

West of England Local Enterprise Partnership Conflicts of Interest Policy and Code of Conduct for One Front Door Governance Meetings (LEP Board and Investment Board):

These arrangements relate to the LEP Board and the West of England Investment Board but they contain principles applicable to the LEP's wider business membership or those purporting to speak on behalf of the LEP. For the other decision making body within the One Front Door governance, the Strategic Leaders Board, the constitution of that body and the respective Council arrangements for declaring and managing interests will apply.

Non-Council Members of the LEP Board are required to note and sign the 'Code of Conduct' set out below and return to the Secretariat before participating in Board meetings. A Register of Interest for each business Board member will be signed and published online. Council Board members' interests are dealt with under the respective Council codes of conduct. Interests will be declared and noted at the beginning of each meeting. All members of the Boards stated above will conduct themselves in line with the 7 Nolan Principles of Public Life.

General Principles

- Members of public bodies should not participate in the discussion or determination of matters in which they have a direct pecuniary interest.
- When an interest is not of a direct pecuniary kind, members should consider whether participation in the discussion or determination of a matter would suggest a real danger of bias. This should be interpreted in the sense that members might unfairly regard with favour, or disfavour, the case of a party to a matter under consideration. In considering whether a real danger of bias exists in relation to a particular decision, members should assess whether they, a close family member, a person living in the same household as the Board member, or a firm, business or other organisation with which the member is connected is likely to be affected more than the generality of those affected by the decision in question. This would cover, for example, a decision to invite tenders for a contract where a firm with which a member was connected was significantly better placed than others to win it.

1. Code of Conduct

All Board members have a responsibility to treat all proposals/projects equally and impartially and must therefore declare whether they or their organisation has either a direct or indirect interest in any of the projects to be considered by the Board. For these purposes, 'interest' is defined as:

- The Board Member, or their organisation, acting as the project sponsor, or applicant.

- Any project which results in the Board Member, or their organisation, being a beneficiary from that proposal/project. Where the above interests are declared, the Board Member may take no part in the discussions of the relevant projects, and may be asked by the Chair to withdraw from the meeting whilst discussions are taking place. Where a Board Member, or their organisation, is providing match funding for a project, this fact must also be declared. The Chair, after taking the views of other members of the Group, will decide whether the member concerned may take part in the discussion of the proposal/project. A Board Member shall not use their position as such, directly or indirectly, for personal gain or political purposes.

Notes: Council Chief Executives cannot be project owners – their remit is to speak on behalf of their Council.

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.