

SEND Advice Surrey's Steering Group

Member Code of Conduct and Eligibility



1. Introduction

The purpose of this Code of Conduct is to give clear guidance on the standards of behaviour expected, conduct, eligibility and commitment of being a Special Educational Needs and/or Disabilities Information, Advice and Support Service (SENDIAS) Steering Group Member.

This document complements the Terms of Reference for the SENDIAS/SEND Advice Surrey Steering Group and should be read alongside it.

The SENDIAS service provides information, advice and support to children and young people with special educational needs (aged 0 to 25 years), as well as their parent or carers. This can include children and young people at SEN Support stage as well as those with Education, Health and Care Plans (EHCP) or who are wanting to complete the Education, Health and Care Needs Assessment (EHCNA).

To become a member, individuals need to have an interest in SEND and supporting the improvement of this service, examples may but are not exclusive to, are:

- Parent or carer of a child with SEND
- Young person with SEND
- Volunteer or paid employee of a SEND voluntary group / organisation
- LA Officer with SEND
- A member of Surrey's Parent Forum
- User Participation
- FIS/ Local Offer
- Representative from Health
- Representative from Social Care
- Member of school staff

The Steering Group will be chaired by someone from Surrey's Parent Partnership, Family Voice.

Commitment Required:

- As a minimum, Steering Group Members are required to regularly attend SENDIAS Steering Group meetings. These are termly so will take place three times a year.
- Inform in advance, as far as possible, if unable to attend.
- Read minutes and agenda before meetings.
- Carry out any required actions and participate in meeting when present.
- There are also opportunities to support other work to help to improve the service, but this is not mandatory.

2. Code of Conduct

Selflessness: Steering Group Members should act solely in terms of the public interest, they should not be a Steering Group Member in order to gain financial or other benefits for themselves, their family or their friends.

Integrity: Steering Group Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance in their duties.

Objectivity: Steering Group Members should make decisions and for the SENDIAS service in the best interest for the service.

Accountability: Steering Group Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate if and when it was to arise.

Openness: Steering Group Members should be as open as possible about all decisions taken with each other within Steering Group meetings and give public reasons for their decisions only when the wider public interest clearly demands it.

Honesty: Steering Group members have a duty to declare any private interests which might conflict with and relate to SENDIAS service work.

Leadership: Steering Group Members should promote and support these principles by leadership and example.

Adapted from the Nolan Principles or 'seven principles of public life'.

3. Confidentiality

Meetings will be private and confidential, however notes will be taken and published on the website.

4. Conflict of interests

Any conflict of interest must be raised as soon as possible prior to or within meetings.

5. Personal Conduct

Steering Group Members will conduct themselves in a manner that reflects positively on the SENDIAS Service. Members should treat each other with respect and not breach equality enactments. Steering Group Members have a commitment to represent the voice of other young people, parent carers like themselves and not solely to benefit their own interests.

6. Training and Development

SEND Advice Surrey is very committed to providing appropriate training and development opportunities to the members to enable them to carry out their role effectively. Members are expected to participate in training and development opportunities where available.

7. Undertaking and Compliance

Members are required to comply with the provisions of this Code and failure to do so may result in action in accordance with the agreement procedure.

Agreement:

I _____ (print name) have read and understood and agree to abide by the Code of Conduct as a member of the SEND Advice Surrey (SENDIAS)

Steering Group.

Job Title or area of interest: _____

Date: _____

Signed: _____