

CODE OF CONDUCT

SUMMARY

It is mandatory for the CCG (in line with all other Government Bodies) to adopt a Code of Conduct for its employees. In terms of the CCG, this is a required appendix within constitutions and forms part of the template constitution published by NHS England.

This Code is a summary of nationally published guidance and associated local CCG policies. National guidance and associated CCG policies detailed below in Tables 1 and 2 will apply to:

- Member practices and their employees (in the context of any work for the CCG)
- Individuals on the CCG's governing body and its committees
- Employees of the CCG
- Third parties acting on behalf of the CCG (including commissioning support units, shared services organisations and those with honorary contracts)

Table 1 below will be updated where existing guidance is known to be superseded by additional or successor guidance published by the Department of Health or NHS England. All individuals must carry out their duties in accordance with the CCG's constitution, Standing Orders, Scheme of Reservation and Delegation, and Prime Financial Policies to ensure CCG processes are followed. All are available on the CCGs G drive.

Table 1 also refers to professional bodies. In the case of dispute between a member practice and the CCG, the LMC may also be asked to assist arbitration. Failure to comply with requirements of national guidance or any associated CCG policies may ultimately result in termination of employment or position within the CCG.

STANDARDS OF BEHAVIOUR

All individuals are entitled:

- To be treated with integrity, respect and sensitivity
- To experience no bullying, harassment or victimisation
- To encounter no form of unfair discrimination
- To be valued for their skills and abilities

These standards of behaviour (which are also referred to in individual job descriptions) will be managed through associated CCG human resources policies listed in Table 2. Individuals wishing to report suspected or known breaches of the above should inform the Corporate Governance Lead, or if more appropriate, the Chief Finance Officer.

Table 1: links to national guidance

| Document | Publisher | Link |
|---|--|---|
| Standards of Business Conduct for NHS Staff HSG (93)5 | NHS Business Services Authority | http://www.nhsbsa.nhs.uk/Documents/NHSBSACorporatePoliciesandProcedures/Standards_of_Business_Conduct.pdf |
| Commercial Sponsorship – Ethical Standards for the NHS | Department of Health | http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4005135 |
| The NHS Codes of Conduct and Accountability; (Amended July 2013) | NHS Appointments Commission & Department of Health | http://www.nhsbsa.nhs.uk/Documents/Section_1_-_D_-_Codes_of_Conduct_Acc.pdf |
| The Code of Conduct for NHS Managers | NHS Employers | http://www.nhsemployers.org/~media/Employers/Documents/Recruit/Code_of_conduct_for_NHS_managers_2002.pdf |
| NHS Act 2006 as amended by the Health and Social Care Act 2012 | HM Government | http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted |
| The Nolan Principles on Conduct in Public Life (also Appendix H in the CCG constitution). | HM Government | https://www.gov.uk/government/publications/the-7-principles-of-public-life |
| The Code of Practice on Openness in the NHS | Department of Health | http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4050490 |
| General Medical Council: Good Medical Practice | General Medical Council | http://www.gmc-uk.org/guidance/good_medical_practice.aspx |
| NHS Code of Practice Supplementary Guidance on Public Interest Disclosures | Department of Health | https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216476/dh_122031.pdf |
| The Bribery Act 2010 | Ministry of Justice | https://www.gov.uk/government/publications/bribery-act-2010-guidance |
| Standards for members of NHS boards and Clinical Commissioning Group governing bodies in England (Nov 2013) | Professional Standards Authority | http://www.professionalstandards.org.uk/docs/default-source/publications/standards/standards-for-members-of-nhs-boards-and-ccgs-2013.pdf?sfvrsn=2 |
| Managing Conflicts of Interests | General Medical Council | http://www.gmc-uk.org/guidance/ethical_guidance/21161.aspx |
| Document | Publisher | Link |
| Managing Conflicts of | NHS England | https://www.england.nhs.uk/publication/ma |

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| Interest : Statutory Guidance for CCGs | | naging-conflicts-of-interest-revised-statutory-guidance-for-ccgs-2017/ |
| Shared principles on conflicts of interest when CCGs are commissioning from member practices. | NHS Clinical Commissioners, Royal College of General Practitioners and BMA | https://www.nhscc.org/latest-news/conflicts-of-interest/ |
| Respective professional Codes of Conduct: (a) Nursing and Midwifery Council professional standards (b) General Medical Council members code of conduct | Nursing and Midwifery Council General Medical Council | http://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/find-a-regulator/nursing-midwifery-council http://www.gmc-uk.org/about/council/register_code_of_conduct.asp |
| Public Contracts Regulations 2015 (PCR 2015) | HM Government | http://www.legislation.gov.uk/ukxi/2015/102/pdfs/ukxi_20150102_en.pdf |
| Code of Conduct | ABPI (Association of British Pharmaceutical Industries) | http://www.pmcpa.org.uk/thecode/Pages/default.aspx |
| NHS Code of Confidentiality | Department of Health | https://www.gov.uk/government/publications/confidentiality-nhs-code-of-practice |

Table 2: Associated CCG policies

| Policy | Link |
|-----------------------|---|
| Hospitality and Gifts | https://www.buckinghamshireccg.nhs.uk/public/about-us/how-we-make-decisions/strategies-and-policies/hospitality-and-gifts/ |
| Conflicts of Interest | https://www.buckinghamshireccg.nhs.uk/public/about-us/how-we-make-decisions/registers-of-interests/ |
| Whistleblowing | https://www.buckinghamshireccg.nhs.uk/public/about-us/how-we-make-decisions/strategies-and-policies/whistleblowing-policy/ |
| Procurement Policy | To be published |
| Fraud and Corruption | Forms part of Hospitality and Gifts policy |
| Human Resources | http://consulthr.buckinghamshireccg.nhs.uk/ Harassment and Bullying Policy, Grievance Policy, Disciplinary Policy, Substance Misuse Policy, Capability Policy, Equality & Diversity Policy, and Statutory and Mandatory Training Policy. |

DOCUMENT CONTROL SUMMARY

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|---|---------------------------------------|
| Lead Officer | Robert Majilton, Deputy Chief Officer |
| Status | FINAL |
| Version No. | 1.6 |
| Date | July 2018 |
| Author(s) | Russell Carpenter |
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| Date of ratification by Governing Body | 13 July 2017 |
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VERSION CONTROL SUMMARY

| Date & Version | Author | Comment |
|----------------|--------|--|
| 1.0 | NL | First draft – circulated for comments to CCG audit chairs |
| 1.1 | RC | Strengthened cross referencing to supporting policies |
| 1.2 | RC | Draft submitted to Audit Committee 30.11.16 |
| 1.3 | RC | Strengthened section 17 regarding national policies and guidelines |
| 1.4 | RC | Revision following Governing Bodies feedback |
| 1.5 | RC | Revision following discussion by SMT 11.04.17 – agreed subject to revision of reference to Director of Corporate Affairs – amended to read Corporate Governance Lead. Approved by Audit Committees virtually without comment June 2017, ratified by governing bodies 13 July 2017. |
| 1.6 | RC | Reviewed and updated to reflect CCG merger. |