

# CODE OF CONDUCT

## For Members of Programme Groups

### SECTION 1: INTRODUCTION

- 1.1** The public has a right to expect appropriate standards of behaviour of those who serve on the FutureFit working groups.
- 1.2** As a member of a FutureFit working group, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct.

### SECTION 2: KEY PRINCIPLES

The general principles upon which this Model Code is based should be used for guidance and interpretation only. These general principles are:

#### **2.1 Duty**

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. If you are a member of a public body, you have a duty to act in the interests of the public body of which you are a member and in accordance with the core functions and duties of that body.

#### **2.2 Selflessness**

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

#### **2.3 Integrity**

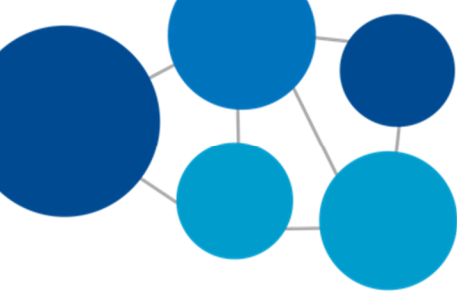
You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

#### **2.4 Accountability and Stewardship**

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others.

#### **2.5 Openness**

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.



## **2.6 Honesty**

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

## **2.7 Respect**

You must respect fellow members of your working group, treating them with courtesy at all times.

## **SECTION 3: CONFIDENTIALITY REQUIREMENTS**

- 3.1** There may be times when you will be required to treat discussions, documents or other information relating to the work of the body in a confidential manner. You may receive information of a private nature which is not yet public. You must always respect the confidential nature of such information and comply with the requirement to keep such information private.
- 3.2** All Programme information will be made public (except where it would be in breach of patient or staff confidentiality or of commercial interests). The timing of publication, however, is a matter for the Programme Board to determine. Members of Programme groups are not at liberty to publish information provided to them by the Programme until such time as that information is formally published.
- 3.3** The limited sharing of Programme information by members of Programme groups within their nominating sponsor/stakeholder organisation (as set out in the Programme Execution Plan) is permitted, however, and does not constitute publication under this code. In such circumstances, members must ensure that those receiving the information understand and accept the responsibility not to make that information more widely known.
- 3.4** All Programme staff, advisors and other persons who may have privileged access to information that is considered to be commercially confidential will be required to sign a confidentiality agreement before gaining access to such information.

## **SECTION 4: REGISTRATION OF INTERESTS**

- 4.1** You must at all times comply with the declaration of interests procedure that has been set out elsewhere in the Programme and is attached for information.
- 4.2** In the context of non-financial interests, the test to be applied when considering appropriateness of registration is to ask whether a member of the public might reasonably think that any non-financial interest could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision-making.

## **SECTION 5: NON COMPLIANCE WITH THIS CODE**

If you do not comply with this Code the Programme Board (or the Core Group acting on its behalf) has the right to remove any member of any FutureFit working group