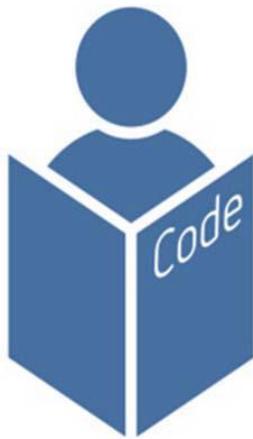




## **Section H: Code of Conduct**

**October 2021**



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# **CODE OF CONDUCT**

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## H Code of Conduct

All members of the SWLEP Board, its Subgroups and officers shall, when carrying out any duties or responsibilities on behalf of the SWLEP, and at all other times, abide by the 7 principles of public life: as set out in Section 28 of the Localism Act 2011<sup>1</sup>;

- a. Selflessness;
- b. Integrity;
- c. Objectivity;
- d. Accountability;
- e. Openness;
- f. Honesty; and
- g. Leadership

Board Members are expected to conduct themselves in accordance with these principles, which underpin the purpose and provisions of the Code of Conduct. The 7 principles of public life are taken to be consistent with the following:

Selflessness	Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends
Integrity	Holders of public office 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, holders of public office should make choices on merit.
Accountability	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
Openness	Holders of public office 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 it.
Honesty	Holders of public office 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	Holders of public office should promote and support these principles by leadership and example.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2011/20/section/28/enacted>

On joining the SWLEP Board, all members shall make a written declaration of their agreement to the Board's Governance Framework which includes this code of conduct.

Accordingly, Board Members, when conducting themselves in accordance with these principles:

- must act in a manner consistent with the SWLEP's equality and diversity strategy and treat their fellow Board Members, members of staff and others they come into contact with when working in their role with respect and courtesy at all times.
- 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 their selves, their family, a friend or close associate.
- must not place themselves under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence them in the performance of their official duties.
- when carrying out their SWLEP duties they must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
- are accountable for their decisions and must co-operate fully with whatever scrutiny is appropriate to their position. They must be as open as possible about both their decisions and actions and the decisions and actions of the SWLEP. In addition, they should be prepared to give reasons for those decisions and actions.
- must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to their SWLEP duties. Furthermore, they must take steps to resolve any conflicts arising in a way that protects the public interest.
- must, when using or authorising the use by others of the resources of the SWLEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
- must promote and support high standards of conduct when serving in their SWLEP post, in particular as characterised by the above requirements, by leadership and example.

### **Gifts and Hospitality**

1. All Members of the Board should follow the gifts and hospitality policy of Wiltshire Council as the Accountable Body as set out in Part 12 of its Constitution<sup>2</sup>.

### **Complaints and Whistleblowing**

2. Any individual or organisation is entitled to make a complaint about the work of the SWLEP if they feel that it is not being conducted in accordance with the Governance Framework. All complaints will be dealt with by the SWLEP using its complaints and whistleblowing procedures (Sections L and M of the Governance Framework).

### **Declaration of acceptance of appointment**

3. All Board Directors are required to make a declaration of acceptance of appointment on the form before or at the first Board meeting after their appointment (Appendix 8).

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<sup>2</sup> <https://cms.wiltshire.gov.uk/mglistgifts.aspx?bcr=1>

**Appendix I: Declaration of acceptance of appointment to the SWLEP Board**

I .....

having been appointed as a Board Director of the Swindon and Wiltshire Local Enterprise Partnership declare that I take this role upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

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

This declaration was made and signed before me:

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

Proper officer of the SWLEP