



Code of Practice for Members of UNTRAP

UNTRAP members are asked to:

- Uphold anti-discriminatory principles and behaviour. This means showing respect for all individuals, groups and communities, regardless of differences such as 'race', ethnicity, religion, class background, gender, disability and sexual orientation.
- Value and respect the contributions of the general public, service users/patients, students, staff and other UNTRAP members, even where these differ from the individual's own views and perspectives.
- Express disagreement in a constructive way that challenges the issue rather than the person.
- Respect the confidentiality of information shared by service users/patients, students, staff and other members of UNTRAP. In particular, UNTRAP members will not share any confidential information with anyone under any circumstances unless specifically authorised to do so.
- Carry out any role agreed with universities, NHS bodies and other organisations to the best of their ability.
- Only agree to undertake work that they feel able to deliver.
- Inform the university and where appropriate any other organisation at the earliest opportunity if it will not be possible for work to be carried out as agreed.
- Respond to requests for information from UNTRAP that aim to monitor and evaluate UNTRAP's work.
- Claim payment promptly and in line with UNTRAP's agreed rates and procedures.
- Inform the UNTRAP administrator if he/she wishes to withdraw from membership of UNTRAP.

Reimbursement

The responsibility for declaring, to any relevant agency, payments received, remains with each individual member. If you need help with your finances it

is recommended that you use an independent adviser such as provided at a Citizen's Advice Bureau.

Reimbursement for participation is intended to meet users out of pocket expenses (including travel costs within the Coventry and Warwickshire NHS Trust area), as well as reflecting the time and effort of participation. For this reason we would not normally pay for travel time, but exceptions can be made where this would unfairly disadvantage someone.

UNTRAP members may be paid up to £1000 per annum in total as recompense for their involvement. If the payments exceed this amount, they will be put on the University Variable Payroll.

UNTRAP members should also note that if they take on work that goes beyond participation they may be treated as taking on employment. Please note that in these circumstances payment for work may be liable for taxation. If you have any questions do not hesitate to contact the UNTRAP co-ordinator.

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Please sign and date both copies of the form and send them to the UNTRAP administrator. One copy will be returned to you when it has been signed for UNTRAP.

Agreement to UNTRAP's Code of Practice for Members

Member agreement:

I (please print name)..... agree to UNTRAP's Code of Practice for members, as outlined above.

Signature:Date:

Authorisation by UNTRAP:

Signed for UNTRAP:

Name:

Signature: Date:

- ***One copy to be returned to UNTRAP member***
- ***One copy to be retained by UNTRAP***