



Lincolnshire Parent Carer Council

Registered Charity No: 1141060

Code of conduct for Lincolnshire Parent Carer Council members

This 'Code of Conduct' includes the findings of the Nolan Committee on "Standards in Public Life", and goes beyond these. This policy is applicable to all LPCC volunteers, members or trustees.

1. FINDINGS OF THE NOLAN COMMITTEE

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

- i. **Selflessness:** take decisions in terms of LPCC's values, mission and for the charitable benefits of the network the LPCC serves.
- ii. **Integrity:** not place ourselves under obligations to individuals or organisations that might influence us in the performance of our duties.
- iii. **Objectivity:** to ensure that we represent our network at all times, across the range of disabilities, Special Educational Needs, cultures, social backgrounds and geographical areas.
- iv. **Accountability:** accept accountability for our decisions and actions, the providers of public funds and other stakeholders, and submit ourselves to appropriate scrutiny.
- v. **Openness:** be open about all decisions and actions that we take. Where required give reasons for our decisions.
- vi. **Honesty:** declare private interests relating to our duties and take steps to resolve conflicts arising in a way that protects LPCC's reputation, values and mission.
- vii. **Leadership:** promote and support these principles by leadership and example.

2. DISCLOSURE OF INTEREST

This covers circumstances where an individual (or their close relative) could in theory receive a personal or business benefit (other than Honorarium/Salary and expenses) as a consequence of LPCC activity. There are two main examples where a benefit could occur:

- i. A Duality of Interest: where the circumstances could potentially bring about some personal or business gain;

- ii. A Conflict of Interest: where a LPCC interest and a personal/business/other Voluntary Sector interest occurs over the same matter.

Both types of interest must be disclosed. Members and trustees must follow the conflicts of interest policy and declare interests to the Chair or the Vice chair.

3. AIMS AND VALUES

Our work and reputation relies on us upholding and promoting LPCC's aims and values.

We should all work to the same aims and uphold the same values.

4. POLITICAL ACTIVITIES

LPCC's work may take it into the political arena but we must ensure that we demonstrate our non-political nature, and are impartial about party politics. LPCC is able to represent the views of its membership and network to anyone regardless of their political party.

Members and trustees can engage in political activities, including standing for election to public office, as long as it is legal to do so. However participation will be entirely on their own behalf and their political opinions will not represent the LPCC's position.

5. EQUALITY AND DIVERSITY

LPCC 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.

6. HOSPITALITY

We may not solicit hospitality. Occasional modest hospitality is allowed.

Hospitality must always be recorded in the register held by the Chair and Vice chair. Anyone who has received hospitality must record this in the register as soon as practicable.

7. PERSONAL CONDUCT

As a representative of parent carers across Lincolnshire, members and trustees have clear responsibilities and requirements in relation to personal conduct, and any member who represents the LPCC must strive to establish and maintain the trust and confidence of our wider membership and partners whom we work with.

You must not bring the LPCC 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, and the LPCC.

Members and trustees are:

1. to abide by the aims of the LPCC constitution
2. to behave in an appropriate and courteous manner
3. to treat people with dignity and respect
4. to respect diversity and different cultures and values.
5. honest and trustworthy;
6. to listen and respect the views of other members
7. to communicate in an appropriate, open, accurate and straightforward way
8. to respect confidential information and do not share any information that is confidential outside of the membership
9. reliable and dependable, or provide clear information to the Chair if they are experiencing challenges that may prevent them from being so.
10. to honour work commitments, agreements and arrangements and, when it is not possible to do so, explaining why to the Chairs and other members as appropriate
11. Ensure that the views of parent carers are fully and accurately represented. Whilst personal experience may inform some of this, we must not rely entirely on own experiences, views and judgements, but be fully representative of the wider network.
12. Declare issues that might create conflicts of interest and making sure that they do not influence your judgement or practice. In any case of uncertainty, we should always declare the interest.
13. to actively contribute to the work of the LPCC
14. to consult with and inform the LPCC network of relevant issues arising from LPCC work where the subject is not confidential
15. to gather views and opinions from the network and bring them to the LPCC to inform discussion and decision making
16. to champion issues relevant to families and children with disabilities

FAILURE TO FOLLOW CODE OF CONDUCT

We should recognise that failure to follow this Code of Conduct may damage LPCC 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 or Vice 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.

Membership will be terminated with immediate effect if:

1. A member resigns from being a member. This does not exclude them from being on the LPCC network.
2. A member is asked to stand down if:
 - they breach the terms set out in the constitution
 - the individual behaves in an inappropriate or aggressive manner that would bring into question the suitability of that person being an LPCC member
 - After an investigation by the Chair or vice chair, the majority of the membership decides on the person in question to step down.

All terminations of membership shall be by majority agreement from the remaining voting members.

Next review date February 2014