

King's Lynn Town Deal Board

Code of Conduct

1. Background

The King's Lynn Town Deal Board (KLTDDB) has adopted this code setting out the expected behaviours required of its Board Members, acknowledging that they each have a responsibility to represent the ambition of the Town Deal for King's Lynn and work constructively with the Town Deal Delivery Team and partner organisations to develop and deliver the Town Board Investment Plan and associated activities.

The Role of the KLTDDB is to:

- By 31 October 2020, develop and agree on an evidenced-based Town Investment Plan by:
 - a. Assessing evidence of the required need for projects (applying due regard in relation to equality and diversity and protected characteristics), taking into consideration background information, context and consultation with local communities and businesses.
 - b. Developing a vision that takes into consideration existing and emerging local socio-economic strategies.
 - c. Identifying priority areas broken down by a realistic project delivery timeframe categorised as short, medium and long term interventions.
- Develop a clear programme of interventions to improve the town's economic growth.
- Coordinate resources, influence and engage stakeholders.
- To serve as an advisory function to the Lead Council.
- To maintain an overview of the planning, development and delivery of development projects, providing a collective, co-ordinated response to issues, challenges and risks as appropriate.
- To provide regular updates to partner Committees, Boards and Towns Fund team.
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government

In accordance with the Towns Fund Prospectus, when acting in a Board Member capacity, members must be committed to behaving in a manner that is consistent with the 7 Principles of Public Life to achieve best outcome for our residents and maintain public confidence in the actions of the Board.

2. Conduct

Nolan Principles

All members of the King's Lynn Town Deal Board shall observe the "Seven Principles of Public Life":

- 1. Selflessness** Board Members should act solely in terms of the public interest.
- 2. Integrity** Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- 3. Objectivity** Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.
- 4. Accountability** Board Members are accountable to the best interests of BCWKLN and the principle objectives of the Board.
- 5. Openness** The Board must act and take decisions in an open and transparent manner.
- 6. Honesty** Board Members should act with honesty, objectivity and integrity.
- 7. Leadership** Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Conflict of Interests

Having regard to the nature of the likely interventions that will be explored and delivered as part of the Investment Plan, from time to time a conflict of interest may arise for Board Members.

A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

BCKLWN will maintain a register of Board Member interests. All Board Members must complete and return a Register of Interest Form when joining the Board.

Board Members' forms will be published on the BCKLWN website.

Board Members must keep the entries in their Register of Interests Form up to date by notifying BCKLWN's Monitoring Officer of any changes within 28 days of the change occurring.

Board Members may request that their Register of Interest Form published on the BCKLWN website be redacted to remove full details of their home address.

If there is any other information ("sensitive information") in a Board Member's Register of Interest Form of such nature that the Board Member considers that disclosure of details of the interest could lead to the Board Member, or a person connected with the Board Member, being subject to violence or intimidation then that Board Members may request that their Register of Interest Form published on the BCKLWN website be redacted to remove the sensitive information.

Where a conflict of interest arises for a Board Member at a meeting relating to information that has been redacted from their published Register of Interest form, they shall still confirm that

they have declared an interest, but confirm that details have been withheld in accordance with this Code.

Board Members must review the entries on their Register of Interests Form annually and provide notification of any changes.

At a meeting, Members must declare any interest which they have in any matter to be considered at that meeting.

If the interest in the matter being discussed which a member of the public who knew of the facts would reasonably regard as so significant that it is likely to prejudice the Board Members judgement of the Board's interest in the matter, then the Board Member must declare the interest at the start of the agenda item, leave the room and must not vote on the matter.

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.
- 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 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.

3. Registration of Gifts and Hospitality

Board Members must register in the Register of Members Gifts and Hospitality, held by the Council's Monitoring Officer any gift or hospitality or received (or offered), in connection with their official duties as a Board Member and the source of that gift or hospitality (or offer) within 28 days of receiving it. Acceptance by Board Members of hospitality through attendance at relevant events, conferences and other Board related activity is acceptable where it is clear the hospitality is corporate rather than personal.

4. Complaints Procedures

Where a person has reason to believe that the conduct of a Board Member of the KLTDB has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be made in writing to:

The Monitoring Officer
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
PE30 1EX

Or

Email: monitoringofficer@west-norfolk.gov.uk

The complaint should set out as follows:

- i. The nature of the complaint
- ii. Details of how the Board Member was acting in an official KLTDB capacity
- iii. Details of which of the Seven Principles has been breached and why
- iv. If relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

The Monitoring Officer will review the complaint and determine if the KLTDB Member was acting in an official capacity and if the complaint was proven, whether a Principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair of the KLTDB (or Deputy Chair in the event the Chair is subject to a complaint).

Removal of a KLTDB Member from the Board.

In the event KLTDB Member's conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may by resolution remove that Board Member from the KLTDB. This may only occur when:

- i. The Board Member has been given at least 14 days clear days' notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed; and
- ii. The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board Members must consider any representations made by the Board Member and inform them of their decision following such consideration.
- iii. There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member.

5. Whistleblowing

The KLTDB is committed to the highest possible standards of propriety and accountability in the conduct of its activities. Concerns over any potential wrong-doing within the KLTDB

activities should be reported following Borough Council of King's Lynn & West Norfolk
[Whistleblowing Policy](#)