

Appendix 1 - BERF Code of Conduct

This Code of Conduct details the standards expected of all attendees and Committee Forum members as follows:

1. Attendees and Members will:

- a. Act in a courteous manner, maintain a balance of mutual respect and act in a way that is fair and unbiased;
- b. Be clear and honest about whether they are giving a personal view or the views of the wider group or organisation that they represent;
- c. Ensure that attendees can take part without interruption or intimidation and treat all other members equally;
- d. Adhere to Milton Keynes City Councils commitment to equality and diversity and ensure that no discrimination of any kind takes place within the meetings or outside of meetings through any communications channels related to the Forum.
- e. Declare any conflicts of interest.

2. Attendees and Committee Members will not:

- a. Act or speak in a way that may be perceived as bullying, abusive or derogatory;
- b. Discuss identifiable individuals, individual circumstances or disclose confidential information regarding individual and/or personal cases;
- c. Prevent anyone getting information that they are entitled to;
- d. Attempt to dominate or control the meetings for their purpose or the purpose of other groups or organisations they are representing;
- e. Make audio or visual recordings of meetings.
- f. Share information in the public domain, unless agreed by the Committee Forum. The ERF will abide by GDPR rules.
- g. Present their personal opinions and views as those of the ERF
- h. Committee members will not express disrespectful personal views of the ERF or any of its members undermine or voice opposition/lack of support to ERF decisions they disagree with outside the ERF Meetings. In other words they will follow committee responsibility by supporting decisions taken by the ERF irrespective of their personal views.

3. Raising Issues and Concerns

- a. Below is a process by which concerns can be considered if an attendee's behaviour has compromised the principles of the Code of Conduct:
- b. If anyone's behaviour gives cause for concern during a meeting, the Chair and / or Community Engagement Officer/Manager can pause the meeting to deal with the issue in an appropriate manner.
- c. If an attendee wishes to raise a concern following a meeting, it is recommended that they do so informally and verbally with the Chair in the first instance and if they feel it has not been addressed they can raise it with the and/or Community Engagement Officer/Manager. If a concern arises outside of a meeting, this should be raised by telephone or email.
- d. If the issue continues, the complainant can raise the concern/complaint in writing to the Chair and / or Community Engagement Officer/Manager, outlining the reasons and examples of the basis of the issue.
- e. The Chair and/or Community Engagement Officer/Manager will discuss the issue with the individual(s) against whom the complaint is made, in order to reach a resolution.
- f. If it is not possible to reach a resolution, the individual may be asked to resign from the Forum or be told they can no longer attend the meetings, events or activities.