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Steering Group Code of Conduct

Last reviewed April 2018

As a Waltham Forest Parent Forum(WFPF) S

Steering Group member, I promise to abide by the fundamental values that underpin all the activity of WFPF by:

- Presenting a professional image to parents, carers, professionals and visitors that the forum engages with
- Creating open, honest and supportive working relations
- Promoting collective working to support and promote the work of WFPF
- Respecting WFPF procedures and policies
- Supporting and promoting principles of equality and diversity
- Respecting confidentiality of information and procedures

Law, mission, policies

- I will not break the law or go against WFPF policies and procedures in any aspect of my role as a WFPF Steering Group member
- I will support the aims of WFPF and consider myself its guardian
- I will always strive to act in the best interest of WFPF
- I will provide feedback from any meetings I attend on behalf of the forum

Conflicts of Interest*

- I will declare any conflict of interest, or any circumstances that might be viewed by others as a conflict of interest as soon as it arises
- I will submit to the judgment of the WFPF Steering Group and do as required regarding potential conflicts of interest
- I may be asked to temporarily stand down from my forum duties until any potential conflict is resolved. If the conflict is long term I may be asked to leave my role as a steering group member

Person to person

- I will not break the law, go against WFPF policies and procedures or act in disregard of WFPF policies in my relationships with fellow steering group members, parents, carers, professionals the forum engages with, visitors or anyone I meet in my role as a WFPF Steering Group member
- I will strive to establish respectful and courteous relationships with all I meet in my role as a WFPF Steering Group member

Protecting the reputation of WFPF

- I will not speak as a WFPF Steering Group member to the media or in a public forum without the prior knowledge and approval of the Parent Participation Director or WFPF Chair or WFPF Steering Group
- When I am speaking for or representing WFPF, my comments will reflect current WFPF policy even when these do not agree with my personal views
- I will strive to uphold the reputation of WFPF and those who work in it
- I will respect WFPF and individual confidentiality

Personal Gain

- I will not personally gain materially or financially from my role as a WFPF Steering Group member, nor will I permit others to do so because of my actions or negligence
- I will document expenses and seek reimbursement according to WFPF procedure
- I will not accept substantial gifts or hospitality without prior consent of the WFPF Steering Group
- I will use WFPF resources responsibly, when authorized in accordance with procedure

WFPF Steering Group meetings

- I will abide by WFPF governance procedures and practices
- I will strive to attend all WFPF Steering group meetings, giving apologies ahead of time to the Participation Director if unable to attend
- I will respect the authority of the Steering Group member chairing the meeting and respect his or her role as meeting leader
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude towards the opinions of others while making my voice heard
- I will accept a majority Steering Group vote on an issue as decisive and final
- I will maintain confidentiality about what goes on in the steering group meetings unless authorized to speak of it
- Meetings will generally run 6 times a year, 2 hours per session. Additional meetings may be organized on an ad hoc basis
- Steering Group members will be remunerated a flat rate of £20 per session, funding permitted

Enhancing Governance

- I will endeavour to participate in training and development activities for WFPF Steering Group members
- I will continually seek ways to improve WFPF governance practice
- I will strive to identify good candidates for steering group membership and appoint new members based on merit
- I will support the Parent Participation Director(s) in their role

Leaving WFPF Steering Group

- I understand that a substantial breach of any part of this code may result in my removal from WFPF Steering Group
- Should I wish to resign from the WFPF Steering Group, I will inform the Parent Participation Director or Chair
 - *A conflict of interest may arise in the following circumstances:*
- *A Forum member (or their spouse or direct family member) is also a member, trustee, owner or employee of another organisation/company with similar objectives, particularly one with which there may be perceived to be any element of competition*

- *A Forum member (or their spouse or direct family member) is also a member, trustee, owner or employee of another organisation/company which stands to gain financially or otherwise from decisions made by a group which the Forum member attends on behalf of the Forum*
- *A Forum member (or their spouse or direct family 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 Special Educational Needs and Disabilities and their families in Waltham Forest*
- *A Forum member (or their spouse or direct family member) has brought a legal challenge against the local authority or WF CCG, e.g. through an appeal to the First-Tier Tribunal, a complaint to the Ombudsman or has sought judicial review.*
- *A Forum member (or their spouse or direct family member) is involved in activities against the parent forum, the Local Authority, WF CCG or other partner agencies which go against the ethos of the parent forum*

It should be stressed that there is nothing wrong with a Forum member being in any of these situations – a problem only arises if the member is involved in any decision which could be seen to conflict with their interest and fails to declare it.