

Independent East Residents Voice Panel Code of Conduct

The purpose of the Code of Conduct is to set out our standards of behaviours expected from members of the Independent East Residents Voice Panel (the Panel).

Principles

- I agree to act in accordance with our Terms of Reference, and agreed aims and policies
- I agree to act in the best interests of the Panel and the beneficiaries

Decision making

- I agree to taking and upholding collective decisions as a Residents Voice Panel
- Decision making will take the form of one vote per organisation. It is the responsibility of each member to ensure that they keep the other members of the Panel from their organisation updated on the work of the Panel, so informed decisions can be made.
- I will support the principle of clear and transparent decision making, except where confidentiality must be maintained

Meetings

- I will read papers and prepare for meetings
- I will attend meetings where I am able and I will send confirmation or apologies in advance
- If I am unable to attend a meeting I will commit to reading the papers and providing feedback plus participate in any polls or voting required
- I will support the meeting facilitator
- I will participate in debates, but will accept a majority decision
- I will express dissent where necessary, but avoid conflict if possible

Virtual Meetings

- I will not share any video images, take screenshots or photos of the video screen
- I will not record the session or share any confidential information given during the session
- I will keep my microphone muted at all times when I am not speaking
- I will participate in discussions and, when working in smaller groups in 'breakout' rooms ensure that a member of the group is designated to take notes/provide feedback

Conflicts of interest

- I will not accept any financial benefit as a Panel member, other than that authorised and properly agreed by the IERV
- I will not exert any influence as a Panel member to attempt to gain preferential treatment
- I will declare conflicts of interest as soon as they come to my attention, and withdraw from the decision making process on that issue

Equality, Diversity and Inclusion

As a Residents Voice Panel, we are fully committed to fostering an inclusive community where everyone feels valued and respected, regardless of their background, race, ethnicity, gender, sexual orientation, disability, religion, age, or socio-economic status. We will strive to actively promote equality, diversity, and inclusion in all our activities, decision-making processes, and communications, ensuring that everyone has equal access to participation in our service review workshops.

Confidentiality

- I will maintain confidentiality and will not disclose any confidential information concerning any aspect of the Panel, and I will seek clarification from the Panel if I am unsure

Working relationships

- I will maintain respectful relationships with my fellow Panel members and/or volunteers/facilitators/staff members
- If I carry out another role as a volunteer, I agree to keep the two roles separate

Spokesperson

- I will only speak on behalf of the Panel when I have been authorised to do so

Good governance

- I commit to reviewing the Panel regularly
- I will support the Panel to comply with relevant legal and regulatory expectations and with our agreed policies and procedures

Support

- I will seek support when needed and offer support to other Panel members when requested
- I will participate in learning and development activities
- I will make sure that adequate arrangements are made by the Panel to supervise and support staff and/or volunteers

Leaving the Independent East Residents Voice Panel

- I agree to resign from the Panel if requested to do so by the rest of the Panel following a serious breach of this code of conduct
- If there is no clear term of office, then I will give notice in writing to the chair/facilitator of my intention to leave

The Independent East Residents Voice Panel's obligations to me in turn

- I will be sent regular performance reports and an update of activities
- I will be given adequate notice of meeting, and receive agenda and papers 7 days in advance
- Other members, staff and/or volunteers will deal with me in a straightforward and respectful way

I have read, understand and agree to abide by this code of conduct.

Name:

Signed:

Date of agreed Code of Conduct: 19 March 2025

To be reviewed within 12 months