

# Dorset Local Enterprise Partnership

## Board Member Code of Conduct

September 2020

As a Board Director of the Dorset Local Enterprise Partnership (LEP) you are responsible for ensuring that Dorset Local Enterprise Partnership CIC meets its statutory and other obligations and shall have regard to the duties under the Companies Act 2006 (Appendix A).


As a Board Director you will have regard to the following Nolan principles of public life (Appendix B) – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.

Accordingly, when acting in your capacity as a Board Director of Dorset LEP:

1. You must act in a manner consistent with Dorset LEP's equality and diversity strategy and treat your fellow Board Directors, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
2. You 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 yourself, your family, a friend or close associate.
3. 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.
4. When carrying out Dorset LEP duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
5. 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 LEP. In addition, you should be prepared to give reasons for those decisions and actions.
6. 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 Dorset LEP 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 Conflict of Interest Policy.
7. You must, when using or authorising the use by others of the resources of Dorset LEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
8. You must promote and support high standards of conduct when serving in your Dorset LEP post, in particular as characterised by the above requirements, by leadership and example.

#### **MEMBER'S DECLARATION AND SIGNATURE**

I confirm that have read the code of conduct and will act in accordance to the code of conduct as a Dorset LEP Board Director:

Date	13 <sup>th</sup> November 2020
Board Director's name (Capitals – in full)	CECILIA MARY BUFTON
Signature	

## **Appendix A: Directors Roles and Responsibilities**

As with any other company, the directors of a CIC occupy an important position of trust, and company law imposes on them a range of duties. The directors are responsible for ensuring that the CIC meets its statutory and other obligations. The Companies Act 2006 codifies the general duties which directors owe to the company. A CIC director has the following duties under the Companies Act 2006:

1. To act within the company's powers
2. To act in the way he or she considers, in good faith, would be most likely to achieve the community purpose of the company, and in doing so have regard (amongst other matters) to:
  - a) the likely consequence of any decision in the long term
  - b) the interests of the company's employees
  - c) the need to foster business relationships with customers, suppliers and others
  - d) the impact of the company's operations on the community and the environment
  - e) the desirability of the company maintaining a reputation for high standards of business conduct
  - f) the need to act fairly as between the members of the company
3. To exercise independent judgement
4. To exercise reasonable care, skill and diligence
5. To avoid conflicts of interest
6. Not to accept benefits from third parties
7. To declare an interest in proposed transactions or arrangements and in existing transactions and arrangements where appropriate.

## **Appendix B: Nolan Principles of Public Life**

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **6. Honesty**

Holders of public office should be truthful.

### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.