



## SELEP Code of Conduct

### 1. Introduction

- 1.1 This Code requires that all members of all SELEP boards and respective officers maintain high standards in the way they undertake their duties. As a board member they are a representative of the SELEP, and therefore their actions impact on the way in which the SELEP is viewed by the public.

### 2. Nolan Principles

- 2.1 All Board Members of the South East Local Enterprise Partnership (SELEP) are required to have regard to the Principles of Public life, known as the Nolan Principles, contained within the provisions of S.29(1) of the Localism Act 2011, and set out below:

- SELFLESSNESS - To serve only the public interest and never improperly confer an advantage or disadvantage on any person.
- INTEGRITY - Not to place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- OBJECTIVITY- Make decisions on merit, including when making appointments, awarding Contracts or recommending individuals for rewards or benefits.
- ACCOUNTABILITY - To be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their Office.
- OPENNESS - To be as open as possible about their actions and those of the SELEP and should be prepared to give reasons for those actions.
- HONESTY - Not to place themselves in situations where their honesty may be questioned, should not behave improperly and should, on all occasions, avoid the appearance of such behaviour.
- LEADERSHIP - Should promote and support these principles by leadership and by example and should always act in a way that secures or preserves public confidence.

### 3. The Code of Conduct

- 3.1 All board members and officers are required to act in a manner that takes in to account the following:

#### Conduct

- 3.1.1 You must treat others with respect;



- 3.1.2 You must uphold the law;
- 3.1.3 You must ensure that your personal behaviour promotes good relations;
- 3.1.4 You must not bully or intimidate or attempt to intimidate any person;
- 3.1.5 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the SELEP;
- 3.1.6 You must not behave in a way which would be likely to bring the SELEP into disrepute;
- 3.1.7 You must not use or attempt to use your position as a Member improperly to confer on or to secure for yourself or any other person, an advantage or disadvantage - financial or otherwise;
- 3.1.8 You must act in a manner consistent with the SELEP's equality and diversity strategy, as set out in the SELEP Assurance Framework, and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.

### **Information and resources**

- 3.1.9 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - i) you have the consent of a person authorised to give it; or
  - ii) you are required by law to do so; or
  - iii) the disclosure is made to a third party for the purpose of obtaining professional advice and that third party has, before receiving the information, agreed not to disclose the information to any other person; or
  - iv) the disclosure is:
    - reasonable and in the public interest; and
    - made in good faith and in compliance with the reasonable requirements of the Authority.
- 3.1.10 You must not prevent another person from gaining access to information to which that person is entitled by law;
- 3.1.11 You must, when using or authorising the use by others of the resources of the SELEP, act in accordance with the SELEP's reasonable requirements; and ensure that such resources are not used improperly for political purposes (including party political purposes).

### **Accountability**

- 3.1.12 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.
- 3.1.13 When carrying out your SELEP duties you must make all choices,



such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.

- 3.1.14 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 SELEP. In addition, you should be prepared to give reasons for those decisions and actions.

### **Declarations**

- 3.1.15 You must, within 28 days of taking office as a Board Member or co-opted, declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to your SELEP duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the SELEP Register of interests policy.

<http://www.southeastlep.com/about-us/our-policies>

- 3.2 You must promote and support high standards of conduct when serving in your SELEP post, in particular as characterised by the above requirements, by leadership and example.