

## HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

### CODE OF CONDUCT FOR LEP BOARD MEMBERS & STAFF

1. All Board Members of the LEP sign up to a Code of Conduct on commencing their role with the LEP. LEP Officers sign up to their own Officer Code of Conduct.

#### Board Member Code of Conduct

2. You are a Board Member of the Hertfordshire Local Enterprise Partnership and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.
3. Accordingly, when acting in your capacity as a Board Member of Hertfordshire Local Enterprise Partnership:
  - You must act in a manner consistent with your LEP'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 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.
  - 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 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' in the LEP's conflict of interest policy.

- 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).
- 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.

**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 v2
Author	Sally Stanley
Agreed Date	11 <sup>th</sup> February 2018
Review Date	April 2021
Approval by	LEP Board

