



Blackburn with Darwen Parents In Partnership

Empowering Parent Carers through Information Sharing

Code of Conduct

- 1.** The BwDPiP Constitution requires members to abide by this Code of Conduct. BwDPiP members must observe the Code of Conduct when attending meetings and representing BwDPiP at events, courses, meetings and training.
- 2.** All BwDPiP members and staff have an obligation to work in the best interests of the organisation. BwDPiP members represent the organisation and act at all times to fulfil its vision. They are accountable for their actions.
- 3.** BwDPiP members do not represent the needs, wishes or views of their own family and should not refer to or seek to promote their own child or young person, personal, religious or political aims or own organisation.
- 4.** BwDPiP members shall treat others with dignity and respect. They shall follow the principles of equity and equality of opportunity as described in the Constitution and not discriminate against others. They shall be friendly and courteous at all times when representing the organisation or acting on its behalf.
- 5.** At any meeting, an individual's right to confidentiality shall be respected and maintained by the group. Confidentiality will be breached in the event of safeguarding concerns about a child or vulnerable adult; concerns for the individual present being at risk of harm or causing harm to themselves; or concerns about potential or actual criminal activity. Such concerns should be communicated immediately to the Safeguarding Officer, or if they are unavailable, to a member of the Steering Group, who will consider and take appropriate action, which may involve contacting local authority children's social care or adults' social care staff or the police.
- 6.** At meetings, BwDPiP members shall speak through the Chair and follow and respect the Chair's guidance. They shall abide by decisions and resolutions made by the Steering Group. BwDPiP members shall follow the agenda and observe any time limits.
- 7.** Before agreeing to any action when representing BwDPiP at meetings, BwDPiP members shall state that the action must first be agreed by the organisation. Members shall bring such matters to the attention of the Chair within seven days of such a meeting. Any actions agreed must be actioned.
- 8.** BwDPiP Steering Group members and officials should be properly prepared for any meeting by reading all the relevant papers, bringing them to the meeting and consulting members of the Steering Group in advance as appropriate.
- 9.** Any Conflict of Interest shall be declared immediately.

Contact: 07923 252483

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Conflict of Interest

10. Conflicts of interest may arise where an individual's personal, family or organisational interests and loyalties conflict with those of BwDPiP and such conflicts may create problems. Examples of conflict of interest include:

- a. A member is also a member, trustee or employee of another organisation with similar objectives, particularly one with which there may be perceived to be any element of competition;
- b. A member is also a member, trustee or employee of another organisation which stands to gain financially or otherwise from decisions made by a group which the member attends on behalf of BwDPiP
- c. A member is also a member, trustee or employee of another group or organisation which enables them to influence strategic decisions in relation to children and young people with disabilities and additional needs and their families in Blackburn with Darwen.

11. There is nothing wrong with a member being in any of these situations. A problem only arises if the member is involved in any discussion or decision which could be seen to conflict with their interest, and fails to declare it at the start of the discussion.

12. Conflicts of interest can

- a. Inhibit free and informed discussion;
- b. Result in decisions or actions that are not in the best interests of BwDPiP;
- c. Create or risk the impression that BwDPiP has acted improperly.

13. Steering Group members (including co-opted members) shall complete and keep up to date a form declaring conflicts of interest. Forms will be kept securely by the Membership Secretary and re-issued annually for members to check. It is the member's responsibility to keep the form up to date at all times.

14. Members shall disclose to the Chair of the meeting any interest in a topic under discussion or decision making, whether it be personal or on behalf of another group, which they consider will affect their participating in the discussion or decision making.

15. The Chair must remind the meeting of such interest(s), including his/her own if appropriate, at the start of the discussion. Members shall decide whether such declarations require those involved to abstain from voting on the matter or to withdraw from the discussion.

16. Members may participate in discussions from which they may indirectly benefit, for example, where the benefits are universal.

17. Members must not expect to receive more or less favourable treatment because they are a member of or represent BwDPiP.

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Breach of Code of Conduct

18. Members will abide by this Constitution and by the BwDPiP Code of Conduct. If the Steering Group considers that any member's conduct has infringed the Code of Conduct or is in any way harmful to the vision of BwDPiP, the Steering Group will reserve the right to terminate membership, provided that the member concerned shall have the right to be heard by the Steering Group, accompanied by a supporter, before a final decision is made.

Declarations of interest

Name of member: Christina Cramsie

Address:

Name of Organisation	Description of role or connection
BwD National Autistic Society	Treasurer – In charge of money, help to promote group. Get members and help with activities
INDIGO	Director – Meet once a quarter to oversee activities, what's working well what isn't

Signed: C.Cramsie

Date: 10th January 2019

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Name of member: Isma Sajid

Address:

Name of Organisation	Description of role or connection
Asian Carers Group	Group Lead (volunteer) held at BwD Carers Service. Arrange speakers and trips out for ladies in the BAME Community, sharing information for Carers who look after someone with an illness or a disability
One Voice Women's Network	Group Lead (volunteer) Empowering ladies to be involved in the community and arrange speakers from health

Signed: I. Sajid

Date: 10th January 2019

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