

CODE OF CONDUCT FOR MEMBERS OF WILTSHIRE COUNCIL'S SHELTERED HOUSING FORUM

The Code of Conduct gives guidance to members about the way they carry out their duties on the Forum.

- Confidentiality** The Forum may deal with difficult and sensitive issues. Discretion and care must be exercised during and after meetings. Any information concerning the personal circumstances of **ANY** person(s) shall be treated in confidence and not disclosed to anyone not on the Forum.
- Conduct of Meetings:** Members should at all times observe accepted practices while taking part in a Forum meeting:
- To be courteous to each other. Personal attacks, offensive and abusive comments are not acceptable.
 - To allow each other the opportunity to speak and comment.
 - To follow the guidance of the Chair in the conduct of the meetings.
 - To follow the agenda.
 - To accept that the purpose of the meeting is to benefit tenants generally and not specific individuals.
 - To recognise the rights of tenants and the role of Council employees.
 - To operate within the rules laid down with the Forum's Constitution.
- The Chair will warn anyone who does not keep to the Code of Conduct during a meeting that if they break the Code of Conduct again they may be asked to leave that meeting. If that person continues to ignore the Code of Conduct the Chair will ask the meeting to vote on whether that person should be asked to leave.
- Personal Interests:** Members must not expect favourable treatment by the Local Housing Office or the Forum itself, nor should they be treated any less favourably, e.g. completion of a repair or allocation of a property.
- Members must use the normal procedures at the Local Housing Office for reporting repairs and other enquiries relating to their own tenancies or on behalf of other tenancies.
- Members must notify the Forum if they have any personal interest, financial or otherwise, in any matters considered by the Forum. It may be necessary for individual members to abstain from discussion and decisions on a particular item. This must be recorded within the minutes.
- Equalities:** No member will discriminate on any grounds against any other person. Racist, sexist or other discriminatory language or behaviour will not be tolerated.
- Publicity:** No member will speak or write on behalf of the Forum without the prior agreement of the Forum. Any correspondence sent on behalf of the Forum will be made available to all of its members.

Constitution: Members will familiarise themselves with the constitution of the Forum.

Breaches: Where a member has received a warning in each of two consecutive meetings or has committed any other breaches of the Code of Conduct, such a breach will be grounds for suspension from the Forum.



Name

Signed Dated

Signed by Chairman

Dated