

Code of Conduct for members of the partnership Board

PART 1 - GENERAL PROVISIONS

1.SCOPE

- (a) A Member of the Board must observe the Board's Code of Conduct whenever he/she -
 - (i) conducts the business of the Board;
 - (ii) acts as a representative of the Board;

2. STANDARDS OF BEHAVIOUR

- (a) This Code of Conduct shall not have effect in relation to the activities of a Member of the Board undertaken other than in an official capacity.
- (b) Where a Member of the Board acts as a representative of the Board on another relevant body, he/she must, when acting for that other body, comply with that other body's Code of Conduct
- (c) In this code, "Member of the Board" includes a co-opted Member of the Board.

3. GENERAL OBLIGATIONS

- (a) A Member of the Board must -
 - (i) promote equality by not discriminating unlawfully against any person;
 - (ii) treat others with respect; and
 - (iii) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Board.
- (b) A Member of the Board must not -
 - (i) disclose information given to him/her in confidence by anyone, or information acquired which he/she believes is of

- a confidential nature, without the consent of a person authorised to give it, or unless he/she is required by law to do so; nor
- (ii) prevent another person from gaining access to information to which that person is entitled by law.
- (c) A Member of the Board must not in his/her official capacity, or any other circumstance, conduct himself/herself in a manner which could reasonably be regarded as bringing the Board into disrepute;
- (d) A Member of the Board -
- (i) must not in his/her official capacity, or any other circumstance, use his/her position as a Member of the Board improperly to confer on or secure for himself/herself or any other person, an advantage or disadvantage.
 - (ii) must, when using or authorising the use by others of the resources of the Board -
 - (aa) act in accordance with the Board's requirements; and
 - (bb) ensure that such resources are not used for other purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Board.
- (e) A Member of the Board must when reaching decisions have regard to any relevant advice provided to him/her by -
- (i) An appointed advisor to the Board
 - (ii) The accountable officer for the Board's finances

PART 2 - INTERESTS

4. PERSONAL INTERESTS

- (a) A Member of the Board must regard himself/herself as having a personal interest in any matter if a decision upon it might reasonably be regarded as affecting himself/herself to a greater extent than an ordinary resident of the area or the well-being or financial position of himself/herself, a relative or a friend or –
- (i) any employment or business carried on by such persons;

- (ii) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (iii) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000;
- (b) In this paragraph -
- (i) “relative” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
 - (ii) “partner” means a member of a couple who live together.

a. DISCLOSURE OF PERSONAL INTERESTS

A Member of the Board with a personal interest in a matter who attends a meeting of the Board at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Where a Member of the Board considers he/she has such a personal interest in a matter, he/she must always declare it, but it does not then necessarily follow that the personal interest debars the Member of the Board from participation in the discussion and voting.

b. PREJUDICIAL INTEREST

- (a) Subject to sub-paragraph (b) below, a Member of the Board with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member of the Board’s judgement of the public interest;
- (b) A Member of the Board may regard himself/herself as not having a prejudicial interest in a matter if that matter relates to -
 - (i) another relevant Board of which he/she is a Member
 - (ii) another public Board in which he/she holds a position of general control or management;
 - (iii) a body to which he/she has been appointed or nominated by the Board as its representative;

c. PARTICIPATION IN RELATION TO DISCLOSED INTERESTS

- (a) Subject to sub paragraph (b) below a Member of the Board with a prejudicial interest in any matter must -
 - (i) withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation.
 - (ii) not seek improperly to influence a decision about that matter.
- (b) For the purpose of this paragraph, "meeting" means any meeting of -
 - (iii) the Board; or
 - (iv) any of the Board's Committees/Boards, Task and Finish Groups or Advisory Committees.

PART 3 - BEHAVIOUR

5. RESPECT AND COURTESY

For the effective conduct of the Board's business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Member of the Boards and Officers of the partner organisations. This too plays a very important part in the Board's reputation and how it is seen in public. It is very important that both Members of the Board and Officers remember their respective obligations and to do what they can to avoid criticism of other Members of the Board, or other Officers, in public places.

6. CONCLUSION

It is hoped that, by following good practice and securing sensible and practical working relationships between Members of the Board and others, we can provide one of the cornerstones of a successful public Board.