

Code of Conduct

Darlington Town Deal Board Members

1.0 Purpose

Darlington's Town Deal Board depends on the professionalism of all of its Board Members. This relates to both internal and external dealings and how its Board Members conduct themselves in relation to others, both within work environment and any work-related social event.

Darlington's Town Deal Board expects all its Board Members to be courteous and respectful to clients, suppliers and colleagues and not behave in a discriminatory manner. This code of conduct should be signed by all Board Members initially and on annual basis, after joining the Board and upheld at all times.

1.1

You are a Board Member of the Darlington Town Deal Board and hence you always shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times. These principles are commonly known as the Nolan Principles or the Seven Principles of Public Life, which were first published in 1995. See Annex 1.

1.2

Accordingly, when acting in your capacity as a Board Member of Darlington's Town Deal Board:

- You must act in a manner consistent with Darlington Borough Council (DBC) equality and diversity policy and treat your fellow Board Members 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.

1.3

When carrying out Darlington Town Deal Board duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.

1.4

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 Darlington's Town Deal Board. In addition, you should be prepared to give public reasons for those decisions and actions.

1.5

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 the Darlington Town Deal Board 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*'.

1.6

You must, when using or authorising the use by others of the resources of the Darlington Town Deal Board, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).

1.7

You must promote and support high standards of conduct when serving in the Darlington Town Deal Board post, in particular as characterised by the above requirements, by leadership and example.

2.0

Registering and declaring pecuniary and non-pecuniary interests

2.1

You must, within 28 days of taking office as a Board Member or co-opted, notify the DBC Managing Director and DBC (as Accountable Body) S151/S73 Officer of any disclosable pecuniary interest¹, 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.

2.2

In addition, you must, within 28 days of taking office, notify DBC Managing Director and DBC (as Accountable Body) S151/ S73 Officer of any non-pecuniary interest² which the Darlington Town Deal Board 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.

2.3

Following the Register of Interests and Conflict of Interest management policy, Board Members should review their individual register of interest before each board meeting. If an interest has not been entered onto the register, then the member must disclose the interest at any meeting of the Darlington Town Deal Board 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'³.

2.4 Following any disclosure of an interest not on the Darlington Town Deal Board register or the subject of pending notification, you must notify the DBC Managing Director and S151/S73 Officer of the interest within 28 days beginning with the date of disclosure.

2.5 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 the Darlington Town Deal Board places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by the Darlington Town Deal Board.

3.0 Policy Owner

This code of conduct is owned and maintained by the Chair of Darlington Town Deal Board and reviewed annually.

4.0 Code of Conduct signed

Name:

Signed:

Date:

Date received by Darlington Town Deal Board:

¹ 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.

² 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).

³ 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.

Annex 1:

Nolan Principles: The Seven Principles of Public Life

Through the Town Deal, the Town Deal Board will be responsible for oversight of a significant amount of public funding. As such, members of the Town Deal Board should fulfil their role as public-private partnerships whilst ensuring robust stewardship of public resources.

Members of the Town Deal Board and those supporting the activities of the Town Deal should adhere to the Seven Principles of Public Life (the Nolan Principles). The Lead Council will be responsible for ensuring that all Town Deal Board members understand these principles and how they apply:

- **Selflessness:** Holders of public office should act solely in terms of the public interest;
- **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;
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;
- **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;
- **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;
- **Honesty:** Holders of public office should be truthful; and
- **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.