

ChART BIG Local Code of Conduct

I agree that:

1. I will abide by our local Big Local policies and procedures.
2. I will declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises and I will not gain any improper personal benefits either materially or financially; nor will I permit others to do so as a result of my actions or negligence; in line with our *Declaration of Interest* policy.
3. I will always strive to act in the best interests of Big Local.
4. When I am speaking as a member of the partnership, my comments will reflect the work of the partnership even when these do not agree with my personal views. When speaking as a private individual I will strive to uphold the reputation of the partnership and those who work in it.
5. I will strive to read all documents and attend all meetings, giving apologies ahead of time to the chair if unable to attend.
6. I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
7. I will accept a majority vote on an issue as decisive and final.
8. I will maintain confidentiality about what goes on in the meeting unless authorised by the chair or committee to share information.
9. I will participate in induction, training and development activities for members.
10. I understand that substantial breach of any part of this code may result in my removal as a member.
11. If I resign as a member I will inform the chair in writing (or by email), stating my reasons for resigning. Additionally, I will if requested participate in an exit interview.

If any member of the partnership, local resident or other stakeholder feels that the code of conduct has been violated by a partnership member, the following procedure should be considered:

1. The first step should be to have a verbal or email discussion (one to one) with the person accused of violating the code which states specifically how and when the violation occurred. If this is not possible, an email should be sent to the chair or secretary to specify the details of the violation. The details should only include relevant facts about how and when the violation occurred and should not include any personal attacks or actions not covered by the Code of Conduct. We want to encourage people to have open, respectful and honest discussions about behaviour and expectations with the ideal being that most issues can be resolved at this stage. The resolution should include a discussion or explanation of the behaviour, an apology if appropriate and a renewed commitment to abide by the Code of Conduct. This step should be expected to take no more than four weeks to complete from the initial email or discussion.
2. If the previous step is not possible or has not resolved the issue, an email should be sent to the chair or secretary detailing the violation. The partnership will then assemble a conflict resolution panel of residents and partnership members (3-5 people) to hear directly from the person accused (as well as any support person they might want to bring) and the person/s who witnessed the violation. The panel will be expected to make a decision about the violation within three weeks of the final panel meeting with the following options:
 - a. No violation has occurred
 - b. A violation has occurred and will be minuted but the member is able to remain on the partnership
 - c. A violation has occurred and will be minuted and the member is asked to resign from the partnership
3. If a previous violation has occurred and this is a second violation; go to step two above.
4. If a third violation has occurred, the partnership member will automatically be asked to resign from the partnership.