



## **USING THE CODE OF PRACTICE CHECKLISTS**

Both sectors are responsible for complying with the East Sussex Compact, and promoting it within individual organisations. The Compact Codes of Practice spell out in detail good practice in specific areas, and state the key principles and commitments of both sectors.

The enclosed **Code of Practice Checklists** will help you to understand how you can meet these specific Compact undertakings, in all aspects of your work.

The checklists should be used as a reference tool for the code of practice activity in which you are involved, for example:

- a Grant Funding Officer from the Borough Council will refer to the checklist for 'Funding & Procurement', to ensure that the principles of this specific code of practice have been met
- a Consultation Officer at the local Primary Care Trust will refer to the checklist for 'Consultation & Community Engagement', to ensure that the principles of this specific code of practice have been met
- individuals managing or supporting volunteers will refer to the checklist for 'Volunteering', to ensure that the principles of this specific code of practice have been met

The Compact Steering Group would appreciate feedback as to how useful the checklists are in day-to-day working.

By gathering this feedback, the Steering Group will be able to test the value of the checklists, and start to develop detailed guidance for each one; including 'real life scenarios' in which the checklists should be used.

If you have any questions, or would like support using the Code of Practice Checklists, please do not hesitate to contact:

The Compact Team  
01273 482911  
[compact@eastsussex.gov.uk](mailto:compact@eastsussex.gov.uk)

**Enjoy and good luck!**