

CODE OF CONDUCT 2018

All Coast to Capital staff are required to consider the terms of this Code of Conduct and sign and return this form. Members of the senior management team and those staff involved in advising on decisions are also expected to complete a Declaration of Interests.

Nolan Principles

Staff members agree to act in accordance with the 'Seven Principles of Public Life', known as the Nolan Principles:

- 1. Selflessness** - staff should act solely in terms of the public interest.
- 2. Integrity** - staff must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends.
- 3. Objectivity** - staff must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- 4. Accountability** - staff are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- 5. Openness** - staff should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- 6. Honesty** - staff should be truthful.
- 7. Leadership** - staff should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Conduct

Accordingly, when acting in your capacity as a staff member of Coast to Capital Local Enterprise Partnership:

- You must act in a manner consistent with your LEP's equality and diversity strategy and treat Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.

- When carrying out your LEP duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
- You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the LEP. In addition, you should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, including membership of any Trade Union, political party or local authority that relates to your LEP duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. For senior staff and those staff involved in advising on decisions, this includes registering and declaring interests in a manner conforming with the procedures set out in the Coast to Capital Conflicts of Interest Policy.
- You must, when using or authorising the use by others of the resources of your LEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
- You must promote and support high standards of conduct when serving in your LEP position, in particular as characterised by the above requirements, by leadership and example.

Breach of this Code

Any breach of this Code will be investigated and may result in disciplinary proceedings.

Agreement

I confirm that I have read the Code of Conduct and will abide by its principles and provisions

Signed..... Date.....

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(Name)