

Stapleford Town Deal Executive Board Code of Conduct

As per the Towns Fund Prospectus¹, government expect that Town Deal Boards align with governance and polices of the Lead Council (Broxtowe Borough Council). This includes whistle blowing, conflicts of interest and complaints.

Broxtowe Borough Council expects employees and its members to adhere to the Nolan Principles² of public life. Therefore, members of the Stapleford Town Deal Executive board are expected to adhere to those same principles of:

Selflessness: Board Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity: Board Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Board Members should make choices on merit.

Accountability: Board Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Board Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Board Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Board Members should promote and support these principles by leadership and example.

Interpretation

In this Code "meeting" means any meeting of:

- a) the Executive Board;
- b) any of the Executive Board's Delivery Board or sub-groups;

¹ <https://www.gov.uk/government/publications/towns-fund-prospectus>

² <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-publiclife--2>

whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members.

'Member' - a Board Member.

General Obligations

2. When acting in your role as a Member of the Board:

2.1 **Do** treat others with respect.

2.2 **Do not** conduct yourself in a manner which is contrary to the Board's duty to promote and maintain high standards of conduct by members.

2.3 **Do 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: (a) you have the consent of a person authorised to give it;

(b) you are required by law to do so;

(c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

(d) the disclosure is:

(i) reasonable and in the public interest; and

(ii) made in good faith and in compliance with the reasonable requirements of the Board;

2.6 **Do not** prevent another person from gaining access to information to which that person is entitled by law.

2.7 **Do not** improperly use knowledge gained solely as a result of your role as a board member for the advancement of yourself, your friends, your family members, your employer or your business interests.

2.8 When making a decision, **do** consider the matter with an open mind and on the contents before the meeting at which the decision is to be taken. When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

(a) Broxtowe Borough Council's Chief Finance Officer

Although government expects that the Town Deal Board Code of Conduct must align with that of the Lead Council, which, for the avoidance of doubt, in this situation, is Broxtowe Borough Council, there may be elements of the Broxtowe Borough Council's Code of Conduct that are not applicable to board members, in relation to the Stapleford Town Deal Executive board and its function.

- For example, members of the Executive board may not necessarily be employed by Broxtowe Borough Council, therefore elements from Broxtowe

Borough Council's Code of Conduct relating to agreed pay would not apply, as membership of the board is not a paid role. A further example would be that there is no leave allowance associated with board membership, therefore Broxtowe Borough Council's leave policy would also not apply.

- Members of the Executive board are expected adhere to the latest version of the agreed 'Communications and Engagement Statement'.
- Members of the Executive Board are expected to share collective responsibility for all Executive Board decisions. Members are expected to stand behind Board decisions in public and share collective and individual support for Board policy decisions and issued communications and statements at all times. Where a Member feels unable to do this, they should tender their resignation of Executive Board membership.
- If a complaint is received by the Executive board, the matter will be referred to Broxtowe Borough Council and dealt with under the Broxtowe Borough Council's complaints policy.
- Copies of Broxtowe Borough Council's applicable policies, within its own Code of Conduct can be obtained via the website.

Interests

3. As a board member, your role, may, at times, overlap with your personal and/or professional life and interests. However, when performing your role as a board member and dealing with the business interests of the Board, **do** act solely in terms of the public interest and **do not** act in a manner to gain financial or other material benefits for yourself, your family, your friends, your employer or in relation to your business interests.

Disclosable and Non Disclosable Personal Interests

4. You have a Disclosable Personal Interest where you are a member of any Body which is a private club or society, such as the Freemasons, a recreational club, working men's club or private investment club.

5. You must publicly disclose the Disclosable Personal Interest on the Register of Interests and make a verbal declaration of the existence and nature of that Interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event you do not need to disclose the nature of the interest).

6. You have a "Non-Disclosable Pecuniary Interest" or "Other Interest" in an item of business of the Authority where:

(a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you, or a member of your family, or a person with whom you have a close association to a greater extent than it would affect the majority of the District administrative area

7. You are required to declare and register any gifts and hospitality accepted in excess of an estimated value of £50.00 (Fifty Pounds). You are required to declare gifts/hospitality over this amount, but which were declined.

If you think your membership, ownership, involvement, support for or support or payment from another organisation could bring you into a conflict of interest situation please declare it at the appropriate meeting and add it to the register of Board Member interests. If you are in doubt of any of these statements, please contact the Council's Monitoring Officer.

Registration of Interests

8. Within 28 days of this Code being adopted by the Board, or your election as a Member (where that is later), you must register all interests which fall within the category of Disclosable Personal Interests.

9. Upon your re-election as a board member, you must within 28 days, re-register any interests within the category of Disclosable Personal Interests.

10. You must register any change to a Disclosable Personal Interest or new interest within 28 days of becoming aware of it.

11. You need only declare any interest you believe to be a "sensitive interest". A sensitive interest is one which, if disclosed on the public register, could lead to you or a person connected with you being subject to violence or intimidation.

Sanctions

Board members found to have been in breach of the code are expected to consider their position very carefully and depending on the severity offer a formal apology recorded in the minutes or if it is a matter which would bring the Board into disrepute or reputational damage, would be expected to tender their resignation. Where this not forthcoming the Board could impose one or more of the following sanctions:

- (a) Censure or reprimand the member;
- (b) Publish its findings in respect of the member's conduct;
- (c) Recommend to the Chair or Vice Chair that he/she be removed from any or all subgroups
- (d) Recommend to the Chair or Vice Chair that the member be removed from the Board, or removed from the Delivery Board