

in equal partnership to find ways of improving the housing service.

6. Discrimination

No member will discriminate on any ground against any other member of the Federation. Discriminatory language will not be used in discussions. All those who attend meetings have the right to be treated with dignity and respect.

7. Constitution

It is important for members to be aware of the Constitution of the Federation. This will help to prevent time being taken up with individual issues which is not the job of the Federation to discuss. Members must remember to follow the agenda, and to help each other to reach effective decisions.

8. Agenda

Before each meeting, the agenda will be agreed with the Chair of the Meeting. Members may request that items of interest to those they represent be placed on the agenda.

if an urgent item of business arises after the agenda for a meeting has been sent out, members may contact the Chair to request that they be placed on the agenda.

9. Breach of Code of Conduct

Should there be a breach of this code by a member, the Chair of the meeting has the power to give a verbal warning to the individual. In addition any member of the Federation can propose that another member be given a verbal or written warning.

if, despite a warning, a member continues to breach this code, or in more serious breaches, a member can be expelled or suspended from further meetings.

CODE OF CONDUCT



Federation of Enfield Community Associations

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Code of Conduct

For members affiliated to or representing the Federation of Enfield Community Associations

1. Purpose of the Code of Conduct

This Code of Conduct explains how members are expected to carry out their duties. Members should be mindful at all times that they are representing their community. They should try to reflect and understand the views of the community. Members are expected to abide by the following rules. If a member deliberately or frequently breaches them, the Federation has the power to take a vote on whether the affiliation of that member be suspended or cancelled.

2. Confidentiality

the business of the Federation may involve members dealing with issues that may be sensitive and controversial. Members must exercise discretion and care in performing their duties and responsibilities. If confidential information is provided, it may only be used for the business of the meeting and it must not be passed on to anyone who is not a member. Such information will not in any case include any personal information about individuals, except at that individual's written request.

3. Conduct of meetings

Members should at all times observe accepted practice while taking part in a meeting:

- ▶▶ To be courteous to each other and support and assist other members in seeking the best possible solution to problems being discussed
- ▶▶ To allow each other the opportunity to speak and comment
- ▶▶ To follow the guidance of the Chair in the conduct of the meeting
- ▶▶ To remember that you are representing the views and accountable to your community or your residents' group

- ▶▶ To remember that the purpose of the meeting is to benefit residents generally and not specific individuals
- ▶▶ To bear in mind the rights of individual residents and the duties of Council employees when proposing solutions to problems
- ▶▶ Not to speak or write on behalf of the Federation without the prior agreement of the Federation. Any correspondence sent on behalf of the Federation should be made available to the executive committee
- ▶▶ To operate within the rules laid down in the Constitution

4. Conflicts of interest

Members

- ▶▶ Must not expect favourable treatment by Housing staff or the Federation itself, nor should they be treated any less favourably: e.g. completion of a repair or allocation of a property
- ▶▶ Must use the agreed procedures for reporting repairs, or pursuing any other matters relating to their own dwelling, or on behalf of another individual resident. When dealing with a member of the Council's staff, members must make clear whether they are acting as an individual resident, or in their capacity as a member of the Federation
- ▶▶ Must notify the Federation if they have any personal, financial or material interest in any matter being considered (for example, if the Federation is considering a change in a policy, a member must inform the Federation if s/he has a close relative who might gain advantage from the change; or if s/he has an interest in a contractor whose work is being discussed). Individual members may be asked to abstain from discussions and decisions about an item in which they have a personal, financial or material interest.

5. Partnership

Residents, elected members and housing staff should at all times show respect and courtesy in their dealings with each other, and seek to work