

Members Code of Conduct



1. Introduction

As a member of the Hyndburn Green Spaces Forum (“the Forum”) you play an important role. You are vital to the success of the Forum. You will also help to:

- Improve the quality of life for local people
- Join up and improve service delivery in the area
- Listen to and take fully into account the views of residents in the Borough of Hyndburn
- Promote the Borough of Hyndburn
- With this important role comes various responsibilities. This document aims to set out a framework for operating as effective members. This will ensure that the Forum works well together and that all members are ambassadors for the green spaces within the Borough of Hyndburn

It is assumed that members will adhere to the standards set out in this document, as they are reasonable, common sense standards. Thus, in the unlikely event that a member behaves in a way that is of concern to other members there is a framework available to address the situation. This document does not in any way over rule our Constitution. The latest version of our Constitution and Code of Conduct can be found on our website <http://www.hyndburngreenspaces.co.uk>

This Code of Conduct applies to all members and committee’s including any current and future sub committees.

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2. Working Together

a. Collective Decisions

Members will inevitably have differences of opinion on issues being debated. This is healthy. After full discussion, when the members have made a decision, all members must uphold this decision. Speaking against any collective decision in public will undermine the Forum. Hence each member has a responsibility to stand by collective decisions of the Forum and to present a unified stance.

b. Respect

Members must respect each other and each other's opinions. Differences of opinion are welcomed yet debate must not become vicious or personalised. In meetings members must listen to each other and respond to each other politely. All contributions at meetings must go through the Chair. As the Forum works closely with Hyndburn Borough Council, the same respect must be shown to all Council Officers and Councillors

c. Diversity

We are all different. Members will respect and welcome this diversity.

In all the Forum's work, members will treat other members and those affected by the work of the Forum fairly. This means not:

- making assumptions about a person or group of people
- making judgements about a person or group of people
- discriminating against any person or group of people on the basis of their ethnic origin, gender, sexual orientation, religion, disability or age.

d. Mutual Support

Members are carrying out a challenging role and it is important that they support each other in this task. This will involve sharing information and knowledge and learning from each other.

e. Involvement and Commitment

Members are expected to attend meetings and involve themselves in the work of the Forum. Regular attendance at meetings is important and it is expected that members will attend as many meetings as possible with allowance being made for exceptional circumstances.

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f. Harassment

We are all volunteers and we do not expect to be harassed while trying to improve the green spaces within the Borough of Hyndburn.

Any member who appears to be harassing another member either inside or outside of Forum meetings will be dealt with by the committee and could result in the harassing member being permanently removed from the Forum.

Any member who appears to be harassed by someone who is not a member will be dealt with by the committee using any legal measures available.

3. Representing Hyndburn Green Spaces Forum

Members should not make public statements on behalf of the Forum unless they have been authorised to do so by the Chair, who will normally make all public statements and be the spokesperson.

4. Confidentiality

In general, information that members are party to will be publicly available. There may however, be instances where sensitive or confidential information is under discussion. A clear statement will be made if information provided in a report is of a confidential nature. Members must respect confidentiality and therefore not disclose such information to any other person.

5. Conflicts of interest

Members may potentially have a range of involvement in other community, commercial or voluntary groups and political organisations. Where this is the case it is important that the member states any conflict of interest and does not vote where there is any conflict.

When there is an issue that causes a conflict of interest between the Hyndburn Green Spaces Forum committee and any of the sub groups or committees, the Hyndburn Green Spaces Forum committee will have the casting vote.

6. Concerns and Queries

If members have any concerns or queries about the Forums operations these should be made to the Chair who will answer directly or after discussion with the committee as appropriate.