

## Community Partnership Code of Conduct (January 2013)



### Torbay Community Partnership Code of Conduct

The public is entitled to expect high standards of conduct from all officers and members of Community Partnerships. This Code provides guidance as to the standard of conduct which is expected. Any breach of the Code may be investigated and action taken where appropriate in accordance with the Community Partnerships Constitution. All meetings and activity of the Community Partnerships must fall within the objectives of the Partnerships as outlined in the Constitution. It is the role of the Community Partnerships Chairpersons to enforce this Code, with the support of others.

#### General

- All officers and members of Community Partnerships should serve only the public interest, and should never improperly confer an advantage or disadvantage on any person. Equality should be promoted by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.
- It is the role of the Community Partnerships to address the needs and concerns of the local community, and they are not vehicles for promoting party political, discriminatory or religious views. It is the responsibility of all members to challenge such comments, and the responsibility of the Chairperson to stop anyone speaking in this manner.
- The Community Partnerships seek to influence and lobby but are they are not campaigning organisations. As such they will focus on a number of short and long term issues in the area – their work is not dominated by a single issue at any one time and it is the responsibility of the Steering Group to ensure there is both balance and focus to the Community Partnership's work.

#### Specific to meetings and all forms of communication

- Everyone should respect the individual that is speaking and not talk over the top of anyone. Members must indicate to the Chairperson when they wish to speak, and the Chair will allow you to talk when it is your turn.
- The Chairperson of the meeting is responsible for ensuring that the meeting starts and finishes at the advertised time. It is the responsibility of everyone at the meeting to assist the Chairperson to achieve this goal.
- The Chairperson has the right to suspend a member or Steering Group member from a Partnership meeting if they do not adhere to the above general principles and meeting codes of conduct.
- All communication by members of the Partnership on Partnership business whether by email/other electronic means, mail, phone or face to face must be respectful and adhere to the above general principles and meeting codes of conduct.

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### **Complaints**

- Should a member of the public or a representative of an agency wish to raise a complaint against an officer or member of the Community Partnership steering group they should first and foremost bring it to the attention of the Chairperson of the relevant group. The Chairperson will investigate the complaint and determine appropriate action. If the complainant is not satisfied with the outcome it can be referred to the Board of Directors of the Torbay Community Partnership Company with the support of the majority of the Steering Group.
- If the complaint is made by a member of a Steering Group against another member of the Steering Group the same process applies. If the complaint is made against a Community Partnership Chairperson or involves a Chairperson then it is immediately considered by the Board of Directors of the Torbay Community Partnership Company.

*January 2013*