

Peer Charter

We value the important and vital contribution peers make to sector-led improvement. Peers volunteer their time to provide a 'practitioner perspective' and 'critical friend' challenge to help organisations and their people learn and improve. To help maximise this experience, this Charter clarifies some of the key expectations and requirements of being a peer.

It summarises:

- Our relationship with you
- What we expect and require of you in your role as a peer
- What you can expect from us to support you as a peer

Our relationship with you

As a peer you are not an employee of the Local Government Association (LGA). If you are an Officer of a local authority then you will continue to be engaged under the terms and conditions of your existing contract of employment and you will continue to be paid by your existing employer. The organisations we work with specify the skills, expertise and experience of peers they require. The peers we suggest to them will reflect these requirements. We cannot therefore guarantee that any, or any amount of, services will be sought from you as a peer. We regularly review our pool of peers to ensure we can offer peers with the experience and expertise required by the organisations/local authorities we work with.

What we ask of you

You will:

1. As an officer peer seek permission from your employing organisation/local authority for you to be released as a peer to volunteer your time. This will indicate to us that your employer has agreed for you to be released and will continue to cover your salary (including any tax, national insurance and pension costs) for the period of the peer project.
2. Display and advocate the peer competencies and behaviours and perform your role and responsibilities in accordance to the relevant peer role description. As a peer you will carry out your role and responsibilities with the highest level of skill, care and diligence.
3. Inform us of any changes in your circumstances including role and employment status so that we can update the information we hold on you to help ensure it remains accurate and up to date.
4. Respond promptly to confirm your interest and availability when we contact you about a potential peer project. This allows us to respond quickly to the requests and requirements of local authorities and the other organisations we work with.

We ask that you advise us of any political activity or other issue that may cause a conflict of interest with your involvement with the peer project.

5. Commit to a peer project by taking reasonable action to ensure you can remain available for the duration of the project assignment. We understand that on occasion there will be unforeseen circumstances and legitimate reasons for having to withdraw from a peer project. When this happens we ask that you provide us with as much notice as possible. This provides us with the opportunity to identify a replacement peer.

6. Respect the confidentiality and sensitivity of the information that you come across during the course of a peer project. We also ask that you check with the LGA project manager before you publicly disclose the peer projects you are involved or have been involved in.

7. Act as a champion for sector-led improvement by positively advocating and promoting the role of peers. We ask that peers be willing to provide feedback following a peer project to summarise their experience. From time to time we will ask some peers to be involved in peer development sessions to promote the role of peers. 8. Self-assess your performance after each peer project you undertake as part of our evaluation of our peer led support to the sector.

What you can expect from us

We will:

1. Ensure that you are offered relevant and proportionate training, development or briefing activity to enable you to undertake your role as a peer effectively.

2. Provide as much notice as possible of potential peer projects to maximise the chance of you being available. We will always check your availability and willingness to do the peer project before we pass your details onto the organisation we are working with.

3. Provide you with a Purchase Order, guidance on any expenses and relevant and appropriate guidance that specifies key dates, your fees (if any) and deliverables required, prior to each peer project.

4. Cover all reasonable out of pocket expenses such as travel, food and drink and hotel accommodation which have been approved by the LGA project manager, provided these are submitted promptly and supported by relevant receipts and are in accordance with our Expenses Policy.

5. Provide peers with Professional Liability Insurance Cover. On occasions we may require peers to arrange their own public liability insurance. We will advise peers if this is required.

6. Provide as much notice as possible on the limited occasions that peer projects are cancelled or postponed. If we have to cancel a peer project and your involvement in it, we will do so without any liability to peers for any compensation or payments.

7. Adhere to our obligations under the Data Protection Act 1998 when managing the information we hold on our peer database. We will use the information we hold on your knowledge, expertise and experience to match you with potential peer projects. We may also share your information with other organisations such as local authorities, fire and rescue services and other partner organisations we work with for these purposes.

8. Provide regular communication and information about our offer to the sector so that you are kept up to date with developments and where possible have an opportunity to inform how it develops.

Please familiarise yourself with the [Peer Support Terms and Conditions](#). These detail the contractual obligations of peers. They include the terms and conditions we expect peers to work in accordance with when working on a peer project.