

## APPENDIX 3

### NP Code of Conduct

<p><b>1. Values</b></p>	<p><b>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</b></p> <p><b>Accountability</b> – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, Bristol City council (BCC) (councillors and officers), service providers, the media, and any other interested party.</p> <p><b>Integrity and honesty</b> – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.</p> <p><b>Transparency</b> – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.</p> <p><b>Equality</b> - All members of the NP agree to eliminate discrimination, harassment, victimisation, and advance equality of opportunity between people from different groups and foster good relations between people from different groups in the Neighbourhood Partnership area.</p> <p><b>Councillors Code of Conduct for Members.</b> This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p><b>6. Code of Conduct</b></p> <p style="padding-left: 40px;">6.1 Neighbourhood Partnership councillors shall comply with the Bristol City Council Elected Members’ Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (eg. officer member protocol).</p> <p>Full code of conduct can be found:</p> <p><a href="http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf">http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</a></p>
<p><b>2. General Conduct at all Neighbourhood Partnership-related</b></p>	<p><b>Anyone attending NP-related meetings and events should – :</b></p> <ul style="list-style-type: none"> <li>• Be courteous to all others during the meeting and allow each other the opportunity to speak</li> <li>• Speak through the Chair and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> </ul>

<p><b>meetings and events</b></p>	<ul style="list-style-type: none"> <li>Follow the guidance of the Chair in the conduct of the meeting</li> </ul> <p><b>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable.</b> Substantial breach of any of these points will result in the offender being asked to leave the meeting by the Chair or NPC.</p>
<p><b>3. NP Members and members of NP sub-groups - Conduct at meetings</b></p>	<p><b>NP and subgroup members agree to:</b></p> <ul style="list-style-type: none"> <li>Abide by agreed governance procedures and practices</li> <li>Support the person chairing the meeting to do their job and respect their role as meeting leader</li> <li>Keep to the subject being discussed</li> <li>Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others</li> <li>Not bully or intimidate any other member of the NP.</li> <li>Accept a councillor vote on devolved budgets as decisive and final</li> </ul>
<p><b>4. NP Members and members of NP sub-groups - Conflicts of Interest</b></p>	<p><b>Conflicts of interest:</b></p> <ul style="list-style-type: none"> <li>All members of the NP will act in the best interests of the NP.</li> <li>All members of the NP will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.</li> <li>All members will submit to the judgement of the NP and do as it requires regarding potential conflicts of interest</li> <li>NP members must not personally gain, materially or financially, from their role as member of the NP.</li> </ul>
<p><b>5. NP members - Protecting the reputation of the NP</b></p>	<p><b>Protecting the reputation of the NP – members:</b></p> <ul style="list-style-type: none"> <li>Shall not misrepresent the decisions and discussions of the NP. Where a decision requires clarification, it shall be provided by the chairperson. Where a member's statement or position is unclear or disputed, that member must be consulted for clarification through the chairperson before any other member discusses it with any public forum (including the media).</li> <li>Must strive to uphold the reputation of the NP when speaking as a private citizen</li> <li>Must respect organisational and individual confidentiality.</li> <li>Must own decisions made by the NP, and do not publicly criticise other NP members.</li> <li>must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP</li> </ul>

	meeting
<b>6. Email and Social media</b>	<p><b>When using email or social media, all of the above codes of conduct apply</b></p> <p><b>All communications</b> should be simple, factual and formal, and not emotive, defensive or accusing. Direct communications to the appropriate person and avoid multiple 'copies to'. Remember that email is a formal method of communication and avoid sending emails in haste or in anger.</p> <p>You must not use emails or social media to:</p> <ol style="list-style-type: none"> <li>1. defame or disparage the NP or any person</li> <li>2. harass, bully or unlawfully discriminate against any person</li> <li>1. make false or misleading statements; or impersonate anyone</li> <li>2. You must not express opinions on behalf of the NP using emails or social media, unless expressly authorised by the NP in a public meeting</li> <li>3. You must not post comments of a sensitive nature,</li> <li>4. You must not reveal any confidential information</li> </ol>
<b>7. NP members – Good Practice</b>	<p><b>Good practice. NP members should:</b></p> <ul style="list-style-type: none"> <li>• Strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend</li> <li>• Study the agenda and read all NP papers sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting</li> <li>• Continually seek ways to improve good practice at meetings</li> <li>• Strive to establish respectful and courteous relationships with all people (internal and external to the NP) they come into contact with in their role as an NP member</li> <li>• Inform the chairperson in advance, in writing, if they wish to resign from the NP</li> <li>• Participate in NP training and development</li> </ul>
<b>8. In the event of a Breach to this Code of Conduct.</b>	<p><b>Breaching the Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• If a member of the NP breaches the code of conduct at a meeting the Chair or the relevant Bristol City Council Officer will intervene and may ask the member to leave the meeting.</li> <li>• If a member of the NP should know of, or become aware of, any breach of this Code of Conduct by another member they should notify the Chair or the NPC.</li> <li>• Breaches of the Code of Conduct may also be brought to the attention of NP by others who are not members of NP.</li> </ul>

- Any breach of the Code of Conduct brought to the attention of the NP, or of which NP becomes aware, will be considered under the NP Complaints and Grievances process

### **Complaints and Grievances Process.**

#### **NP Members**

- Complaints and grievances relating to conduct can be raised with the Chair of the NP, the Neighbourhood Partnership Coordinator (NPC) and/or the Area Neighbourhood Manager (ANM).
- Complaints and grievances will be considered and investigated by the NP Chair, the NPC and/or the ANM. Investigation will include exploration with all relevant parties.
- If the complaint is about the Chair, they may be asked to stand down for the duration of the investigation.
- The party who the complaint is against will then be sent details of the alleged breach in writing and will be given 14 days to respond to the NP.
- The NP shall meet after this time to consider the breach and decide whether the member should stand down.

#### **Subgroup/working members**

- If the complaint is regarding a subgroup/working group member's behaviour the Chair of that meeting together with the Neighbourhood Partnership Coordinator will investigate and hold a three way meeting with the person whom the complaint is about. Every effort will be made to reach a satisfactory resolution but if this is not possible they may be required to resign from the subgroup/working group.

#### **Councillors**

- If the complaint is regarding a Councillor then the BCC complaints procedure will need to be followed this can be found at
- <http://www.bristol.gov.uk/page/council-and-democracy/mayorcouncillors-how-complain-or-comment>
- All complaints raised and their resolution should be reported at a subsequent NP meeting