

SCR Local Enterprise Partnership

Code of Conduct

DRAFT

Document Properties

Change Record

Version	Revision	Author	Description	Date
2	0	C James	Amendments made to meet requirements of National Local Growth Assurance Framework Jan 19	March 19
2	1	C James	Changes accepted further to review by Statutory Officers 19/03/19	26/03/19

Document Approval

Approving Body or Person	Role (review, approve)	Date
LEP Board	Approve	This policy will be presented to the LEP Board 20/05/19 for ratification.

DRAFT

1. Context

1.1 Local Enterprise Partnerships (LEPs) are private sector led voluntary partnerships between local authorities and businesses set up in 2010 by the Department of Business Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area.

1.2 The Sheffield City Region (SCR) LEP comprises:

- Private sector LEP Board Non-Executive Directors (NED) - a non-remunerated appointment made through a fair and competitive process
- Leaders of the member SCR Local Authorities
- Co-opted specialists, a maximum of five, at the discretion of the Chair

1.3 The purpose of the Sheffield City Region (SCR) LEP is:

- to originate economic policy, author and maintain a Strategic Economic Plan (SEP) for the SCR and determine key funding priorities
- to support the SCR Mayor in developing the Local Industrial Strategy
- to ensure the SCR bids for public funding made available by government for LEPs in support of economic growth
- to ensure SCR policy and decisions receive the input and views of key business leaders and take account of the views of the wider business community
- to engage with local businesses to understand the needs of different sectors and markets
- to engage business, opinion formers and policy makers at a national and international level in promoting economic growth in the region

2. Purpose

2.1 This Code of Conduct applies to ALL members of the Sheffield City Region Local Enterprise Partnership (“the LEP”). The Code sets out the standards which are required of Board Members of the LEP in carrying out their duties, and in their relationships with the Sheffield City Region Mayoral Combined Authority (“the Authority”) and its Officers.

2.2 Board members and LEP Officers are required to ‘sign up’ to this Code prior to commencing their role

2.3 This Code recognises the public accountability of the LEP, the challenges of private and public sector partnership working and the need for good governance and transparency. This Code mirrors the Code of Conduct contained within the SCR Mayoral Combined Authority Constitution, enforcing the expectation that the LEP will adhere to the same standards in respect of Members’ conduct.

3. Interpretation

3.1 In this Code –

- (a) **'SCR'** means the Sheffield City Region
- (b) **'LEP'** means the Sheffield City Region Local Enterprise Partnership
- (c) **'Authority'** means the Sheffield City Region Mayoral Combined Authority
- (d) **'Meeting'** means any meeting of the LEP, its committees, sub-committees, joint committees or joint sub-committees, either under the direct commission, or of joint commission with the Authority (whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members);
- (e) **'Member'** means a member of the LEP Board; either private sector Non-Executive Director. SCR member Local Authority Leaders or Co-opted Member.
- (f) **'Non-pecuniary interest'** means an interest which affects your personal well-being but not your financial position;
- (g) **'Pecuniary interest'** means any interest which affects your financial position whether favourably or adversely.

3.2 An interest is also a Pecuniary Interest or Non-pecuniary interest of yours if to the best of your knowledge it affects the financial position or well-being of:-

- (a) Any body of which you are a member or in a position of general control or management; or
- (b) Your spouse or civil partner, or a person with whom you are living with as a spouse or a person with as if you are civil partners or any person or body who employs or has appointed you or such persons, or any firm in which you or they are a partner, or any company of which you or they are a director; or
- (c) Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000 or one hundredth of the total issued share capital of that body

4. General Obligations

- 4.1 As a Member you must have regard to the following principles - selflessness, integrity, objectivity, accountability, openness, honesty and leadership (often referred to as the Nolan Principles or the Seven Principles of Public Life) and, in addition, the Cabinet Office Code of Practice for Board Members of Public Bodies.

4.2 Accordingly when acting your capacity as a Board member of the Sheffield City Region Local Enterprise Partnership:

- (a) You must, and conduct yourself and promote by leadership and example in a manner which is consistent with the LEP Boards duty to promote and maintain high standards of conduct of members;
- (b) You must act in a manner consistent with the LEP's Diversity Policy and treat your fellow Board Members, Officers of the LEP and others you come into contact with when working in their role, with respect and courtesy at all times.
- (c) You must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of the LEP Board;
- (d) 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;
- (e) You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties;
- (f) When carrying out duties which directly or indirectly affect the public you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, on merit;
- (g) You must when using, or authorising the use by others, the resources of the LEP, ensure that such resources are not used improperly, for political or personal purposes (including party political purposes)
- (h) For all decisions that involve the use of public money you are accountable to the public and you must co-operate fully with whatever scrutiny or audit is appropriate to your position.
- (i) You must be as open as possible about your decisions and actions and the decisions and actions of the LEP Board and should be prepared to give reasons for those decisions and actions;
- (j) When reaching decisions on any matter you must have regard to the relevant advice provided to you by the Accountable Bodies Statutory Officers:
 - (i) The SCR Executive Managing Director (also known as the Head of Paid Service)
 - (ii) The Statutory Finance Officer (or his/her nominee) of the Accountable Body
 - (iii) The Statutory Monitoring Officer (or his/her nominee) of the Accountable Body
- (k) You must declare any private interests, both pecuniary and non-pecuniary, including any membership of any Trade Union, political party or local authority that relates to your LEP duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming to the procedures set out in the LEP Board Declarations of Interest Policy.

- (l) You should not disclose information given to you in confidence, or information which you reasonably believe or ought reasonably to be aware is of a confidential nature, to anyone:

UNLESS you have the specific consent of the person authorised to give it or you are required by law to do so or the disclosure is reasonable in the public interest;

AND you have consulted the SCR Executive Managing Director prior to its release.

- (m) You must comply with LEP Policies and Procedures which include:
Declarations of Interest Policy, Expenses Policy, Gifts and Hospitality Policy, Diversity Policy

5. Internal Audit Provisions

- 5.1 The appointed Internal Auditor of the Authority will periodically undertake compliance reviews regarding the provisions of this Code. As a Member you will be required to provide Internal Audit with all reasonable information, including documents, as required in the undertaking of audit review work.

6. Compliance

- 6.1 Failure to comply with this Code of Conduct and any related policies and procedures will be grounds for termination of appointment.

7. Review

- 7.1 Any feedback or comments on this policy should be directed to the SCR LEP's Responsible Officer. This policy will be reviewed annually and approved by the LEP Board.

8. SCR Executive Managing Director

- 8.1 The SCR Executive Managing Director is Dr Dave Smith

Contact details:

Email: Dave.Smith@sheffieldcityregion.org.uk

Address: 11 Broad Street West, Sheffield, South Yorkshire S1 2BQ