

Scrutiny Panel Code of Conduct



This code of conduct has been agreed by Papworth Trust Tenant Scrutiny Panel.

Each Scrutiny Panel member is expected to uphold the principles and values as follows:

- Prepare for meetings by reading papers thoroughly
- Attend all meetings where possible
- Give apologies in advance of the meeting if unable to attend
- Contribute to & share responsibility for Scrutiny Panel decisions & accept majority decisions made
- Respect all panel members & their views allowing others to speak & be listened to
- Respect the role of the Chair in leading & keeping order in the meetings
- Members to remember the purpose of the meeting & not bring individual issues to the meeting. However, the panel members do recognise that there may be times where discussing individual experiences could enable recommendations to be made to improve a service that benefits all tenants
- Undertake responsibilities for the benefit of all tenants
- Respect confidentiality, papers should be disposed of securely
- Declare any conflict of interest where applicable
- Mobile phones turned off during meetings, except where permission given for exceptional circumstances
- Inappropriate behaviour or discriminatory language will not be tolerated, panel members will be asked to leave

I have read and understood the Scrutiny Panel code of conduct and agree to abide by it.

Signed:

Print name:

Date: