

Model code of conduct for committee members

Your group should adopt a model code of conduct as part of your constitution. This model can be adapted to suit your group's own needs.

- The role of the committee is to carry out the day to day business of ...[name of group] in an efficient, fair and responsible way.
- In taking decisions on behalf of ...[name of group], committee members must always be aware of their responsibilities to represent all residents of the estate/area.
- All committee members must comply with the constitution and code of conduct at all times.
- The ... [name of group], will provide each new committee member with appropriate support and make them feel welcome at all times.
- Members shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks, or abusive behaviour will not be tolerated.
- The chair has the right to warn an offending member. If he or she persists, they will be asked to leave the meeting and not attend another meeting until further notice. The committee must arrange a date and time to hold a meeting for them to discuss the incident and make a decision for what action to take.

Personal interest of committee members

- Committee members must never use their position to seek preferential treatment for themselves, their family or relatives. Nor should they be treated less favourably when requesting services from Ealing Homes.
- Committee members must use the agreed normal procedure for reporting repairs or making other enquiries about their property.

Relations between committee members and other residents

- Committee members shall not be involved in harassment and anti-social behaviour. Action will be taken under the code of conduct against anyone in breach of this condition.
- Committee members will not have access to personal and individual files of estate residents.
- Committee members will not deal with neighbourhood or inter-personal disputes involving residents of the estate/area. If a committee member is approached by a resident and asked to take up a complaint or enquiry on their behalf, the committee member must refer them to Ealing Homes. Only if Ealing Homes has failed to deal with the problem will the committee member refer to the matter to the secretary or write to Ealing Homes. The committee will deal with matters relating to the maintenance, repair and upkeep of the external fabric of the estate/area.

Finance

- Committee members cannot receive any payment from the group other than for bona fide expenses that have been submitted to the treasurer no less than seven days before the next committee meeting

Relations with Ealing Homes and outside bodies

- The secretary should make statements to the media or other organisations. Any decision to contact or respond to the media must have the approval of the committee.
- Letters sent on behalf of the group must be signed by the secretary, agreed by the committee and recorded in a log by the secretary.
- Committee members must not divulge any group business, which is treated as confidential to other persons or organisations. Failure to comply with this will result in the issue being fully discussed at the next committee meeting

General

- Committee members must never personalise issues and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion on the agenda at a committee or general meeting.
- A serious breach of any of the group's code of conduct may result in a committee member, following a majority vote of the committee, being asked to resign.
- The committee will take decisions on the basis of there being a unanimous agreement or a simple majority of those present if a vote is taken. Minority voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.
- Committee meetings must be held at times which are convenient to the majority of committee members. Every committee member must try to attend committee meetings regularly. If a committee member fails to attend three consecutive meetings without a good reason, they must be asked to consider resigning at the next committee meeting.
- To prevent there being arguments about attendance at meetings, a record will be kept to show who was attending at each meeting.