

DRAFT

[The comments at the right hand side of this document indicate particular issues that arise in devising a code of conduct for the ISP which members of the Standards Committee may wish to comment on.]

SECTION 3: CONDUCTING ISP BUSINESS

This section sets out what is required of those conducting business on behalf of the ISP – both in terms of behaviour and in terms of protocols and frameworks for specific functions.

This section therefore applies not only to the ISP Board but also to the Executive and the five Thematic Partnerships when they are undertaking work on behalf of the ISP.

General Principles of Behaviour

Selflessness: Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity: Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity: Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability: Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular role.

Openness: Members should be as open as possible about their actions and those of the ISP, and should be prepared to give reasons for those actions.

Personal Judgement: Members may take account of the views of others, particularly professional advice, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others: Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of council officers supporting the ISP.

Duty to Uphold the Law: Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship: Members should do whatever they are able to do to ensure that resources are used prudently and in accordance with the law.

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

Standards of behaviour

In addition to these general principles, all ISP members are expected to:-

- Be an active member of the ISP working to promote and deliver the ISP's vision
- Work for the good of Islington as a whole.
- Be an ambassador of the ISP.
- Encourage equality of opportunity and participation.

To support good practice throughout the functions of the ISP, members are expected to:-

Behave at all times in a professional manner:

- Not seek to unduly influence other ISP members prior to open discussion at meetings
- Not allow personal or political opinions to interfere with ISP work.
- Not accept any gift, hospitality or other benefit the acceptance of which could reasonably be regarded as giving rise to a conflict of interest
- Operate in an open, accessible, responsive and accountable manner
- Ensure that people are not discriminated against on the basis of age, gender, disability, race, religion, sexuality or any other grounds
- Not make allegations about other members of the ISP, other than by following approved procedures
- Not improperly disclose information
- Not conduct herself/himself in a manner which could reasonably be regarded as bringing the Partnership into disrepute

Treat each other with mutual respect:

- Recognise that members come to the table with different priorities and perspectives - but that decisions should be based on what is best to achieve the desired outcome rather than just meet the needs of individual partners
- Respect the views of others and value the contribution of all partners
- Speak at the invitation of the Chair and not seek to dominate the proceedings
- Ensure that criticism is constructive, well founded and not personal
- Avoid the use of offensive language

Be open about and accountable for decisions made:

- Speak on behalf of their organisation or sector and disseminate ISP decisions and deliberations to that organisation or sector
- Actively promote the objectives and priorities of the ISP within their organisation or sector and incorporate relevant priorities and actions into strategies and plans

Declare conflicts of interest

Those attending ISP meetings should be aware of any conflicts of interest a member has in a particular matter. Interests should be clearly declared and minuted unless transparent to all those present by the nature of the representative role.

Personal Interests

A personal interest arises where any decision would affect the well-being or financial position of the member or a family member, friend or close associate to a greater extent than other Islington residents.

This includes

- any employment or business carried on by such persons;
- any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- any organisation of which he or she is a member;
- any organisation in which he or she is in a position of general control or management

A personal interest must be declared at the outset of the meeting or of the discussion on the particular item so that all are aware of it and how it arises.

The member with a personal (but not prejudicial) interest may remain in the meeting and take part in the discussion / decision, but has a duty to ensure that the interest is recorded.

Prejudicial interest

- A personal interest becomes a prejudicial interest where the interest is a financial one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest

A member may regard him/herself as not having a prejudicial interest in a matter if that matter relates to:

- A public authority in which the member holds a position of general control or management

- A body to which the member has been appointed or nominated by a public authority as its representative
- A public service from which the member, a family member, friend or close associate benefit, unless the decision is considering allocating resources to a particular facility which they use to a greater extent than the general community

A member with a **prejudicial interest** in any matter must –

- Declare that interest
- Leave the room when the item is due to be discussed and take no part in any further deliberations and decision unless decided otherwise by the majority of the members in attendance..With leave of the meeting the member may make representations before debate on the item begins and leave the room after making those representations
- Not seek improperly to influence a decision about that matter either outside or during the meeting

Breaches of standards of behaviour

It is the duty of the Chair of a meeting to ensure adherence to the behavioural standards.

If an individual member fails to inform a meeting of his/her interest, or their conduct is deemed to be unacceptable by the majority of members of the meeting, then on behalf of the Partnership the Chair will request the individual member to withdraw from the meeting. A letter will be sent to his/her nominating body.

[Provision to be added concerning investigation of any alleged breach considered by the Board to be so serious that an investigation is needed to consider whether a sanction greater than just being asked to leave the meeting is required. Where an investigation is considered appropriate the individual member will be suspended from participating in any future meetings of the Partnership pending the outcome of the investigation. In the meantime nominating bodies may appoint a substitute.]

Any vacancy arising from termination of an individual's membership will be referred back to the appropriate organisation / sector to agree a replacement.