

Lowestoft Place Board: Members Code of Conduct

1. Introduction

This Code of Conduct outlines the basis for the operation of the Lowestoft Place Board and the individual responsibility of its members.

2. Our behaviour as a member of the Lowestoft Place Board

This Code of Conduct covers our behaviour as members of the Lowestoft Place Board, in any private or public meeting, private correspondence and decision-making processes.

As a member of the Lowestoft Place Board I agree to abide by our objectives. Additionally, I agree that:

I will be considerate. I recognise our work will affect other people and our work in turn will depend on the contributions of others. Any decision I take or advice I give, may affect other members or beneficiaries and The Lowestoft Place Board expects me to take those consequences into account when making decisions or giving advice and entering into discussion and negotiations with other members, groups, organisations and external bodies.

Where I have any potential conflict of interest, this will be fully disclosed to the Chair.

I will be respectful. The Lowestoft Place Board values the participation and contribution of all its members. We expect members of the Lowestoft Place Board to be professional and respectful when dealing with colleagues, as well as with people outside of the Board, even where there is disagreement.

I will be collaborative. The Lowestoft Place Board is about collaboration and working together. Collaboration improves the quality of the work and support offered and values the input of others.

I will be selfless. Members of the Lowestoft Place Board should act on behalf of the sectors they represent and in the interests of the town.

I will be objective. Members of the Lowestoft Place board will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

I will uphold the integrity of the Lowestoft Place Board. Lowestoft Place Board members will avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

I will be honest. All members of the Lowestoft Place Board will be truthful

I will be consistent. Members of the Lowestoft Place Board will, wherever possible, uphold verbal or written agreements – I will do what I have said I would and do it when I said I would do it.

I will uphold the Lowestoft Place Board objectives. Disagreements happen all the time and the Lowestoft Place Board is no exception. The important goal is not to avoid disagreements or differing views, but to resolve them constructively. In the first instance I will turn to the chair to seek advice and to resolve disagreements.

I will uphold the democratic decisions of the Lowestoft Place Board. Where a decision has been made, members are expected to uphold and implement the decisions. This does not mean that there cannot be disagreement; Any members uncomfortable with a decision should be offered support to implement the decisions or a consensus reached on participation or implementation of the decision.

Additionally, members should ensure that decisions do not affect a person's employment, health and safety, equality or personal or religious beliefs or any other legal rights – however, members are expected to behave in a manner that upholds the democratic structures of the Lowestoft Place Board.

When I am unsure, I will ask for help. Nobody knows everything, and nobody is expected to. Asking questions avoids many problems down the road, and so questions are encouraged. Those who are asked should be responsive and helpful, and I should not be made to feel threatened or intimidated in any way.

3. Relationships with users, clients and others

Members of the Lowestoft Place Board will at all times conduct themselves in a professional manner whilst representing the Lowestoft Place Board. This includes communicating with other members and external partners, members of the public and supporting agencies. Members will always use appropriate language. All digital media (i.e. Facebook, Twitter, Website etc.) and digital methods (i.e. email) of communication shall be used appropriately; and meetings will be an effective tool to develop constructive conversations and ways to move forward in a positive manner.

Should any member of the Lowestoft Place Board or public feel that they have witnessed or been subjected to unacceptable behaviour by a member of The Lowestoft Place Board, the relevant complaints process should but put into operation as detailed in this document. The following behaviour is not acceptable:

- Insults and name calling
- Swearing, offensive language and gestures
- Inappropriate jokes
- Behaviour that ridicules or undermines someone or something
- Inappropriate or unnecessary physical contact
- Physical assault or threats of physical assault
- Intimidating, coercive or threatening actions and behaviours
- Unwelcome sexual advances

- Isolation, non-cooperation or deliberate exclusion
- Inappropriate comments about a person's appearance
- Intrusive questions or comment, and malicious gossip, about a person's private life
- Offensive images and literature
- Pestering, spying or stalking

Members of the Lowestoft Place Board will maintain the highest levels of professionalism and courtesy when working with service users, groups and individuals and all members will abide by the principles of equality and diversity.

Where agreements have been made with service users, groups or individuals all members of the Lowestoft Place board will act to ensure these agreements are respected and implemented.

4. Media

East Suffolk Council will co-ordinate all media activity with dates and timing of the release of announcements to the media.

Partners may not offer story advances or exclusives to reporters without prior approval / agreement.

The approved spokes people for the Lowestoft Place Board are Stephen Javes, Chairman, Lowestoft Place Board and Cllr Craig Rivett, Deputy Leader, East Suffolk Council.

Signed

Name:

Dated: