

Code of Conduct



SHROPSHIRE
Parent
And
Carer
Council

Responsibility

1. This Code of Conduct should be read and understood by board members, forum members, staff and volunteers, who should sign to show that they have agreed to act according to its principals whilst representing PACC.
2. The PACC Board has responsibility for all actions carried out on PACC's behalf by staff, volunteers, forum members and board members.
3. 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.
4. All 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.
5. The term "we" and "us" have been used throughout to show that the Code of Conduct applies to everyone equally.
6. This Code is written as a set of general principles rather than detailed prescriptions.
7. The Code stands beside but does not exclude or replace the rights and obligations under common law.

Findings of the Nolan Committee

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

1. **Selflessness:** take decisions in terms of PACC'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.
2. **Integrity:** not place ourselves under obligations to individuals or organisations that might influence us in the performance of our duties.
3. **Objectivity:** to ensure that we represent, at all times, a range of disability, Special Educational Needs, cultures, social backgrounds and geographical areas.
4. **Accountability:** accept accountability for our decisions and actions to PACC Members, the providers of public funds and other stakeholders, and submit ourselves to appropriate scrutiny.
5. **Openness:** be open about all decisions and actions that we take. Where required give reasons for our decisions.
6. **Honesty:** declare private interests relating to our duties and take steps to resolve conflicts arising in a way that protects PACC's reputation, values and mission.

7. Leadership: promote and support these principles by leadership and example.

Disclosure of interest

1. 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 PACC activity.
2. There are two main examples where a benefit could occur, and both of these should be disclosed:
 - A duality of interest. Where the circumstances could potentially bring about some personal or business gain;
 - A conflict of interest. Where a PACC interest and a personal/business/other Voluntary Sector interest occurs over the same matter.
3. We should also disclose any circumstances in which our personal conduct may be viewed as conflicting with the work of PACC.
4. We are required to disclose details to line manager (staff and volunteers) or to the PACC chair (committee members and forum members)
5. Details will be recorded and logged as a "Disclosure of Interest Register".

Aims and values

1. Our work and reputation relies on us upholding and promoting PACC'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 PACC.

Political views

2. PACC'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. When making any political representation, PACC must clearly be seen as presenting a balanced case in support of PACC's key objectives.
3. All those to whom this Code of Conduct applies 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 PACC's position.

Equality and diversity

1. PACC 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 PACC reflects its wider membership.

Hospitality and gifts

2. We may not solicit hospitality.

3. Occasional modest hospitality is allowed.
4. We may not accept offers of free or significantly reduced goods or services, vouchers or any other item with a significant cash value or offers of loans, works to personal property or holidays.
5. We may not accept invitations to attend purely social or sporting functions unless these are part of the life of the community or where PACC will be represented.
6. Families may offer gifts as an expression of thanks, and declining such offers can lead to the family being upset at what they see as a rejection. Where such offers of gifts are made:
 - For gifts of a value less than £20.00 that they are thanked and accepted on behalf of the PACC team.
 - For gifts of a value greater than £20.00 that they are thanked and accepted as a donation to the work of PACC (eg as a raffle prize).

Personal conduct

1. As representatives of PACC we have clear responsibilities and requirements in relation to personal conduct, and should strive to establish and maintain the trust and confidence of our wider membership, and partners with whom we work.
2. We must not bring PACC into disrepute while acting in our representative capacity, as our actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. We should be aware that our actions in both our public and private life might have an adverse impact on our own roles, and on PACC.
3. When representing PACC we must ensure that in their conduct and activity we:
 - carry out responsibilities in accordance with PACC's policies and procedures.
 - 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, and communicate in an appropriate, open, accurate and straightforward way.
 - are bound by PACC's confidentiality documentation.
 - are reliable and dependable, or provide clear information to their line manager (staff and volunteers) or to the PACC chair (committee members) if they are experiencing challenges that may prevent them from being so.
 - 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 our judgement or practice.
 - do not behave in a way, in work or outside work, which would call into question our suitability to be a representative of other parent carers.

Circumstances of concern

1. The following are examples of types of circumstances of concern:
 - Any allegation that an individual may have committed, or is being investigated in relation to having committed a crime.
 - Any child protection or safeguarding concern relating to children and / or vulnerable adults.
 - Any significant challenge between individuals and Government agencies (e.g. where individuals may end up in a litigious relationship with a central or local Government Department).
 - Other similar circumstances.
2. In these situations, it will be standard practice to ask the person involved to temporarily cease to represent PACC and take part in PACC activities until these issues have been investigated and are resolved.
3. This is a neutral and non-judgemental position, designed to protect the organisation and the individual, and to ensure the individual involved is able to focus all of their attention on the issue at hand. Consideration will be given as to how the roles and responsibilities of that individual will be covered in their absence, and whether a temporary replacement should be sought.

Failure to follow Code of Conduct

1. Failure to follow this Code of Conduct PACC's may damage PACC.
2. In the event of an alleged breach of the Code, any investigation or action will be initiated by the chair of PACC.
3. 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.

Agreement

I confirm that I have read and understood the PACC Code of Conduct, and agree to be bound by it in all activities which I undertake on behalf of PACC.

Name

Signature

Date