



Assurance Reviews Code of Conduct

The Code of Conduct is a statement of principles that the review team will adopt to ensure a consistent professional approach in delivering a successful review. The Code of Conduct should be agreed between the review team at the start of the planning meeting and discussed with the SRO. Establishing a Code of Conduct is essential to ensure that the review team and the SRO adopt uniform working practices and standards.

In conducting the review, the review team will: (typical items include)

- be helpful
- be challenging but supportive
- be open and honest
- make findings evidence based and triangulate information
- be respectful to the Programme/Project Team
- be timely in conduct of interviews and production of report as far as possible
- be professional at all times
- maintain confidentiality and allow interviewees to speak freely without ramification (comments will be non-attributable)
- seek to make practical recommendations that will aid delivery
- keep the SRO informed during the review process so there are no surprises in the final report
- assist to ensure the project is a success
- value diversity and difference
- value best practice as well as identifying areas for improvement
- be independent and objective
- work as a team and respect each other's opinions
- use the review as a learning experience
- be robust in the management of time
- value best practice as well as identifying areas for improvement
- commit to providing a report that gives value to the project and its stakeholders
- observe the fact that the review is not an audit.