



Code of Conduct

Policy Approval	Secretariat & Plenary
Implementation Responsibility	RW, Secretariat, Host (SJCA)
Date of Adoption by Secretariat	15 June 2022
Date of Adoption by Plenary	
Date of Review*	September 2023

*Policies may need ad hoc changes made to comply with DRCD Circulars, etc. These changes may need to be implemented between Plenaries. These changes should be done with the approval of the Secretariat and approved at the next Plenary.

*Reviews may happen sooner than stated date by request of members. Members should write a brief request to the Secretariat, noting the concerns or issue they have. Requests should be as specific as possible. Secretariat will then consider the request and bring forward the date for review if they feel a review is necessary.

Cork City Public Participation Network Code of Conduct

This Code of Conduct shall be signed by every member of the PPN elected to a representative position on the various committees or boards where the PPN has such representation, by the members of the Secretariat, and by every member who acts as a Rotating Chair / Facilitator. This Code of Conduct details what each member shall commit to in their role as a representative of the PPN and in all areas relating to their interaction with, and on behalf of, the PPN. All members and members with a representative role have a duty of care and responsibility to act in the best interests of the PPN complying with this Code of Conduct.

1. Organisational Values

All Members commit to and promise to comply with the fundamental values that underpin all the activities of the PPN.

2. Accountability

As a member, everything you do and every interaction you are involved in shall be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

3. Integrity and Honesty

These shall be the hallmarks of all conduct within and on behalf of the PPN, particularly when dealing with fellow members and colleagues and external individuals and agencies.

4. Transparency

Members shall promote an atmosphere of openness throughout the PPN to promote confidence to members of the public, Local Authority Elected Members and staff, beneficiaries and regulators and to promote strategic and operational effectiveness. Whilst transparency is a core value of our organisation, special attention should be paid to upholding intellectual property rights, best practice around commercially sensitive and confidential material and personal information.

5. Governance

Members shall always support the ethos and values of the PPN and ensure compliance with good governance and shall:

- 5.1. Commit to supporting and advocating compliance with good governance for the Community and Voluntary Sector and the myriad of groups and organisations within the sector.
- 5.2. Participate in appropriate induction, training and development programmes.
- 5.3. Support the Resource Worker in their executive role and the Rotating Chair / Facilitator in their leadership role.

6. Conflicts of Interest

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Members shall always:

- 6.1. Act in the best interests of the PPN.
- 6.2. Declare any potential “Conflict of Interest and Conflict of Loyalty” or any such circumstance as may be viewed by others as conflicting as soon as it arises.
- 6.3. Abide by decisions of the Secretariat and comply with any requirements regarding potential conflicts of interest or loyalty.
- 6.4. Abide by the decision of the Secretariat as to what is deemed a conflict of interest or loyalty. Where a member disputes the decision of the Secretariat, they may wish to appeal this decision. This should be done in writing and clearly state the reasons why they consider there to be no conflict of interest. The Secretariat will respond likewise in writing with an outcome to their deliberation. The outcome of this should then be taken as final.

Members shall:

- 6.5. Not speak as a member to the media or any public forum without prior knowledge and approval of the Rotating Chair / Facilitator of the Secretariat.
- 6.6. Ensure that any comments made shall reflect current policy even if they do not agree with them.
- 6.7. Uphold the reputation of the PPN when speaking as a private citizen.
- 6.8. Respect individual confidentiality.
- 6.9. Take an active interest in the PPN’s public image.

7. Personal Gain

Members shall:

- 7.1. Not personally gain from their role as a member nor permit others to do so because of actions or negligence.
- 7.2. Document expenses and seek reimbursement according to agreed procedure.
- 7.3. Not accept gifts or hospitality without the consent of the Rotating Chair / Facilitator.
- 7.4. Use PPN resources responsibly, when authorised in accordance with procedure.

8. In addition members shall:

- 8.1. Support the PPN’s vision, values, principles and aims and actively promote these.
- 8.2. Always comply with the PPN’s policy and procedures.
- 8.3. Seek to maintain and promote integrity, good governance, effectiveness and efficiency for the delivery of the aims of the PPN.
- 8.4. Not break the law or act against any regulation in force that would bring the PPN into disrepute.

9. Plenary and other meetings of PPN Members

- 9.1. Members attending Plenary and other meetings internal to or external to the PPN shall always conduct and behave in a professional manner, keeping in mind that their conduct reflects on the integrity of the PPN and the sector. They shall observe accepted practice while participating as a representative or member and shall:
- 9.2. Be courteous and speak by addressing the Rotating Chair / Facilitator.

- 9.3. Only address the meeting in order and as directed by the Rotating Chair / Facilitator.
- 9.4. Comply immediately with directions of the Rotating Chair / Facilitator.
- 9.5. Not cross talk or interrupt any speaker addressing the meeting.
- 9.6. Follow the Agenda and strive to reach effective decisions.
- 9.7. Represent the views of your member organisations.
- 9.8. Turn off mobile phones (where there is an emergency call, please leave the room).
- 9.9. Be prepared for all meetings by reading relevant documents that are received in reasonable time before the meeting.
- 9.10. Conduct themselves in a way that does not impinge on the right to dignity in the workplace of any member, stakeholder or staff member.

10. Secretariat

Members of the Secretariat shall:

- 10.1. Embody the principles of good governance and proper procedure in all actions and live up to the trust placed on them by their election to the Secretariat.
- 10.2. Comply and abide by the PPN governance procedures and practice.
- 10.3. Commit to attend all Secretariat Meetings. In the event of unavoidable inability to attend, give notice to the Resource Worker and Rotating Chair / Facilitator.
- 10.4. Strive to be familiar with all agenda items received by them and be prepared to contribute to discussion and decision making at meetings.
- 10.5. Respect the authority of the Rotating Chair / Facilitator.
- 10.6. Maintain a respectful attitude to the opinions of others.
- 10.7. Understand that decisions will ideally be made by consensus but may be by vote. They shall consider any majority vote as a corporate decision and will accept and support it.
- 10.8. Maintain confidentiality unless authorised to speak on matters outside Secretariat Meetings.

11. Leaving the Secretariat or Representative Role

Members shall:

- 11.1. Understand that any breach of this code may result in that person's removal from the PPN or any of its constituent levels – Linkage Groups, Secretariat or any representative role.
- 11.2. Inform the Rotating Chair / Facilitator of the Secretariat in writing, stating reasons for resigning from the Secretariat or representative role.
- 11.3. After three unexplained absences from their committee/secretariat, be informed of their removal from that position and be informed that the position will be re-opened for election.
- 11.4. Understand that a consistent non-response to communication by staff/secretariat shall be deemed as forfeiture of their position and that that position will be re-opened for election. A consistent non-response shall be considered as three direct emails/calls (not general mail outs) with three follow-up requests/warnings to contact the staff/secretariat.
- 11.5. Participate in an exit interview if requested.

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13. This Code of Conduct was adopted at the Annual General Meeting of the PPN held on:

_____.

14. Signed on behalf of Cork City Public Participation Network:

Date: _____

Rotating Chair / Facilitator

15. Signed by Representative / Secretariat Member / Rotating Chair / Facilitator:

Date: _____

16. Name of Committee / Board: _____