



# GREATER LINCOLNSHIRE LEP

**Code of Conduct Declaration  
for  
Strategic Advisory Boards, Company  
Members and Board Observers**

<b>Name of Document</b>	Code of Conduct Declaration for Strategic Advisory Boards (SABs), Company Members and Board Observers
<b>Purpose</b>	To enable GLLEP SAB members, Company Members, and Board Observers to confirm their agreement to the Code of Conduct
<b>Author</b>	Operations & Delivery Executive Manager
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<b>Policy lead officer</b>	LEP Chief Executive

#### Version Control

*Please note this document is valid until formally revoked or replaced*

Version	Date	Changes
2.0	July 2022	Implementation of new template  Gender specific terms replaced with gender neutral terms

## CODE OF CONDUCT DECLARATION

### 1. APPLICABILITY

- 1.1. This Code of Conduct is relevant to members of the Greater Lincolnshire Local Enterprise Partnership Ltd (GLLEP) Strategic Advisory Boards (**Strategic Board**), or to individuals as **GLLEP Company Members**, either as individual Members or representing Corporate Members, or to invited **Observers**.

### 2. ROLE OF THE GREATER LINCOLNSHIRE LOCAL ENTERPRISE PARTNERSHIP (GLLEP) LTD

- 2.1. A partnership between local authorities, the wider public sector and businesses within the Greater Lincolnshire LEP region. Its role is to determine local economic priorities, lead economic growth and job creation within the area, be the voice of the business community and ensure that the economic interests of the area are properly represented.

### 3. REMIT OF THE GLLEP DIRECTORS' BOARD

- 3.1. The purpose of the GLLEP Director's Board is to provide strategic leadership and develop a long-term vision of the GLLEP region's economy, providing strategic insight on the challenges and opportunities facing the area by supporting review and refinement of the Local Industrial Strategy (LIS), and GLLEP delivery in line with that strategy.
- 3.2. With the exception of Company Members voting on a Resolution, all recommendations sought through a Strategic Board or meeting by Members or Observers are taken to the Directors' Board or one of its Company statutory sub-boards for decision.
- 3.3. GLLEP Directors and Members are subscribers to the GLLEP [Articles of Association](#).

### 4. ROLE OF THE STRATEGIC ADVISORY BOARDS / COMPANY MEMBERSHIP

- 4.1. To shape and influence the delivery of a coordinated approach in the relevant area, to meet the needs of businesses in Greater Lincolnshire, to champion the aims of the GLLEP.
- 4.2. To lead, influence and champion the agenda in the relevant area.

- 4.3. To ensure that the relevant area is co-ordinated and aligned to provide businesses with a clear route of products and expertise that will help them fulfil their growth potential.
- 4.4. To oversee relevant activity and ensure alignment with the GLLEP's Local Industrial Strategy.
- 4.5. To facilitate the joining up of national and local business support and simplifying the local offer.
- 4.6. To review the outcomes of relevant reviews and publications (to identify what works and measure impact) and endorse recommendations.
- 4.7. To influence and support the growth ambitions within Greater Lincolnshire.

## **5. REMIT OF THE STRATEGIC BOARDS**

- 5.1. To provide strategic input on the direction of the relevant growth agenda.
- 5.2. To take a holistic view on support provision for the relevant area and ensure focus is on a needs basis.
- 5.3. Where applicable, to oversee the delivery and monitoring of the development of any relevant GLLEP plan for the area of expertise, ensuring that it is delivering its outcomes.
- 5.4. To provide a strategic steer to policy formation on matters affecting the relevant area.
- 5.5. To develop, procure, champion and review the relevant area for Greater Lincolnshire.
- 5.6. To provide the GLLEP and its Statutory Boards and Committees with local intelligence and strategic fit on the relevant area.
- 5.7. To use experience and knowledge of Statutory & Advisory Board members, Company Boards and the Directors' Board to seek to shape strategy and policy on provision.
- 5.8. To champion the activity of the Greater Lincolnshire LEP.

## **6. THE WAY IN WHICH THE STRATEGIC BOARDS DO BUSINESS**

- 6.1. The GLLEP's Strategic Boards will endeavour to:
  - 6.1.1. Influence by championing and lead by example;
  - 6.1.2. Adopt creative and enterprising solutions;

- 6.1.3. Adopt a partnership approach to working with the private, public and the third sector;
- 6.1.4. Share best practice;
- 6.1.5. Be inclusive of each locality and community across Greater Lincolnshire;
- 6.1.6. Collaborate to have one voice for marketing and communications.

## **7. REMIT OF THE GLLEP COMPANY MEMBERS**

### **7.1. The GLLEP Company Members' remit is to:**

- 7.1.1. Be subscribers of and subject to the GLLEP Company Articles;
- 7.1.2. Attend the AGM called at least annually by a resolution notice and hold one voting right on Director proposed resolutions;
- 7.1.3. Call a general meeting via the Board on the request of at least 25% of the Company Members where applicable;
- 7.1.4. Champion the activity of the Greater Lincolnshire LEP.

## **8. GENERAL DUTIES AND OBLIGATIONS**

### **8.1. Members and Observers are required to:**

- 8.1.1. Act within the terms conferred on the Statutory & Advisory Boards by its Terms of Reference / Articles where applicable;
- 8.1.2. Act in good faith to promote the success of the GLLEP;
- 8.1.3. Exercise independent judgment;
- 8.1.4. Exercise reasonable care, skill and diligence;
- 8.1.5. Avoid conflicts of interest;
- 8.1.6. Not accept benefits from third parties; and
- 8.1.7. Declare interest in proposed transactions or arrangements.

## **9. DUTY TO ACT WITHIN POWERS**

### **9.1. Members have a duty to:**

- 9.1.1. Act in accordance with the Strategic Advisory Boards' Terms of Reference/ Articles; and
- 9.1.2. Only exercise obligations for the purposes for which they are conferred.

### **9.2. Therefore every Strategic Board member must be familiar with the obligations contained within their boards' Terms of Reference.**

## **10. DUTY TO PROMOTE THE SUCCESS OF THE GREATER LINCOLNSHIRE LEP**

- 10.1. A Member or Observer must act in the way they consider, in good faith, would be the most likely to promote the success of the GLEP for the benefit of the members as a whole. The term “good faith” allows Members and Observers freedom to exercise commercial judgment without fear of having the courts interfering with their commercial decisions.
- 10.2. Amongst other matters, within decision making, contributors must have regard to:
- 10.2.1. The likely consequences of any decision on the GLEP Directors' Board;
  - 10.2.2. The need to foster the Members or Observers relationships with partners, stakeholders and others;
  - 10.2.3. The impact of the activities on the community and the environment;
  - 10.2.4. The desirability of the Member or Observer maintaining a reputation for high standards of conduct; and
  - 10.2.5. The need to act fairly between other Strategic Boards.

## **11. DUTY TO EXERCISE INDEPENDENT JUDGEMENT**

- 11.1. A Member or Observer must act independently and with integrity, ensuring that they are always acting in the best interests of the GLEP as a whole and are not unlawfully influenced by a third party.
- 11.2. Certain acts of Members or Observers may conflict with that duty. These conflicts may however be expressly permitted. Whether certain acts are permitted should always be checked very carefully and, where appropriate, legal advice should be sought.

## **12. DUTY TO EXERCISE REASONABLE CARE, SKILL AND DILIGENCE**

- 12.1. A Member or Observer must exercise reasonable care, skill and diligence. This means the care, skill and diligence that would be exercised by a reasonably diligent person with:
- 12.1.1. The general knowledge, skill and experience that may reasonably be expected of a person carrying out the functions carried out by the Member or Observer in relation to the Board or meeting; and
  - 12.1.2. The general knowledge, skill and experience that the Member or Observer in question actually has.

### **13. DUTY TO AVOID CONFLICTS OF INTEREST**

- 13.1. Members and Observers must avoid situations where they can, or have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the GLLEP, as detailed in the GLLEP Conflict of Interest Policy.
- 13.2. This applies in particular to the exploitation of any property, information or opportunity. It is immaterial whether the GLLEP could take advantage of the property, information or opportunity in question.

### **14. DUTY NOT TO ACCEPT BENEFITS FROM THIRD PARTIES**

- 14.1. Members and Observers must not accept a benefit from a third party conferred by reason of:
- 14.1.1. Them being a Strategic Advisory Board member, Company Member or Observer; or
  - 14.1.2. Them doing (or not doing) anything as a Member or Observer.
- 14.2. A “third party” means a person other than a Member, an associated body corporate or a person acting on behalf of the LEP or an associated body corporate.

### **15. DUTY TO DECLARE INTEREST IN PROPOSED TRANSACTION OR ARRANGEMENT**

- 15.1. If Members or Observers are in any way, directly or indirectly, interested in a proposed transaction or arrangement with the GLLEP, they must declare the nature and extent of their interest to the other Members. The declaration may (but need not) be made:
- 15.1.1. At a meeting; or
  - 15.1.2. By written notice to the relevant Board or meeting members.

### **16. REGISTER OF INTERESTS**

- 16.1. The GLLEP is required to keep a register of interests for Strategic Board Members and Company Members. On becoming a Member, or at such times as the GLLEP may elect, Members are required to fill out the attached Register of Interest form held by the GLLEP and renewed annually.

### **17. OTHER DUTIES**

- 17.1. Members and Observers must also remember that they are subject to other statutory and other duties other than those mentioned above including:

17.1.1. The principles laid down by the Committee on Standards in Public Life (Nolan Committee) for those holding public office, namely:

- 17.1.1.1. Selflessness;
- 17.1.1.2. Integrity;
- 17.1.1.3. Objectivity;
- 17.1.1.4. Accountability;
- 17.1.1.5. Openness;
- 17.1.1.6. Honesty; and
- 17.1.1.7. Leadership;

17.2. Health and safety and equal opportunities legislation.

## **18. SUMMARY OF GUIDANCE FOR MEMBERS AND OBSERVERS**

18.1. In summary of the above, as a Member or Observer, they should ensure that at all times they:

- 18.1.1. Act in the GLLEP's best interests, taking everything they think relevant into account;
- 18.1.2. Adhere to the relevant Terms of Reference/ Company Articles;
- 18.1.3. Are honest, and remember that the GLLEP's property belongs to it and not to them;
- 18.1.4. Are diligent, careful and well-informed about the GLLEP's affairs. If they have any special skills or experience, use them;
- 18.1.5. Make sure the relevant Board keeps records of their decisions (where relevant);
- 18.1.6. Remember that they remain responsible for the work they give to others;
- 18.1.7. Avoid situations where their interests conflict with those of the GLLEP. When in doubt, disclose potential conflicts quickly;
- 18.1.8. Seek external advice where necessary; and
- 18.1.9. Use the GLLEP Communications team for all external communications.



## AGREEMENT

AS A MEMBER OF A GREATER LINCOLNSHIRE LEP STRATEGIC BOARD/ COMPANY MEMBER OR OBSERVER, I AGREE TO OBSERVE THE GENERAL DUTIES AND OBLIGATIONS SET OUT IN THIS CODE OF CONDUCT TO THE BEST OF MY ABILITY AND TO CO-OPERATE WITH THE DISCIPLINARY PROCEDURE SHOULD ANY COMPLAINT BE RAISED AGAINST ME.

Signature	
Name	
Date	