

**Dorset Local Enterprise
Partnership CIC**

Staff Code of Conduct

March 2019

Version Control

Version	Date	Comment	Author
1	February 2018		Katherine May
2	March 2019		Katherine May


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

Accordingly, when acting in your capacity as a Dorset LEP member of staff:

1. You must act in a manner consistent with Dorset LEP's equality and diversity strategy and treat your fellow members of staff, Board Directors 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 staff Conflict of Interest Policy.
7. You must follow the Data Protection Policy. You must not share data without appropriate protocols in place. You must not sell data to any third party organisation.
8. 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).
9. 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 member of staff:

Date	15 March 2019
Name (Capitals – in full)	KATHRYN HILL
Signature	

Appendix A: 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.