

Rutland Parent Carer Voice (RPCV) Code of Conduct

1. What is a Code of Conduct?

The Steering Group is responsible for the actions of its staff, Steering Group members, and any parent carers representing RPCV. This Code of Conduct ensures that our actions uphold the confidence of members, partners, and funders by promoting integrity, transparency, and fairness. No abuse of authority is tolerated. All Steering Group members and staff are expected to follow both the spirit and wording of this Code.

This Code incorporates the principles outlined by the Nolan Committee on "Standards in Public Life" and extends beyond them. The terms "we" and "us" are used throughout to emphasize that the Code applies equally to Steering Group members and staff.

2. Findings of the Nolan Committee

The seven principles of public life, as identified by the Nolan Committee, guide our Code of Conduct:

- **Selflessness:** Decisions should align with the values and mission of RPCV, not personal or material gain, except in the case of universal benefit.
- **Integrity:** Avoid obligations to individuals or organizations that could influence our duties.
- **Objectivity:** Represent a diverse range of disabilities, cultures, backgrounds, and regions at all times.
- **Accountability:** Accept accountability for our decisions and actions to RPCV members.
- **Openness:** Be open about decisions and actions, providing reasons where necessary.
- **Honesty:** Declare any private interests and address conflicts to protect RPCV's reputation and values.
- **Leadership:** Promote and support these principles through leadership and example.

3. Disclosure of Interest

3.1 A disclosure of interest is required when an individual (or their close relative) could potentially receive personal or business benefits from RPCV activities. This includes:

- **Duality of Interest:** Where there is the potential for personal or business gain.
- **Conflict of Interest:** Where personal or business interests conflict with RPCV's interests on a particular matter.

3.2 Both types of interest must be disclosed. The administration team is responsible for ensuring annual completion of a declaration form by members.

4. Aims and Values

- 4.1 Our work and reputation are built on upholding and promoting RPCV's aims and values.
- 4.2 All representatives must incorporate these aims and values into their conduct.

5. Political Activities

5.1 While RPCV's work may intersect with political matters, we maintain a non-political and impartial stance. Any political representations must be balanced and aligned with our key objectives. 5.2 Members may participate in political activities in their personal capacity, but their opinions will not represent RPCV.

6. Equality and Diversity

6.1 RPCV is committed to equality of opportunity. All individuals should be treated fairly, respectfully, and be equally represented, ensuring RPCV reflects its member forums.

7. Hospitality

7.1 Solicitation of hospitality is not permitted; however, modest hospitality may be accepted occasionally. 7.2 All hospitality received must be recorded by the admin team.

8. Personal Conduct

8.1 As a representative of parent carers in Rutland, Steering Group members have specific responsibilities regarding personal conduct. Any individual representing RPCV must maintain the trust and confidence of members and partners. 8.2 Actions, behavior, and conduct must reflect positively on RPCV and should not bring the organization into disrepute. Both public and private behavior may be scrutinized, and any adverse actions could affect your role with RPCV.

Those representing RPCV must:

- Act appropriately, courteously, and respectfully in all duties.
- Embrace diversity and different cultures.
- Be honest, trustworthy, and communicate openly.
- Maintain confidentiality and respect confidential information.
- Be dependable, honoring commitments and explaining any difficulties that may arise.
- Ensure that the views of parent carers are accurately represented, not solely based on personal experiences.
- Declare any potential conflicts of interest.
- Behave professionally, ensuring actions do not call into question your suitability to represent others.
- Be mindful of social media conduct to avoid damaging RPCV's reputation.

8.3 Steering Group members must notify the management team of any personal difficulties that could affect their responsibilities. These circumstances may include:

- Criminal investigations or allegations.
- Child protection or safeguarding concerns.
- Significant disputes with government agencies, excluding statutory tribunals or complaints procedures.

8.4 In these cases, it may be necessary for the member to temporarily step down until the issue is resolved. This neutral action protects both RPCV and the individual, allowing the individual to focus on resolving the issue.

8.5 The management team will determine how to cover the responsibilities of any member on temporary leave and whether to appoint a temporary replacement.

9. General Responsibilities

9.1 Any personal conduct that may conflict with RPCV's work must be disclosed to the management team. 9.2 Responsibilities must be carried out in accordance with RPCV's policies and procedures.

10. Failure to Follow the Code of Conduct

10.1 Failure to adhere to this Code may damage RPCV and will be treated as a disciplinary matter. 10.2 Any alleged breach will be investigated by the management team. Depending on the severity and impact of the breach, actions may range from providing training and support to requesting that the member permanently step down.