



Wiltshire Involvement Network

Code of Conduct Policy for Core Group Members

Adherence to the Code of Conduct is a condition of WIN Core Group membership and participation. Breaches of the code could lead to dismissal of the Core Group.

Personal Conduct

WIN requires its Core Group members to:

- Comply with the relevant legislation including equal opportunities, discrimination, human rights, data protection and freedom of information.
- Value diversity by treating all people with respect and acting in a way that does not discriminate against or exclude anyone
- Consider and adhere to the Nolan Principles of Public Life
- Act and conduct themselves in a reasonable and responsible way to any staff or volunteers or members of the public they work with or meet as a WIN member
- Never disclose confidential or sensitive information unless there is a legal duty to do so – for example in the interests of patient safety
- Always act in an open and public way
- Not accept gifts or hospitality which could be seen as trying to influence the decisions, independence or activities of WIN
- Declare any conflict of interest, or anything that might be seen by other people as a conflict of interest, as soon as it arises and keep the Register of Interests up to date.
- Declare to WIN any changes to employment or personal circumstances that could affect participation in a WIN activity
- Not deal with individual complaints about the NHS or Social Care or intervene personally on an individual's behalf. Individuals with

a specific complaint should be directed to the appropriate agency, such as PALS.

Working in the Core Group requires you to:

- Participate in induction training and other opportunities to develop an understanding of WIN work.
- Prepare for any meetings and events and send apologies when unable to attend or will be late
- Report back to the Core Group, by writing a report, of any meeting attended on behalf of WIN using the appropriate report template.
- Listen to and respect the views and experiences of other WIN members and participants, and support others to contribute to WIN's work.
- Only carry out work in line with action plans agreed by WIN Core Group and working/sub groups.
- Have WIN's agreement before speaking, writing or attending meetings on behalf of WIN
- Not speak any of the media without the approval of the Chair.
- Accept collective responsibility and not work against the majority view of the WIN Core Group or working/sub group once a formal decision has been democratically taken

Criminal Records Bureau Check:

- Submit to a CRB check. Non-disclosure of an offence prior to submission will cause automatic disqualification from the Core Group.
- Declaration of an offence prior to a CRB check will not necessarily exclude a member from becoming a participant and taking part in, or being a member of working groups, Core Group etc.
- The Chairs will consider individual circumstances and the nature of any offence and their decision will be ratified by the full Core Group.
- Participants with a declaration may be excluded from certain WIN activities, for example visiting.

Within the resources available to WIN and the Host, WSUN will seek to provide members and participants with:

- Appropriate materials and training to carry out WIN activities
- Re-imbusement of expenses as specified in the Expense policy
- An introduction to WIN for all new members/participants
- Information on all WIN activities, annual reports and regular meetings
- An appropriate level of insurance when taking on WIN activities which are carried out in line with WIN policies and regulations.