

## Southport Town Deal Board

## Code of Conduct

### WHO THIS CODE APPLIES TO

- 1 This Code applies to you as a Member of this Board when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.
- 2 The Code of Conduct does not apply to what the Members of the Board do in their purely private and personal lives.
- 3 You are a representative of this Board and the public will view you as such and therefore your actions and perceived actions impact on how the Board as a whole is viewed and your actions can have both positive and negative impacts on the Board.
- 4 Any failure to observe the Code may result in expulsion from the Board and any other sanctions the Chair of the Board and Lead Authority, judge to be appropriate and within its authority to decide.
- 5 This Code is based upon the “Nolan Principles – the seven principles of public life” which are set out at Appendix 1 of this Code.

### INTERPRETATION

- 6 In this Code “Meeting” means any meeting of the Board or any of the Board’s committees, sub- committees or working groups.
- 7 “Board Member” includes an appointed Member.

### GENERAL OBLIGATIONS REGARDING BEHAVIOUR

- 8 Board Members should demonstrably act consistently and fairly in adhering to the Seven Principles of Public Life as set out in Appendix 1 of the Members Code of Conduct
- 9 When acting in your role as a Member of the Board:

<b>WHAT MEMBERS MUST DO</b>	<b>WHAT MEMBERS MUST NOT DO</b>
DO treat others with respect	DO NOT conduct yourself in a manner which is contrary to the Authority's duty to promote and maintain high standards of conduct of Board Members
DO act in accordance with the Authority's reasonable requirements	<p>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:</p> <ul style="list-style-type: none"> <li>-you have the consent of a person authorised to give it;</li> <li>- you are required by law to do so;</li> <li>- 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 the disclosure is: -</li> <li>- reasonable and in the public interest; and</li> <li>-made in good faith and in compliance with the reasonable requirements of the Authority</li> </ul>
<p>DO treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government</p>	DO NOT bully any person
When making a decision, DO consider the matter with an open	DO NOT intimidate or attempt to intimidate any person who is likely

<p>mind and on the facts made available to you in order for the decision to be taken.</p>	<p>to be a complainant, witness or involved in the administration of any investigation or proceedings in relation to an allegation that a member has failed to comply with the Board Member Code of Conduct</p>
<p>At a meeting where a disclosable pecuniary interest or personal interest arises, DO declare any interests relating to your public duties and DO take steps to resolve any conflicts arising in a way that protects the public interest.</p>	<p>DO NOT do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf, of the authority</p>
<p>DO act solely in terms of the public interest</p>	<p>DO NOT conduct yourself in a manner which could reasonably be regarded as bringing The Board into disrepute</p>
	<p>DO NOT place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.</p>
	<p>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.</p>
	<p>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</p>

## INTERESTS

10 As a Board Member your role may, at times, overlap with your personal and/or professional life and interests.

11 There are two types of interest of which Board Members should be aware of and ensure that they register and/or declare as required.

A. (The definition of Disclosable Pecuniary Interests (DPIs) is set out in Appendix 2 of the Code of Conduct). You have a Disclosable *Pecuniary Interest (DPI)* in any business if it is of a description set out in this Appendix. The Council has chosen to define personal interests as follows:

B. You have a *Personal Interest* in any business of your Lead Authority where it relates to or is likely to affect:

i. Any body of which you are a member or in a position of general control or management and/or to which you are appointed or nominated by your Authority;

ii. Any body

a. Exercising functions of a public nature; or

b. Directed to Charitable purposes; or

c. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

of which you are a member or in a position of general control or management

iii. Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income

12 You are required to register both a Disclosable Pecuniary Interests (DPI) and a personal interest.

## DISCLOSURE AND PARTICIPATION

13 In addition:

a. Board Members must update their register of interests within 28 days of the date that a change occurs;

- b. Where a Board Member discloses a Disclosable Pecuniary Interest, he/she must withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

## **DISPENSATIONS**

14 A voting member may request in writing to be granted a dispensation relieving them from the restriction of not participating in, or voting upon, any matter in which they have a disclosable pecuniary interest. Such a dispensation will only be granted in accordance with the provisions set out in Section 33 of the Localism Act 2011 and arrangements agreed by Council.

## **APPENDIX 1 TO THE CODE OF CONDUCT**

### **THE SEVEN PRINCIPLES OF PUBLIC LIFE**

#### **SELFLESSNESS**

Holders of the public office 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**

Holders of the 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.

#### **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.

## APPENDIX 2 TO THE CODE OF CONDUCT – DISCLOSABLE PECUNIARY INTEREST

You have a disclosable pecuniary interest in any business of the Board if it is of a description set out in this Appendix and is either;

- a. An interest of yours; or

<b>Subject</b>	<b>Prescribed description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a Member of a relevant authority in carrying out duties as a Member, or towards the election expenses of a/the Member of the relevant authority.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest*) and the relevant authority —</p> <p>under which goods or services are to be provided or works are to be executed; and</p> <p>which has not been fully discharged.</p> <p>*this means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a Head of Service, or in the securities of which the relevant person has a beneficial interest</p>
Land	<p>Any beneficial interest in land which is within the area of the relevant authority*.</p> <p>*land excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.</p>
Licenses	Any license (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

<p>Corporate tenancies</p>	<p>Any tenancy where (to the relevant Member's knowledge) —</p> <p>the landlord is the relevant authority; and</p> <p>the tenant is a body in which the relevant person has a beneficial interest.</p>
<p>Securities</p>	<p>Any beneficial interest in securities* of a body where —</p> <p>that body (to the relevant Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>either—</p> <p>the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> <p>*securities means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</p>