

## **DLR PPN Member Code of Conduct**

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 and the provisions of the Constitution.

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.

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 and by the members of the Secretariat and by every member who acts as a Rotating Chair / Facilitator.

### **1. Organisational Values**

All Members commit to and promise to comply with the fundamental values that underpin all the activities of 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 in order to promote confidence to members of the public, Local Authority Elected Members and staff, beneficiaries and regulators and to promote strategic and operational effectiveness.

### **5. Governance**

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

- 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;

- Participate in appropriate induction, training and development programmes;
- Support the Resource Worker in their executive role and the Secretariat

## **6. Conflicts of Interest**

Members shall always:

- Act in the best interests of the PPN;
- 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;
- Abide by decisions of the Secretariat and comply with any requirements it requires regarding potential conflicts of interest or loyalty.

## **7. Guardian of the PPN's reputation**

Members shall:

- Not speak as a member to the media or any public forum without the prior knowledge and approval of the Secretariat.
- Ensure that any comments made shall reflect current policy even if they do not agree with them.
- When speaking as a private citizen upholds the reputation of the PPN.
- Respect individual confidentiality.
- Take an active interest in the PPN's public image.

## **8. Personal Gain**

Members shall:

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

## **9. In addition to the foregoing Members shall:**

- Support the PPN's vision, values, principles and aims and actively promote these;
- Always comply with PPN's policy and procedure;
- Seek to maintain and promote integrity, good governance, effectiveness and efficiency for the delivery of the aims of PPN;
- Not break the law or act against any regulation in force that would bring the PPN into disrepute;
- The role of the PPN representative is to represent the views of PPN members and not just the views of your own organisation.



## **10. Plenary and other Meetings of PPN Members**

Members attending Plenary and other meetings internal to or external to the PPN shall at all times conduct and behave in a professional manner keeping in mind at all times their conduct reflects on the integrity of the PPN and the sector and shall observe accepted practice while participating as a representative or member and shall:

- Be courteous and speak by addressing the Rotating Chair / Facilitator;
- Only address the meeting in order and as directed by Rotating Chair / Facilitator;
- Comply immediately with directions of Rotating Chair / Facilitator;
- Not cross talk or interruption of any speaker addressing the meeting;
- Follow the Agenda and strive to reach effective decisions; • Represent the views of your member organisation;
- Turn off your mobile phones (where you have an emergency call please leave the room);
- Be prepared for all meetings by reading relevant documents that are received in reasonable time before the meeting.

## **11. Secretariat**

Members of the Secretariat shall:

- 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.
- Comply and abide by the PPN governance procedures and practice.
- Commit to attend all Secretariat Meetings, and in the event of unavoidable inability to attend, shall comply with provisions of the Constitution.
- Strive to be familiar with all agenda items received by them and be prepared to contribute to discussion and decision making at meetings.
- Respect the authority of the Rotating Chair / Facilitator.
- Maintain a respectful attitude to the opinions of others.
- Understand that decisions will ideally be made by consensus but may be by vote and shall consider any majority vote as a corporate decision and will accept and support it.
- Maintain confidentiality unless authorised to speak on matters outside Secretariat meetings.
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## **12. Leaving the Secretariat or Representative Role**

Members shall:

- 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.
- Inform the Secretariat in writing, stating reasons for resigning from the Secretariat or representative role.
- Participate in an exit interview if requested.



**DLR PPN**  
Dún Laoghaire-Rathdown  
Public Participation Network

13. This Code of Conduct was adopted at the Plenary Meeting of the PPN held on: 22 June 2022 at Kiltarnan Parish Centre, Dublin 18.

14. Signed on behalf of Dun Laoghaire Rathdown Public Participation Network:

\_\_\_\_\_ Date: \_\_\_\_\_  
Rotating Chair / Facilitator

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

\_\_\_\_\_ Date: \_\_\_\_\_

16. Name of Committee / Board: \_\_\_\_\_