

Annex A

GLASTONBURY TOWN DEAL BOARD

Board Member Code of Conduct – 10 September 2021

1. General Conduct

- 1.1 The Town Deal Board will be expected to align with the governance standards and policies of the Lead Council, including around whistle blowing, conflicts of interest, complaints, and compliance with the General Data Protection Regulation (GDPR).
- 1.2 All members of the Town Deal Board shall observe the “Seven Principles of Public Life” (the ‘Nolan’ principles as detailed below) and will be bound by their own authority’s/organisations code of conduct in their work on the Town Deal Board.

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 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 the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **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.

2 Conflicts of Interest

- 2.1 Any conflicts of interest should be declared to the Lead Council before officially joining the board. MDC will maintain a register of Board Member interests that will be reviewed annually to ensure it is up to date. The Lead Council will provide guidance on the pecuniary and non-pecuniary interest individuals must declare, outline the process that Board members must follow for declaring interests and explain the process for requesting an exemption.
- 2.2 The following provisions shall apply to all Board Members should they be faced with conflicts of interest.
- Should a Board Member be faced with a conflict of interest the person shall immediately declare the nature of the conflict/potential conflict and withdraw from any business where the conflict would be relevant.
 - All Board Members should take personal responsibility for declaring their interests before any decision is considered.
 - Whenever a person has an interest in a matter to be discussed at a meeting the person will not be:
 - Entitled to remain present at the meeting during discussions of the matter.
 - Counted in the quorum in relation to the matter.
 - Entitled to vote on the matter.

The Lead Council must record action taken in response to any declared interest.

Additionally, a register of gifts and/or hospitality provided to individual Town Deal Board members, or the Town Deal Board as a whole will be maintained by the Lead Council.

- 2.3 The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.