



# Cumbria Parent Carer Forum

## **WHAT IS A CODE OF CONDUCT?**

The Steering Group has responsibility for all actions carried out by staff and Steering Group Members. As a result, the conduct of Steering Group Members and staff, and any other individual parent carers who are acting on behalf of the CPCF should give our Members, partners and funders confidence.

All individuals covered by the Code of Conduct need to show integrity; ensure actions are transparent and avoid any suggestion of improper influence. There must be no abuse of authority in our actions. All Steering Group Members and staff are required to uphold the spirit, as well as the wording, of this Code of Conduct.

This „Code of Conduct“ includes the findings of the Nolan Committee on “Standards in Public Life” and goes beyond these. The term „we“ and „us“ have been used throughout to show that the Code of Conduct applies to Steering Group Members and staff equally.

## **FINDINGS OF THE NOLAN COMMITTEE –**

The seven principles of public life identified by the Nolan Committee guide the content of our Code of Conduct.

- **Selflessness:** take decisions in terms of CPCF’s values and mission and not to gain financial or material benefits for ourselves, our family and friends other than in the case of universal benefit.
- **Integrity:** not place ourselves under obligations to individuals or organisations that might influence us in the performance of our duties.
- **Objectivity:** to ensure that we represent, at all times, a range of disability, Special Educational Needs, cultures, social backgrounds and geographical areas.
- **Accountability:** accept accountability for our decisions and actions to CPCF Members, the providers of public funds and other stakeholders, and submit ourselves to appropriate scrutiny.

- Openness: be open about all decisions and actions that we take. Where required give reasons for our decisions.
- Honesty: declare private interests relating to our duties and take steps to resolve conflicts arising in a way that protects CPCF's reputation, values and mission.

## **DISCLOSURE OF INTEREST –**

This covers circumstances where an individual (or their close relative) could in theory receive a personal or business benefit (other than Honorary/Salary and expenses) as a consequence of CPCF activity.

## **AIMS AND VALUES –**

- Our work and reputation relies on us upholding and promoting CPCF's aims and values.
- We should all work to the same aims and uphold the same values. We are required to incorporate these in our conduct in relation to CPCF.

## **EQUALITY AND DIVERSITY –**

CPCF is committed to achieving equality of opportunity in every area. Our aim is that everyone should be treated fairly and be equally respected and represented. The aim is to ensure that CPCF reflects this to Members.

## **PERSONAL CONDUCT –**

As a representative of parent carers across Cumbria, the Steering Group Member Role has clear responsibilities and requirements in relation to personal conduct, and expects any member who represents the CPCF must strive to establish and maintain the trust and confidence of our members, and partners whom we work with.

You must **not** bring the CPCF into disrepute while acting in your representative capacity. As a steering group member, your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions in both your public and private life might have an adverse impact on your own role.

- Those who represent the CPCF must ensure that in their conduct and activity they:
  - Conduct ourselves appropriately for the duty or function that we are carrying out or attending, which includes treating all of those

we come into contact with courteously and with dignity and respect.

- Respect diversity and different cultures and values.
- Are honest and trustworthy;
- Communicate in an appropriate, open, accurate and straightforward way;
- Respect confidential information and do not share any information that is confidential outside of the Steering Group.
- Are reliable and dependable, or provide clear information to the Chair if they are experiencing challenges that may prevent them from being so, if the Chair is having these challenges contact will be made to the Parent Carer Participation Advisor, North West region.
- Honour work commitments, agreements and arrangements and, when it is not possible to do so, explaining why to the Chair and other steering group members as appropriate.
- Ensure that the views of parent carers are fully and accurately represented. Whilst personal experience may inform this, we must not rely entirely on own experiences, views and judgements, but be fully representative of the wider membership.
- Declare issues that might create conflicts of interest and making sure that they do not influence your judgement or practice
- Behave in a way, in work or outside work, which would call into question your suitability to be a representative of other parent carers.

#### **FAILURE TO FOLLOW CODE OF CONDUCT –**

- We should recognise that failure to follow this Code of Conduct may damage CPCF and will be viewed as a disciplinary matter.
- In the event of an alleged breach of the Code, any investigation or action will be initiated by the Chair. Based on the outcome of the investigation, a range of actions may be taken ranging from seeking appropriate training and support for the individual member, to asking them to permanently step down, depending on the severity and impact of any alleged breach.

If the Chair breaches the code another parent carer forum will be requested to investigate the allegations.

Up dated and adopted September 2018