

College of Experts members: Code of conduct

Introduction and purpose

This code of conduct sets out the standards and proper practices for members of the Parkinson's UK Colleges of Experts. Its purpose is to clearly set out what is expected and provides a framework to address issues of poor performance should these arise. It should be read alongside the College of Experts members [Terms of reference](#).

General

- I am fully committed to the objects, mission and values of Parkinson's UK and will champion these accordingly.
- I accept the responsibilities of my role (as set out in the College of Experts [Terms of reference](#)).
- I accept my duty to act reasonably and prudently in all matters relating to the charity. I will use my knowledge, skills and experience in the fulfilment of my role as a College of Experts member.
- I will abide by any relevant policies and procedures of the charity. This includes obtaining a working knowledge of such documents as set out in the Terms of reference and as directed by the Research grants team.
- I will be an active College of Experts member and engage in the work of the charity to review research grant applications, when and where I can.
- I accept my duty of confidentiality to Parkinson's UK and will respect the College of Experts grants review operational confidentiality at all times. However, I will never use confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will keep papers and other information submitted for grant review by the College of Experts secure and confidential. Under the [General Data and Protection Regulation](#) (GDPR) we expect you not to disclose personal information relating to the grant review process and to destroy all applications and related documents immediately after use for the intended purposes.
- I will use Parkinson's UK's resources responsibly, and when claiming expenses will do so in line with the charity's [volunteer expense policy](#).
- I will seek to be accountable for my actions as a member of the College of Experts, and will submit myself to whatever scrutiny is appropriate.

Managing interests

- I will not gain materially or financially from my involvement with Parkinson's UK unless specifically authorised to do so.

- I accept my duty to act in the best interests of the charity and not as a representative of any group – considering what is best for Parkinson's UK and its present and future beneficiaries.
- I will conduct myself in a manner that does not damage or undermine the reputation of Parkinson's UK or its staff individually or collectively, and will not take part in any activity that conflicts with the objects or might damage the reputation of Parkinson's UK.
- I accept my duty to avoid conflicts of interest and unless authorised, I will not put myself in a position where my personal interests conflict with those of the charity. Where there is a conflict of interest I will declare this in accordance with the College of Experts members Terms of reference.

Review of research grant applications and grant assessment panel meetings

- I will take an active role in reviewing research grant applications at all stages and adhere to the review timelines. If I am going to be unavailable for any of the nominated grant review periods, I will notify the Research grants team as soon as possible.
- I will attend virtual online (and in rare instances in-person) meetings as appropriate to discuss research grant applications or give apologies. If attendance proves problematic I will notify the Research grants team to seek approval, request a leave of absence or consider whether there are other ways I can engage with charity.
- I will prepare fully for all grant assessment panel meetings. This will include reading papers, thinking through issues and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and scoring shortlisted grant applications prior to and at the final grant assessment panel meetings. I will contribute in a considered and constructive way, listening carefully, challenging sensitively, and avoid conflict and take steps to mitigate unconscious bias.
- I accept my duty to act collectively and will actively participate in decision-making. I will accept and publicly support a majority decision of the College of Experts and will not act individually unless specifically authorised to do so.

Governance

- I will develop and maintain a sound and up-to-date knowledge of charity and College of Experts best practice. This includes an understanding of the charity's activities, the nature and extent of its work and the external environment in which it operates.
- I will actively contribute towards improving the governance of the College of Experts grant reviewing and share ideas for improvement.
- I will help to identify good candidates as potential College of Experts members as requested by the charity.

Working with others

- I will treat all those I come into contact with at Parkinson's UK with respect and courtesy. I will respect diversity, different roles and boundaries, and avoid giving offence. At Parkinson's UK, we want to be there for everyone in the Parkinson's community. Through the charity's [equality, diversity and inclusion strategy](#), Parkinson's UK aims to understand and address the needs of the whole Parkinson's community. By having a diverse network of people

involved with research, we're more likely to make breakthroughs that change the lives of all people with Parkinson's.

- I will conduct myself in a manner that does not put me or those I come into contact with at Parkinson's UK at risk, and act in accordance with the charity's [safeguarding policy](#).
- Where I also volunteer with the charity I will maintain the separation of my role as a College of Experts member and as a volunteer.
- I will not make public comments about the charity unless authorised to do so and will inform the Research grants team of any engagements to speak publicly on any subject related to the work of the charity.
- Any public comments I make about Parkinson's UK will be considered and in line with charity's approved messaging, whether I make them as an individual or as a College of Experts member.

Leaving the College of Experts

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being removed from my post as a College of Experts member.
- Alleged breaches should be reported to the Research grants team in accordance with the [volunteer problem solving policy](#). The Chair of the College of Experts will be notified by the Research grants team if they are notified of any substantial breaches.
- If I wish to cease being a College of Experts member at any time, I will inform the charity in writing, stating my reasons for leaving.

Review

- The charity will revise this Code of conduct on a regular basis and notify College of Experts members of amendments.

Full name (<i>Block Capitals</i>)	
Signature	
Date completed	

Queries

If you have queries about this document or membership of College of Experts, please contact the Research grants team: researchapplications@parkinsons.org.uk