open and honest about their actions and decisions, and give reasons for them
- be clear, open and honest about whether they are giving their personal view or the views of their organisation
- declare any private interests or interests of their organisation relevant to their involvement with the CEF, and seek to resolve any conflict in the public interest.

should not

- act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory
- disclose confidential information about individuals or groups
- prevent anyone getting information they are entitled to
- bring the CEF into disrepute
- speak, or claim to speak, or give the impression that they speak on behalf of the CEF; or claim to be representing the CEF or giving the views of the CEF; unless they have been authorised to do so by the Community Engagement officer
- attempt to dominate meetings for their own purpose, or the purpose of a group or organisation they are representing.

All contributions should be addressed to the meeting via the Chair.

All participants are required to respect the ruling of the Chair or the meeting if the Chair has put an issue to the meeting.

All participants must accept that the time available for CEF meetings is finite. The chair of the meeting is therefore empowered to set the time a contributor is permitted to speak on a particular subject, and ensure discussion time is managed effectively and is constructive.

Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.

Participants should not have meetings within meetings by discussing issues with other individuals or groups of individuals.

Participants should respect each other's contribution and not interrupt when someone is speaking.

In contributing to the meeting participants will ensure that the comments they make do not amount to a personal attack on another individual, and should avoid using heated, emotional and value loaded language and behaviour.

Participants must remember that CEF work means accepting and abiding by majority decisions. The CEF operates on behalf of all the people of the local community and not for individuals.

#### *Breaches of the Code of Conduct during Meetings*

Any member who does not comply with the Code of Conduct will be asked to leave the meeting by the Chair.

