

## 1-Members' Code of Conduct

In this document, reference to the Black Country Local Enterprise Partnership (BC LEP) shall include the Black Country Consortium Limited (BCC Ltd), being the host organisation for the BC LEP.

As a member of the BC LEP you have a responsibility to represent the community and work constructively with the Black Country Consortium's staff and partner organisations to secure better social, economic and environmental outcomes for all living or working in the area.

In accordance with the Localism Act provisions, when acting in this capacity you should be committed to behaving in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in this authority. These are known as the Nolan principles.

**Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

As a member of the BC LEP your conduct should in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents - the whole community putting their interests first.
- Dealing with representations or enquiries from residents, members of communities and visitors, fairly, appropriately and impartially.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC Ltd	BCJC January 2019	Not Protectively Marked	1

- Not allowing other pressures, including financial interests of yourself and others connected to you, to deter you from pursuing casework, the interests of the BC LEP area or the good governance of the BC LEP in a proper manner.
- Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform as a member/co-opted member of this authority.
- Listening to the interests of all, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for your decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making the BCLEP's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding yourself and other members to account but restricting access to information when the wider public interest or law requires it.
- Behaving in accordance with all the BCLEP's legal obligations, alongside any requirements contained within the BCLEP's policies, protocols and procedures, including on the use of the BC LEP's resources.
- Valuing colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential for good governance.
- Treating people with respect, including organisations and the public you engage with and those people you work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within the BC LEP.
- Ensure that when using or authorising the use by others of the resources of BC LEP to ensure that such resources are not used improperly for political or personal purposes (including party political purpose)

The Act further provides for registration and disclosure of interests and this is done as follows:

### Registration of interests

1. Within 28 days of your election or co-option, you must notify the Company Secretary  
Officer of any "disclosable pecuniary interests" which you have at that time.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	2

2. Where you are re-appointed you will have to complete a new Notification of disclosable pecuniary interests form within 28 days of your appointment.
3. You must keep your register of interests entry up to date by notifying the Company Secretary of any changes to your disclosable pecuniary interests within 28 days of the change occurring, or of you becoming aware of the change.
4. A "disclosable pecuniary interest" is as prescribed by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and set out in the Annex to the Code.
5. A pecuniary interest is a "disclosable pecuniary interest" in relation to you if it is of a type described above, and either:
  - (a) it is an interest of yourself, or
  - (b) it is an interest of:
    - (i) your spouse or civil partner,
    - (ii) a person with whom you are living as husband and wife, or
    - (iii) a person with whom you are living as if they were civil partners,

and you are aware that that other person has the interest.
6. You are required to notify the Company Secretary of any gifts or hospitality with an estimated value of at least £50 which you receive in your role as a member or co-opted member of the Council. You must inform the Company Secretary of any such gifts or hospitality within 28 days of receiving them so that the details can be entered in the record held by the Company Secretary.
7. The following are excluded from the above where they form part of your business function and role as a BC LEP Member – invitations to events or functions where you are representing the BC LEP (e.g. opening ceremonies, trade shows, events where you are invited to speak, events hosted or sponsored by the BC LEP, working lunches/business dinners provided to enable the parties to continue to discuss business, refreshments offered in connection with any meeting you are attending on behalf of the BC LEP, meals or refreshments funded by other public sector partners as part of joint working / collaboration, meals or refreshments provided as part of a ceremony or event to promote or launch a project or initiative supported by the BC LEP. In these cases, there will be no requirement to notify the Company Secretary.

### **Sensitive interests**

8. If the nature of an interest is such that you and the Company Secretary consider that disclosure of the details of the interest could lead to you, or a person connected to you, being subject to violence or intimidation, the interest must not be included in any published version of the Register of Interests, or be entered into any copy of the register that is available for

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	3

public inspection. Instead the Register of Interests may state that the member has an interest the details of which are withheld under Section 32(2) of the Localism Act 2011. If the member is required to disclose such an interest in a meeting, the member need not disclose the interest, but merely the fact that the member has a disclosable pecuniary interest in the matter concerned.

#### Disclosure of disclosable pecuniary interests at meetings, etc.

9. The following provisions apply if you are present at a meeting of the BC LEP or Advisory Board or Sub-Board of the B C LEP
10. If the interest is not entered into the BC LEP's Register of Interests, you must disclose the interest at the meeting (unless the interest is a sensitive interest).
11. If the interest is not entered into the BC LEP's Register of Interests and is not the subject of a pending notification, you must notify the Company Secretary of the interest before the end of 28 days beginning with the date of disclosure.
12. Where the interest does appear in the Register of Interests, you must bring the interest to the attention of the Chair at the meeting (unless the interest is a sensitive interest).
13. You may not:
  - (a) participate, or participate further, in any discussion of the matter at the meeting or in the case of an executive decision you must not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with by someone else),
  - (b) participate in any vote, or further vote, taken on the matter at the meeting (unless you have requested and been granted a relevant dispensation by the Company Secretary), or
  - (c) remain in the room during the discussion or vote on the matter.
14. Where you have a disclosable pecuniary interest in a matter to be considered at a meeting, you may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once you have finished, or the meeting decides you have finished, you must leave the room and may not remain in the room during the discussion or vote on the matter.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	4

**Disclosure of other interests at meetings**

15. Where you are present at a meeting of the BC LEP, or any BC LEP Advisory Board or Sub-Board and identify any other significant interests which you feel should be declared in the public interest, such interests should be declared at the meeting.
16. In such circumstances you must consider whether your continued participation in the matter relating to your interest would be reasonable in the circumstances, particularly if the interest may give rise to a public perception of a conflict of interests in the matter under discussion. If so you should comply with the requirements of 12 and 13 above.

**Allegations of a failure to comply with the Code of Conduct**

17. All complaints alleging a failure to comply with this Code will be considered in accordance with the BC LEP's Complaints Procedure.



## Introduction to Register of Interests

This register should be used in conjunction with the section 'Registering and declaring pecuniary and non-pecuniary interests' in chapter four of the LEP Enterprise Partnership governance and transparency Best Practise Guidance approved on 24<sup>th</sup> January 2018, which provides further guidance on the processes LEPs should adopt to declare interests. LEPs **must** adopt this register of interests and publish an up-to-date register for each Board Member on the LEP website by the 28 February 2018.

Actions undertaken by the LEP in response to the declaration of interests must be recorded. LEPs should ensure that senior members of staff or those staff involved in advising on decisions should also complete this form and report interests. Unless there is a relevant or new interest that pertains to a meeting or decision, LEP staff should review their interests every six months.

LEPs must ensure that all Board Members fill in this register of interest form, regardless of whether they have already completed a conflict of interest or register of interest declaration for a different role e.g. local councillor.

Please note that if a spouse or partner is referenced within the Register of Interest they do not need to be referred to by name.

For further information on what constitutes as a conflict of interest, LEPs can consult the National Audit Office's [report](#) into Conflicts of Interests.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	1



## Black Country Local Enterprise Partnership: Register of Members' Interests

### April to March

As a Board Member/Co-opted Member of the Black Country Local Enterprise Partnership (LEP), I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. *(Please state 'None' where appropriate, do not leave any boxes blank).*

### **NOTIFICATION OF CHANGE OF CIRCUMSTANCES**

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the LEP Secretariat and S151/S73 Officer at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, within 28 clear working days of becoming aware of any change to the interests specified below, provide written notification to the LEP and S151/S73 Officer, of that change.

**\*SPOUSE/PARTNER** – In the notice below my spouse or partner means anyone who meets the definition in the [Localism Act](#), i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	2



SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER*
	Name of: <ul style="list-style-type: none"> <li>○ your employer(s)</li> <li>○ any business carried on by you</li> <li>○ any other role in which you receive remuneration (this includes remunerated roles such as councillors).</li> </ul>		
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.		

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	3





SECTION 2	SPONSORSHIP	MYSELF	SPOUSE/PARTNER
2.1	<p>Any financial benefit obtained (other than from the LEP) which is paid as a result of carrying out duties as a Member.</p> <p>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).</p>		
SECTION 3	CONTRACTS	MYSELF	SPOUSE/PARTNER
3.1	Any contract for goods, works or services with the LEP which has not been fully discharged by any organisation named at 1.1.		None
3.2	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 business being decided by the LEP.		

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	4



4.1	<p><b>Land or Property</b></p> <p>Any 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.</p> <p>This would include, within the area of the LEP:</p> <ul style="list-style-type: none"> <li>○ Any interest in any land in the LEP areas, including your place(s) of residency</li> <li>○ Any tenancy where the landlord is the LEP and the tenant is a body in which the relevant person has an interest</li> <li>○ Any licence for a month or longer to occupy land owned by the LEP.</li> </ul> <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>	<p><b>Myself</b></p>	<p><b>Spouse</b></p>

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	5

<b>SECTION 5</b>	<b>SECURITIES</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>5.1</b>	<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 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 an interest exceeds one hundredth of the total issued share capital of that class.</p>		
<b>SECTION 6</b>	<b>GIFTS AND HOSPITALITY</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
	Any gifts and/or hospitality received as a result of membership of the LEP (above the value of £50).		

<b>Version</b>	<b>Date</b>	<b>Created by</b>	<b>Approval &amp; date</b>	<b>Protection</b>	<b>Page Number</b>
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	6



**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):

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	7



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.

**MEMBERS 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;

<b>Date</b>	
-------------	--

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	8



<b>Member's Name</b> <i>(Capitals – in full)</i>	
<b>Signature</b>	

**RECEIPT BY LEP**

<b>Date received by the LEP</b>	
<b>Signature of LEP Chief Executive</b>	

**RECEIPT BY S151/S73 OFFICER**

<b>Date received by the S151/S73 Officer</b>	
<b>Signature of S151/S73 Officer</b>	

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	9



Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	10