

# CODE OF CONDUCT

## for Board Members, Management Team and BECBC Representatives

### FOREWORD

The BECBC expects all holders of representative office to work to the highest personal and professional standards. In support of this, all board members of UK public bodies must abide by the principles set out in this Code of Conduct. The Code sets out, clearly and openly, the standards expected from those who serve on the board and should form part of individual members' acknowledgement of appointment.

### INTRODUCTION

As a Board/Management Team member or BECBC representative, your behaviour and actions must be governed by the principles set out in this Code of Conduct. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code.

### KEY PRINCIPLES FOR BOARD/MANAGEMENT TEAM and BECBC REPRESENTATIVES

The key principles upon which this Code of Conduct is based are the Seven Principle of Public Life. These are:

- **Selflessness**  
You should take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for yourself, your family or your friends.
- **Integrity**  
You should not place yourself under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence you in the performance of your official duties.
- **Objectivity**  
In carrying out Board, Management Team or BECBC business, including awarding contracts and recommending individuals for rewards and benefits, you should make choices on merit.
- **Accountability**  
You are accountable for your decisions and actions to the BECBC members and must submit yourself to whatever scrutiny is appropriate.
- **Openness**  
You should be as open as possible about the decisions and actions that you take. You should give reasons for your decisions and restrict information only when wider interest clearly demands.
- **Honesty**  
You have a duty to declare any private interests relating to your Board/Management Team or BECBC representative duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership**  
You should promote and support these principles by leadership and example.

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## **GENERAL**

### **Gifts and Hospitality**

You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation. You must never canvass or seek gifts or hospitality.

### **Use of Official Information**

You must not misuse information gained in the course of your service for personal gain or for any other purpose. You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the Board/Management Team or stop acting as a BECBC representative.

### **Political Activity**

In your Board/Management Team member or BECBC representative role, you should be, and be seen to be, impartial. You should not occupy a conflicting paid post.

### **Employment and Appointments**

If you wish to take up new employment or appointments during your term of office, you must inform the Chair.

### **Member Interests**

You must ensure that no conflict arises, or could reasonably be perceived to arise, between your duties and your private interests – financial or otherwise.

You must comply with the rules of the Board on handling conflicts of interests. As a minimum, these will require you to declare publicly any private interests which may, or may be perceived to, conflict with your public duties. The rules will also require you to remove yourself from the discussion or determination of matters in which you have a financial interest.

### **Responsibilities as a Board/Management Team member or BECBC representative**

You should play a full and active role in the work of the BECBC. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the BECBC members.

You should deal with BECBC members and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability. You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.

You must comply with any statutory or administrative requirements relating to your post.

You should respect the principle of collective decision-making and corporate responsibility. This means that, once the Board has made a decision, you should support that decision.

You must not use, or attempt to use, the opportunity of your Board/Management Team or BECBC representative service to promote your personal interests or those of any connected person, firm, business or other organisation.

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