

CODE OF CONDUCT

The code of conduct sets the rules to enable coproduction and involvement throughout the Norfolk Autism Partnership.

Value every member

Everyone is considered equal by the Norfolk Autism Partnership. No one person or group is more important than any other person or group.

Accessibility

Everyone has the same opportunity to take part in an activity fully in a way that suits them best. This could include physical access but also clear, accessible information free from jargon.

Respect

Where there is disagreement between members, they will discuss each other's viewpoint respectfully. Members will first seek to understand through listening to what another member is expressing and then confirm that understanding. Members will not only hear the words but fully embrace the meaning and value what is being said. Members will respect different points of view and agree to disagree while striving for consensus.

Working Together

Members will come together at the earliest opportunity to find shared solutions to problems, defining realistic frameworks for goals and working together from the start to the end of a project. Autistic people and their family/carers will influence and monitor the development of support for them while achieving equity between Norfolk Autism Partnership members.

Confidentiality

There may sometimes be issues around confidentiality and information sharing, such as members receiving or sharing information that should not be shared outside of the group without their prior permission. This will need to be resolved for coproduction to be successful. When confidential information cannot be provided a reason will be given.



Code of Conduct Process



The Chair, or Lead, and another person identified by the Chair at the beginning of the meeting, is responsible for ensuring the code of conduct is followed.



Where the code of conduct is not followed, 3 warnings are provided. The person will be reminded of the code of the conduct.

1st Warning:
Asking for a
change.

2nd Warning:
Reminder a
change is
required

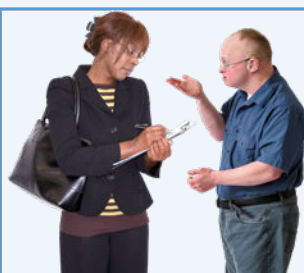
3rd Warning:
Alternative way
to get involved
offered.



An opportunity will be provided to discuss the change required. A record of the issues will be logged and monitored. The log will be used to review any ongoing issues with members, to ensure a fair process and support any appeal process.



After 3 warnings or having three issues logged, if the code of conduct is not followed, and a discussion has taken place to support a change, the person will be offered other ways to get involved other than attending meetings.



An appeal can be sent to autism@norfolk.gov.uk. All appeals will be managed by the Engagement Working Group or another appointed group if the appeal is about them. The appeal is signed off by the Board. The appeal decision is final.