

Hexagon Resident Led Scrutiny Groups

Code of Conduct

This Code of Conduct provides a set of guidelines that members of the Resident Led Scrutiny Group (RLSG) must abide by in order to carry out their duties.

1. Confidentiality

- 1.1 Members must respect the confidentiality of residents, staff and the organisation and any data provided by the organisation.
- 1.2 The business of the RLSG may involve members dealing with issues that may be sensitive and controversial or of an individual basis. Members must exercise discretion and care in performing their duties and responsibilities.

2. Discrimination

- 2.1 No member will discriminate on any ground against any other member of the Scrutiny Group, staff or public. Discriminatory language will not be used in discussions.
- 2.2 All those who attend meetings have the right to be treated with dignity and respect, regardless of their age, disability, gender, race, religion or belief, sexual orientation, gender identity, or any other matter, which causes people to be treated with injustice.

3. Terms of Reference

- 3.1 All members should familiarise themselves with the Terms of Reference of the RLSG to ensure that they meet the aims and objectives of the group.

4. Conflicts of interest

- 4.1 Individual members should disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to the matter under discussion. Examples of such interest would include, but not limited to, submitting a complaint concerning the service under scrutiny in the last 6 months.
- 4.2 Where a conflict of interest has been declared then the resident may be requested not to take part in that scrutiny activity.
- 4.3 Members must not use their position to obtain any financial gain or advantage.
- 4.4 Resident led scrutiny group members cannot be current Tenant Board Members.

5. Conduct

- 5.1 All members must:
 - Show respect and be courteous to each other and support and assist other members in seeking the best possible solution to issues being discussed
 - Show respect and be courteous to Hexagon staff, Board members and Scrutiny Group members
 - Allow each other the opportunity to speak and comment
 - Follow the guidance of the Chair / facilitator in the conduct of the meetings

- Raise questions during meetings through the Chair / facilitator
- Follow the agenda at meetings and help each other reach effective decisions
- Remember that the purpose of the RLSG is to benefit tenants and residents and not specific individuals
- Bear in mind the rights of individual tenants and the duties of staff when proposing solutions to problems
- Not to speak or write on behalf of the panel without the prior agreement of the panel. Any correspondence sent on behalf of the group should be made available to all members of the group

5.2 If at a meeting any member persistently disregards a ruling of the Code of Conduct or behaves irregularly, improperly or offensively, or obstructs the conduct of business, they will be asked to leave the meeting by the Chair / facilitator.

6. Attendance

6.1 Members of RLSG should make every effort to attend meetings and to send apologies in advance of the meeting if they are unable to attend.

6.2 Members missing more than 2 consecutive meetings will have their membership considered as per the RLSG Terms of Reference.

7. Breach of Code of Conduct

7.1 If a member of the RLSG does not abide by the Code of Conduct, the Chair has the right to ask that they leave the meeting. If the breach is deemed serious, their membership will be considered for termination.

7.2 If a member of the RLSG continues to ignore the code, at subsequent meetings, then the Chair will ask the RLSG to vote on whether their membership should be terminated.

7.3 If a member of the RLSG feels that the Chair has breached the Code of Conduct, they may ask RLSG to vote on whether the Chair should be asked to leave the meeting. If the majority of the membership is dissatisfied with the performance of the Chair they may vote to remove the member from the Chair position or have their membership of RLSG terminated.

7.4 Where the group does not have a Chair, this process shall be referred to in the relevant Terms of Reference.

I agree to abide by the Code of Conduct and know that failure to do so can result in me being dismissed from the RLSG.

Name: _____

Signed: _____

Date: _____