

Team Expectations Agreement



Being a member of this forum involves an equal partnership between Suffolk County Council, Health Authorities, other local agencies and Suffolk Parent Carer Forum (SPCF). It will be developed through the creation and promotion of the agreed principles in which we welcome and care for all, we ensure that everyone is included and that we value the contributions they make, we will engage in open honest communication and work to build a partnership of trust.

This agreement outlines the behaviour expected of all members of the SPCF. We encourage a climate of openness and dialogue through which the opinions and free expression of concerns are welcomed as a helpful contribution to the culture of the organisation.

Any matters of concern regarding adherence to the expectations set out below should be shared with a member of the SPCF Team.

As a member of the Suffolk Parent Carer Forum, I will always:

- Demonstrate my commitment to the principles outlined above by adopting courteous, sensitive and respectful behaviour to all members of the SPCF, colleagues from SCC and Health Authorities and independent representatives, and other individuals and groups with whom I come into contact through my work with SPCF.
- Uphold and promote the reputation of SPCF, at all times.
- Ensure that I always represent SPCF in a polite and professional manner, for example in ensuring my appearance, language and communication is appropriate for the occasion.
- Hold in confidence all matters that come to my attention, including information about any individual or organisation, unless permission is given for information to be shared.
- Treat any information gained as a member of the SPCF in a responsible manner.
- Ensure punctual and regular attendance at meetings and activities to which I am committed except with good reason, in which case I will notify the Lead for that event as soon as possible.
- Raise any concerns I might have about SPCF processes, other team members or the nature of my involvement with the team's activities, with a member of the management committee, with the understanding that every attempt will be made to respond constructively, in confidence and with sensitivity in order to resolve the matter for everybody concerned.

I will not:

- Use SPCF as a platform to further my own interests/beliefs.
- Use SPCF to represent my own view to the exclusion of the views of others in the Team.
- Damage the reputation of SPCF, or any of its partners, through my behaviour and communication outside my immediate forum role, including through social media, knowing that doing so could lead to the termination of my involvement.

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Agreement

I have received a copy of the Team Expectations and I have read, understood and agree to follow its content.

Signed:

Date:

Print:

Last Reviewed: November 2024

Next Review: November 2025