

## **Middlesbrough Network of Community Councils**

### **Code of Conduct**

Middlesbrough Network of Community Councils is committed to giving everyone an equal voice. It is with this in mind that the group, have adopted the following code of conduct. The code of conduct will give guidance to people chairing and participating in meetings.

#### **The group will:**

1. Show respect for each other and each other's feelings, as individuals and as a group.
2. Everyone must respect the individual that is talking and not talk over the top of anyone.
3. Members must indicate when they want to speak and the Chair will tell you when it is your turn.
4. When you speak remember that there are other people who may want to speak. Be concise. If the Chair has to stop you, you may miss out on the opportunity to say what you really wanted to say.
5. As a group we can support each other in the things we do not understand. If you don't understand it is likely other people don't either. Please say.
6. The Community Council is about improving the quality of life for people living in Middlesbrough. It will not tolerate any discriminatory, inflammatory, party political, religious or judgemental views. It is the responsibility of all members to challenge such comments. It is the responsibility of the Chair to stop anyone speaking in this way.
7. Aggression and intimidation come in different forms: Shouting, swearing, being physically threatening, making personal remarks, putting people down, talking over people, being impatient. The Community Council will not tolerate any of these behaviours. We ask that everyone considers their behaviour and takes the opportunity to change.
8. No one - whether they are paid or unpaid is of more or less value.
9. We want the local community, service providers, and others to trust and respect the group. We must always trust and respect each other.

10. The Chair of the meeting is responsible for ensuring that meetings start and at advertised times. It is the responsibility of everyone at the meetings to help the chair achieve the goal.

### **Implementing the Code:**

1. Every member of the Community Council has a responsibility to work within the code of conduct.
2. Every member has the responsibility to remind others of the code of conduct.
3. The Chair of the meeting should refer to the code of conduct.
4. In the event of somebody failing to work within the spirit of the code of conduct it is the job of the Chair to enforce the code with the support of others by:
  - (a) Firstly – reminding the person of the code of conduct
  - (b) Secondly – warning them if they continue they will be asked to leave the meeting
  - (c) Thirdly – asking the person to leave the meeting
  - (d) Fourthly – closing the meeting
5. If the meeting is forced to close the Chair will write to the person concerned reminding them of the code of conduct. The letter will state that if there is a repeat of the incident they will be asked not to attend future meetings and their membership will be withdrawn.