

# Code of Conduct for Burton upon Trent Town Deal Board Members

1. All Board Members must sign up to the Town Deal Code of Conduct on commencing their role with a Town Deal Board.

## **Purpose of the Code of Conduct**

- 1.1 The purpose of this Code of Conduct is to assist you in the discharge of your obligations as a Member of the Town Deal Board to the town, its local communities and businesses, and the public at large by:
  - a. setting out the standards of conduct that are expected of you when you are acting in that capacity, and in so doing
  - b. providing the openness and accountability necessary to reinforce public confidence in the way in which you perform those activities.
- 1.2 The Code also applies to co-opted members of the Town Deal Board who are entitled to vote on any issues coming before the Board.

## **2.0 Scope of the Code of Conduct**

- 2.1 The Code applies to you in all aspects of your activities as a Member of the Town Board, including (but not limited to): -
  - a. at formal Town Deal Board meetings
  - b. when acting as a representative of the Town Deal
  - c. in taking any decision as a Board Member
  - d. in discharging your functions as a Board Member
  - e. at briefing meetings with local stakeholders
  - f. at site visits
  - g. when purporting to act as a Board Member

## **3.0 Board Member Code of Conduct**

- 3.1 You are a Board Member of the Burton upon Trent Town Deal Board. Accordingly, when acting in your capacity as a Board Member of Burton upon Trent Town Deal Board you shall have regard to the following Nolan Principles:

### ***Selflessness***

You should take decisions solely in terms of the public interest. You should not seek to gain financial or other material benefits for yourself, your family, or friends.

### ***Integrity***

You should not place yourself under any financial or other obligation to outside individuals or organisations that might influence you in the performance of your official duties.

### ***Objectivity***

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You must, when using or authorising the use by others of the resources of your Town Deal Board, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).

### ***Accountability***

You are accountable for your decisions and actions to the public and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your recommendations, decisions and actions and the recommendations, decisions and actions of the Town Deal Board. In addition, you should be prepared to give reasons for those recommendations, decisions and actions.

### ***Openness***

You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

### ***Honesty***

You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or Local Authority that relates to your 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 Lead Council's conflict of interest policy.

### ***Respect for Others***

You must act in a manner consistent with the Lead Council's equality and diversity strategy 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. You should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

### ***Leadership***

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

## **4.0 Expectations of Conduct**

You shall base your conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, immediately in favour of the public interest.

You shall at all times ensure that your use of expenses, allowances, facilities and services provided from the public purse is strictly in accordance with the rules laid down on these matters and that you observe any limits placed by the Lead Council on the use of such expenses, allowances, facilities and services.

You shall complete any mandatory training required for your role as a Member of the Town Deal Board which you are appointed.

You shall at all times conduct yourself in a manner which will maintain and strengthen the public's trust and confidence in the integrity of the Board and never undertake any action which would bring the Board, you, other Board Members or stakeholders generally, into dispute.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_