

HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

CODE OF CONDUCT FOR LEP BOARD MEMBERS & STAFF

1. The following applies to all Board Members and staff of Hertfordshire Local Enterprise Partnership. You shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.
2. Accordingly, when acting in your capacity in your role at Hertfordshire Local Enterprise Partnership:
 - You must act in a manner consistent with your [LEP's Equality and Diversity Strategy](#) and treat Board and staff Members and others you come into contact with when working in their role with respect and courtesy at all times.
 - You must comply with all policies, procedures or guidance relevant to your role, issued by the LEP or by Hertfordshire County Council ("HCC") as accountable body for the LEP
 - 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.
 - 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.
 - When carrying out your LEP duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
 - 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.
 - Board Members, senior members of staff or those who act in an advisory capacity to the LEP Board or Board sub-groups 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 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 section 'Registering and declaring pecuniary and non-pecuniary interests'.

- You must, when using or authorising the use by others of the resources of your LEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes) and you must have regard to any applicable [Local Authority Code of Publicity made under the Local Government Act 1986](#).
- You must promote and support high standards of conduct when serving in your LEP post, in particular as characterised by the above requirements, by leadership and example.
- You must not disclose confidential information or information which should reasonably be regarded as being confidential in nature, without the express consent of a person authorised to give such consent, or unless required by law to do so.
- You must not prevent any person gaining access to information to which that person is entitled by law.

Registering and declaring pecuniary and non-pecuniary interests

3. The following applies to all Board Members and Senior Members of staff or those who act in an advisory manner to the LEP Board and Board sub-groups.
4. You must, within 28 days of taking office in your role or co-opted, notify your LEP Chief Executive and HCC's, as Accountable Body, S151/S73 Officer of any disclosable pecuniary interestⁱ, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.
5. In addition, you must, within 28 days of taking office, notify your LEP Chief Executive and HCC's, as Accountable Body, S151/ S73 Officer of any non-pecuniary interestⁱⁱ which your LEP has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the [Seven Principles of Public Life](#). These non-pecuniary interests will necessarily include your membership of any Trade Union.
6. Board members & senior staff should review their individual register of interest before each board meeting and decision making committee meeting. They must declare any relevant interest(s) at the start of the meeting. If an interest has not been entered onto the LEP's register, then the member must disclose the interest at any meeting of the LEP at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'ⁱⁱⁱ.
7. Following any disclosure of an interest not on the LEP register or the subject of pending notification, you must notify the LEP Chief Executive and S151/S73 Officer

of the interest within 28 days beginning with the date of disclosure. The LEP Chief Executive reserves the right to escalate any concerns with the LEP Board, to his own discretion, as and when it is deemed appropriate. The LEP Board will review the matter before making a decision on how to proceed.

8. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions your LEP places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your LEP.

MEMBERS DECLARATION AND SIGNATURE

I confirm that I have read and understood the Code of Conduct and will adhere to the principals outlined above.

Date	
Board/Staff Members Name (capitals in full)	
Signature	

Receipt by LEP

Date received by the LEP	
Signature of Responsible Officer	

Version Control	Final/Draft
Title and Version	Code of Conduct v1
Author	Sally Stanley
Agreed Date	9 th February 2018
Review Date	April 2019
Approval by	LEP Board

ⁱ For the purposes of this guidance, we are using the definition of a pecuniary interest as set out in the [Localism Act 2011](#) and [The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

ⁱⁱ A Non-Pecuniary interest is any interest which is not listed in the [Schedule to The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012 \(No.1464\)](#).

ⁱⁱⁱ A 'sensitive interest' is described in the [Localism Act 2011](#) as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.