

Representative Code of Conduct

Version history

Version	Date Adopted	Facilitator	Note
1.0			

Document controls

Action	Responsibility
Approval of document	Secretariat and Plenary
Implementation	Secretariat, Plenary, Staff and Supervisory Working Group, Members
Review	Secretariat
Date of next review	

1. Purpose

This Representative Code of Conduct sets out the standards of behaviour and accountability expected of individuals appointed as PPN Representatives of South Dublin County Public Participation Network (SDC PPN).

This Code applies in addition to the general SDC PPN Code of Conduct and reflects the specific responsibilities associated with representing the PPN on external bodies, committees or structures.

The purpose of this Code is to:

- Support fair, transparent and effective representation
- Protect the integrity and reputation of SDC PPN
- Provide clarity on expected standards of conduct
- Ensure accountability to PPN members and structures

2. Scope

This Code applies when a PPN Representative is:

- Representing SDC PPN on an external body or committee
- Communicating or acting on behalf of the PPN
- Reporting back to the PPN
- Using information obtained through the Representative role

It does not seek to regulate personal conduct outside of the Representative role.

3. Core Standards of Behaviour

Representatives are expected to:

- Act at all times in the best interests of SDC PPN
- Act with integrity, honesty and impartiality
- Represent the PPN responsibly
- Exercise good judgement in their role
- Be accountable for their actions and conduct

4. Representation

Representatives must:

- Represent the collective views of the PPN

- Not act solely on behalf of their own organisation
- Not present personal views as agreed PPN positions
- Communicate positions accurately and responsibly

5. Role and Responsibilities

PPN Representatives must:

- Act in the best interests of SDC PPN
- Represent collective PPN views rather than personal or organisational opinions
- Operate within their agreed mandate
- Act honestly, responsibly and in good faith
- Be accountable to the PPN structures that appointed them

The detailed role, mandate and reporting arrangements are set out in the Representative Charter.

6. Conflicts of Interest and Conflicts of Loyalty

PPN Representatives must:

- Declare all actual, potential and perceived conflicts of interest
- Declare conflicts of loyalty arising from other roles, memberships or affiliations
- Comply fully with the SDC PPN Conflict of Interest Policy
- Step back from discussion, representation or decision-making where required

Representatives must not use their role to advance personal, organisational or sectional interests.

7. Conduct at Meetings and Representation of the PPN

When acting as a PPN Representative, individuals must:

- Attend meetings as required or notify the PPN where attendance is not possible
- Prepare adequately for meetings
- Act respectfully, professionally and constructively
- Follow the direction of the Chair or Facilitator
- Represent agreed PPN positions or collective views where these exist
- Make clear when they are speaking in a personal capacity

Representatives must not present personal views as those of the PPN.

8. Confidentiality and Use of Information

PPN Representatives may have access to sensitive or confidential information.

Representatives must:

- Respect confidentiality where required
- Use information obtained through the Representative role only for legitimate PPN purposes
- Not misuse or inappropriately disclose confidential or sensitive information
- Balance confidentiality with transparency and reporting-back obligations

Confidentiality does not prevent appropriate reporting back to the PPN where information is not confidential.

9. Reporting Back and Accountability

Reporting back is a core responsibility of the Representative role.

PPN Representatives must:

- Report back to the PPN on meetings attended and issues discussed
- Do so in a timely and accessible way
- Use agreed reporting formats or channels where provided
- Be accountable to the PPN structures that appointed them

10. Respect, Dignity and Behaviour Towards Others

PPN Representatives must:

- Treat others with dignity, courtesy and respect
- Foster inclusive and constructive engagement
- Avoid bullying, harassment, discrimination or undermining behaviour
- Conduct themselves professionally in meetings and interactions

Behaviour must align with SDC PPN's dignity, equality and inclusion commitments.

11. Breaches of this Code

Failure to comply with this Code may be treated as a breach of governance standards.

Breaches may be addressed in line with:

- The Grievance Policy
- The Complaints Policy
- The general Code of Conduct
- The Constitution and Standing Orders

Serious or repeated breaches may result in removal from the Representative role, following fair procedures and the principles of natural justice.

12. Review of the Code

This Representative Code of Conduct has been approved by the Secretariat of SDC PPN.

It will be reviewed periodically to ensure it remains appropriate, effective and aligned with best practice.

Declaration

Representative Code of Conduct – Declaration South Dublin County Public Participation Network

I confirm that I have received, read and understood the Representative Code of Conduct of South Dublin County Public Participation Network (SDC PPN).

I agree to comply with the standards, responsibilities and obligations set out in this Code while acting in my role as a PPN Representative.

I understand that failure to comply with this Code may be addressed in line with the Constitution, Standing Orders and relevant governance policies of SDC PPN.

Name: _____

Organisation: _____

Representative Role / Committee: _____

Signature: _____

Date: _____

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