

St Austell Town Revitalisation Partnership

Code of Conduct and Conflict of Interest Policy

Introduction

1. The Code of Conduct and Conflict of Interest Policy (the Code) provides, by way of guidance to members of the St Austell Town Revitalisation Partnership (hereinafter referred to as “The Partnership”) and details the standards of conduct required in carrying out their duties.
2. The Code is issued and has been agreed by the Partnership. The Code applies to all members of the Partnership plus other attendees at its meetings and other participants who may get involved for example in Task and Finish groups.

The Code

General Rules

3. Members hold their position as outlined in the Terms of Reference and must at all times act within that capacity and in accordance with the principles set out in Annex 1 of this Code.
4. All Members involved in Partnership work must complete a Register of Interest Form (Annex 2), which will be held on file by Cornwall Council
5. You must at all times:
 - Treat people with respect
 - Ensure that you do not do anything which causes the Partnership to breach any of the equality enactments (as defined by the Equality Act 2010)
 - Ensure that you do not intimidate or attempt to intimidate any person involved in Partnership work (as an applicant, member, staff member, representative)
 - Do not do anything which compromises or is likely to compromise the impartiality of those who work on behalf of the Partnership

Public Duty and Private Interest

6. Your overriding duty as a representative is set out in the Terms of Reference for the Partnership. Whilst you may be strongly influenced by the views of others, and of the sector or organisation that you represent in particular, it is your responsibility alone to decide what view to take on any question which members have to decide.

If you have a private or personal interest in a question which members have to decide, you should not take any part in the decision.

7. It is not enough to avoid actual impropriety. You should at all times avoid any occasion for suspicion and any appearance of improper conduct.
8. A conflict of interest can exist when either:
 - There is a potential financial or measurable benefit either directly to the individual, or indirectly through a connected individual or organisation; or
 - A person's duty to the Partnership may compete with a duty or loyalty they owe to another organisation or person.

Disclosure of Pecuniary and Other Interests

9. You are required to disclose interests which you may have in any matter coming before the Partnership or task and finish group.

Depending on the nature of the interest declared one of the following will happen in a meeting.

- You will leave the room for that item
- You will remain but take no part in the discussion
- You will remain but contribute only factual information and clarifications
- You will contribute to the discussion but not take part in the decision, and therefore not be counted towards a quorum
- You will remain as a full member of the meeting

Use of Confidential and Private Information

10. As a representative of the Partnership you may acquire much information that has not yet been made public, is of commercial value and thus is confidential. It is a betrayal of trust to breach such confidences.

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or the discredit of the Partnership or anyone else.

11. Information of a confidential nature must not be disclosed to anyone unless
 - You have the consent of the person authorised to give it
 - You are required by law to do so

Review

This Code of Conduct and Conflict of Interest Policy and individual Register of Interest Forms will be kept under constant review but will be formally reviewed on an annual basis.

Date agreed:

Signed by Chair []

Signed by Vice Chairs []/[]

Date:

Individual Declaration

I agree to abide by this Code of Conduct as adopted by the St Austell Town Revitalisation Partnership on the date shown above

Signed.....

Date.....

Name (in Caps).....

Organisation.....

Annex 1 - The General Principles

Selflessness

1. You should serve only the wider interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. You should not place yourself in a situation where your honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. You should make decisions on merit, including when making appointments, awarding project contracts, or recommending individuals for such project rewards or benefits.

Accountability

4. You should be accountable to the public for your actions and the manner in which you carry out such responsibilities, and should co-operate fully and honestly with any scrutiny appropriate.

Openness

5. You should be as open as possible about your actions and those of Town Team, and should be prepared to give reasons for those actions.

Leadership

6. You should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Annex 2 – Individual Register of Interest Form

In order to prevent any problems relating to conflicts of interest in decisions made by the Partnership, all members should record any organisations, businesses, committees or other groups in which they have an involvement.

Please indicate in the table below any organisations / businesses / committees or other groups in which you have an interest. If you are unsure whether a relationship or involvement with an individual or group constitutes an interest then it is better to declare it. A register will be maintained which will be open for inspection and updated from time to time.

If you consider that you have no such interests, for the sake of clarity please write NONE in one of the boxes.

Name of Organisation, Business, Committee or other group. Please include any professional bodies or special interest groups of which you are a member and any investments in companies/businesses, properties or land within the Town Council boundary	Nature of interest. Please list whether you are the owner, a shareholder, a partner, a committee member, member, a director, a chair, a trustee or an employee).

Signed.....

Date.....

Name (in Caps).....