

Parents in Partnership Stockport - Code of Conduct

1. All Parents in Partnership (PIPS) members and staff have an obligation to work in the best interests of the organisation. PIPS members represent the organisation and act at all times to fulfil its vision. They are accountable for their actions.
2. The PIPS Constitution requires members to abide by this Code of Conduct. PIPS members must observe the Code of Conduct when attending internal meetings and representing PIPS at external events, courses, meetings and training.
3. PIPS 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 other organisations.
4. PIPS 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. They shall follow the [Values and Principles](#) for co-working, which are published on Stockport's Local Offer.
5. At any meeting, an individual's right to confidentiality shall be respected and maintained by the group. Confidentiality should only 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 PIPS Chair, 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 (0161 217 6028/out of hours 0161 718 2118) or adults' social care staff (0161 217 6029/out of hours 0161 718 2118) or the police.
6. At meetings, PIPS 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. PIPS members shall follow the agenda and observe reasonable time limits.
7. Before agreeing to any action when representing PIPS at meetings, PIPS 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 carried out by appropriate members.
8. PIPS Steering Group members should be prepared for any meeting by reading all relevant papers, bringing them to the meeting and if appropriate consulting members of the Steering Group in advance.
9. Any conflict of interest shall be declared immediately.

Conflicts of Interest

10. Conflicts of interest may arise where an individual's personal, family or organisational interests and loyalties conflict with those of PIPS and such conflicts 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 PIPS;
 - 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 Stockport.
11. There is nothing inherently wrong with a PIPS member being a member of other groups or organisations. A problem only arises if the member is involved in a discussion or decision which could be seen to conflict with their interest and fails to declare it in advance.
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 PIPS;
 - c) Create or risk the impression that PIPS 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 updating. It is the member's responsibility to inform the Secretary immediately should their details change.
14. Members shall disclose to the Chair of an internal or external meeting any interest in a topic under discussion or decision, 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 entirely. Where there is no prevailing view, the Chair of the meeting will have a casting vote.
16. Members may participate in discussions from which they benefit only indirectly, 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 PIPS.

Breach of Code of Conduct

18. Members will abide by the PIPS Constitution and by the PIPS 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 PIPS, the Steering Group reserves 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 (PLEASE PRINT)

Address

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Name of organisation	Description of role or connection

Signed

Date