



CODE OF CONDUCT

of

**Greater Lincolnshire Local Enterprise Partnership Limited
(Company limited by guarantee)**

for

All non-LEP Director Boards & Committees

**(LEP Strategic Advisory Boards, Company Members,
Board Observers)**

Code of Conduct

This Code of Conduct is relevant to the Greater Lincolnshire Local Enterprise Partnership Ltd (LEP) Strategic Advisory boards (**Strategic Board**) on which you are a member, or to individuals as **LEP Company Members**, either as individual Members or representing Corporate Members, or to invited **Observers**.

Remit of the LEP Company Directors' Board

The purpose of the Greater Lincolnshire LEP **Director's Board** is to provide strategic leadership and develop a long term vision of the LEP region's economy, providing strategic insight on the challenges and opportunities facing the area by setting, reviewing and refining the Strategic Economic Plan (SEP) and the Local Industrial Strategy (LIS). 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.

The LEP Directors' and Members are subscribers to the LEP [Articles of Association](#).

STRATEGIC BOARDS/ COMPANY MEMBERS/ OBSERVERS

1. Role of the Strategic Boards/ Company Membership

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 LEP.

2. Aspirations

To:-

- Lead, influence and champion the agenda in the relevant area.
- 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.
- Oversee relevant activity and ensure alignment with LEP's Strategic Economic Plan and the Local Industrial Strategy.
- Facilitate the joining up of national and local business support and simplifying the local offer.
- Review the outcomes of relevant reviews and publications (to identify what works and measure impact) and endorse recommendations.
- Influence and support the growth ambitions within Greater Lincolnshire.

3. Remit of the Strategic Boards

The Strategic Boards' remit is to:

- Provide strategic input on the direction of the relevant growth agenda.
- Take a holistic view on support provision for the relevant area and ensure focus is on a needs basis.
- Where applicable, oversee the delivery and monitoring of the development of any relevant LEP plan for the area of expertise, ensuring that it is delivering its outcomes.
- Provide a strategic steer to policy formation on matters affecting the relevant area.

- Develop, procure, champion and review the relevant area for Greater Lincolnshire.
- Provide the LEP and its Statutory Boards and Committees with local intelligence and strategic fit on the relevant area.
- Use experience and knowledge of Statutory & Advisory Board members, Company Boards and the Directors' Board to seek to shape strategy and policy on provision.
- Champion the activity of the Greater Lincolnshire LEP,

a) The way in which the Strategic Boards do business

The LEP's Strategic Boards will endeavour to:-

- Influence by championing and lead by example.
- Adopt creative and enterprising solutions.
- Adopt a partnership approach to working with the private, public and the third sector.
- Share best practice.
- Be inclusive of each locality and community across Greater Lincolnshire.
- Collaborate to have one voice for marketing and communications.

4. Remit of the LEP Company Members

The LEP Company Members' remit is to:

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

5. General duties and obligations

Members and Observers are required to:-

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

6. Duty to act within powers

Members have a duty to:-

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

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

7. Duty to promote the success of the Greater Lincolnshire LEP

A Member or Observer must act in the way he or she considers, in good faith, would be the most likely to promote the success of the LEP 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.

Amongst other matters, within decision making, contributors must have regard to:-

- The likely consequences of any decision on the LEP Directors' Board;
- The need to foster the Members or Observers relationships with partners, stakeholders and others;
- The impact of the activities on the community and the environment;
- The desirability of the Member or Observer maintaining a reputation for high standards of conduct; and
- The need to act fairly between other Strategic Boards.

8. Duty to exercise independent judgement

A Member or Observer must act independently and with integrity, ensuring that he or she is always acting in the best interests of the LEP as a whole and are not unlawfully influenced by a third party.

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.

9. Duty to exercise reasonable care, skill and diligence

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:-

- 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
- The general knowledge, skill and experience that the Member or Observer in question actually has.

3. Duty to avoid conflicts of interest

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 LEP.

This applies in particular to the exploitation of any property, information or opportunity. It is immaterial whether the LEP could take advantage of the property, information or opportunity in question.

4. Duty not to accept benefits from third parties

Members and Observers must not accept a benefit from a third party conferred by reason of:-

- His or her being a Strategic Advisory Board member, Company Member or Observer; or
- His or her doing (or not doing) anything as a Member or Observer.

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.

5. Duty to declare interest in proposed transaction or arrangement

If Members or Observers are in any way, directly or indirectly, interested in a proposed transaction or arrangement with the LEP, they must declare the nature and extent of their interest to the other Members. The declaration may (but need not) be made:-

- At a meeting; or
- By written notice to the relevant Board or meeting members.

6. Register of Interests

The LEP 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 LEP may elect, Members are required to fill out the attached Register of Interest form held by the LEP and renewed annually.

7. Other Duties

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

1. The principles laid down by the Committee on Standards in Public Life (Nolan Committee) for those holding public office, namely:-
 - Selflessness;
 - Integrity;
 - Objectivity;
 - Accountability;
 - Openness;
 - Honesty; and
 - Leadership;
2. Health and safety and equal opportunities legislation.

8. Summary of guidance for Members and Observers

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

1. Act in the LEP’s best interests, taking everything you think relevant into account.
2. Adhere to the relevant Terms of Reference/ Company Articles.
3. Are honest, and remember that the LEP’s property belongs to it and not to them.

4. Are diligent, careful and well-informed about the LEP's affairs. If they have any special skills or experience, use them.
5. Make sure the relevant Board keeps records of their decisions (where relevant)
6. Remember that they remain responsible for the work they give to others.
7. Avoid situations where their interests conflict with those of the LEP. When in doubt, disclose potential conflicts quickly.
8. Seek external advice where necessary
9. Use the LEP 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.....



DECLARATION OF INTERESTS

I, (full name in block capitals) ... am

(a) a member of a Greater Lincolnshire LEP strategic advisory board or, (b) a Greater Lincolnshire LEP Company Member, and give notice that I have set out below under the appropriate headings my interests. I have put 'none' where I have no such interests under any heading.

As a board member or staff member of the Greater Lincolnshire LEP Local Enterprise Partnership Ltd (LEP), I declare that I have the following disclosable pecuniaryⁱ and/or

non-pecuniaryⁱⁱ interests. *(Please state 'None' where appropriate, do not leave any boxes blank).*

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each member shall review their individual register of interests before each board meeting and decision making committee meeting where applicable, submitting any necessary revisions to the LEP at the start of the meeting.

Even if a meeting has not taken place a member must, within 28 days of becoming aware of any change to the interests specified below, provide written notification to the LEP of that change.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	DECLARATION
1.1	Name of: <ul style="list-style-type: none"> - your employer(s) - any business carried on by you - any other role in which you receive remuneration (this includes remunerated roles such as councillors) - 	
1.2	Description of employment or business activity	
1.3	The name of any firm in which you are a partner.	
1.4	The name of any company for which you are a remunerated director	
SECTION 2	SPONSORSHIP	
1.1.1 2.1	Any financial benefit obtained (other than from the LEP) which is paid as a result of carrying out duties as a Member. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)	

SECTION 3	CONTRACTS	
	Any contract for goods, works or services with the LEP which has not been fully discharged by any organisation named at 1.1.	
	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of the business being decided by the LEP in the forthcoming meeting.	
SECTION 4	LAND OR PROPERTY	
	<p>Any beneficial interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by the LEP in the forthcoming meeting.</p> <p>This would include, within the area of the LEP:</p> <ul style="list-style-type: none"> ○ Any beneficial interest in any land in the LEP areas, including your place(s) of residency ○ Any tenancy where the landlord is the LEP and the tenant is a body in which relevant person has a beneficial interest ○ Any licence for a month or longer to occupy land owned by the LEP <p>For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this.</p>	
SECTION 5	SECURITIES	
5.1	<p>Any interest in securities of an organisation under 1.1 where:-</p> <p>(a) that body (to my knowledge) has a place of business or land in the area of the LEP; and</p> <p>(b) either -</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one</p>	

	<p>hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>	
SECTION 6	GIFTS AND HOSPITALITY	
	Any gifts and/or hospitality received as a result of membership of the LEP (above the value of £50)	

OTHER INTERESTS

Membership of Organisations

I am a member of, or I am in a position of general control, a trustee of, or participate in the management of:

1. Any body to which I have been appointed or nominated by the LEP:

2. Any body exercising functions of a public nature (eg school governing body or another LEP):

3. Any body directed to charitable purposes:

4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

5. Any local authority (please state any interests you hold as LA leaders/cabinet members for LA land, resources and the LA's commercial interests):

6. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.

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STRATEGIC ADVISORY BOARD/ COMPANY MEMBER’S DECLARATION AND SIGNATURE

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge;

Date	
Member’s Name <i>(Capitals - in full)</i>	
Signature	

RECEIPT BY LEP

Date received by the LEP	
Signature of LEP Chief Executive	

ⁱ 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. A pecuniary interest in a matter is one where there is a reasonable likelihood or expectation of appreciable financial loss or gain

ⁱⁱ A Non-Pecuniary interest is any interest which is not listed in the [Schedule to The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012 \(No.1464\)](#). Non-pecuniary interests do not have a financial or other material component. (They may arise from personal or family relationships or involvement in sporting, social or cultural activities.)

Policy 2: Code of Conduct for all non-LEP Director Boards and Committees
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Policy Lead Officer: Ruth Carver