

MILTON ERNEST PARISH COUNCIL

Code of conduct – meetings

1. Scope

This code of conduct covers all meetings that are hosted by Milton Ernest Parish Council and any group operating within their control or direction.

In this code, the word 'meeting' means any meeting, training session, conference, workshop, visit, inspection or other participative activities hosted by the Parish Council.

Attending an event shows agreement to follow these rules and standards of behaviour so that everyone is able to be present without harassment, interruption, fear or intimidation.

All members, employees and those attending meetings are expected to adhere to the code of conduct.

2. Purpose

The purpose of the code of conduct is to ensure that:

- people feel welcome and able to contribute at meetings
- meetings are conducted in an open and business-like manner
- the highest standards of behaviour are maintained

3. Personal Conduct

Those attending meetings must:

- treat all members, employees and attendees with respect.
- welcome attendees and make them feel comfortable.
- promote equality and diversity by not discriminating unlawfully or unfairly against any person.
- not use discriminatory language.
- not make derogatory, inflammatory or personal remarks about other people.
- not harass, bully, threaten, intimidate or assault others.

4. Declarations of interest

Where an attendee or resident has a personal interest in a matter to be discussed, they should declare it.

The chair at the meeting will then decide if the resident should withdraw from the meeting whilst the matter is discussed. This does not apply to interests held by residents generally, such as those affecting a neighbourhood etc.

5. Conduct

During meetings, those present shall:

- Conduct themselves in a reasonable and courteous manner.

- Do their best to arrive on time.
- Keep mobile phones switched off or on silent, except when an emergency situation is anticipated.
- Keep to the subject under discussion and contribute accordingly.
- Treat everyone fairly and with respect.
- Respect the right of other people to speak without interruption.
- No heckling is allowed
- Respect the views and opinions of others and accept that these may not always be the same as their own.
- No visual signs of any kind will be allowed to be made to the Chair to cut someone off from speaking.
- Adhere to the Chair's instructions and decisions.
- Not discuss issues that may be considered 'confidential' with any person or body outside the meeting.
- Not swear or use abusive or derogatory language.
- Not attempt to disrupt the meeting.
- Not attend meetings when under the influence of alcohol or illegal drugs.
- Not seek to further personal agendas at the expense of others.

6. Procedure for breaches of code

Where the chair at the meeting judges that:

- The event has become unmanageable, unnecessarily interrupted, harassed or hindered more than once by the same person or people,
- There has been behaviour which threatens the safety of those others present,

The chair may opt to suspend the meeting until order is restored or to end the meeting if they believe that it is appropriate.