

**ACCRINGTON TOWN CENTRE PARTNERSHIP BOARD
CODE OF CONDUCT**

Part 1: General

1. You are a member of The Accrington Town Centre Partnership Board (“ATCPB”) and when acting as such you must have regard to the “Nolan principles”, which are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
2. Accordingly, when acting in your capacity as a member of the ATCPB:-
 - a) 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
 - b) You must make all choices and recommendations objectively and on merit (such as making recommendations for the award of contracts). When making decisions you must consider any advice given by the ATCPB’s professional advisor’s or the officers of Hyndburn Borough Council who support the work of the ATCPB, although you are not required to accept their recommendations
 - c) You must be as open as possible about your decisions and actions and should be prepared to give reasons for those decisions
 - d) You must declare any conflict of interest that you have in relation to the work of the ATCPB and your private interests, whether pecuniary and non-pecuniary. You must take steps to resolve any conflicts arising in a way that protects the public interest, which may include declaring the interest at ATCPB meetings and refraining from speaking and voting on the matter in question.
 - e) You must always treat people with courtesy and respect, including the other members of the ATCPB, the employees of Hyndburn Borough Council and the organisations the ATCPB works alongside
 - f) You must comply with the ATCPB’s policies, protocols and procedures
 - g) You must notify Hyndburn Borough Council if you accept any gift, benefit or hospitality with a value in excess of £100 if you consider that the same has been offered to you in your capacity as a member of the ATCPB

Part 2: Interests

3. You must register your financial and non-financial interests in the ATCPB's register or interests and you must keep your registration up to date as your interests change.

4. Financial Interests

a) A 'financial interest' is an interest which may affect the financial position of you or your partner, either to your benefit or to your detriment. This may include the following matters that you are asked to declare in your ATCPB register of interests:

- i. your employment, office, trade, profession or vocation; or
- ii. your shares or securities; or
- iii. your property interests

b) If you are present at a ATCPB meeting and you have a financial interest in any matter to be considered or being considered at the meeting:

- i. you must not participate in any discussion of the matter at the meeting.
- ii. you must not participate in any vote taken on the matter at the meeting.
- iii. you must disclose the interest to the meeting at the start of the meeting.
- iv. you must leave the room while any discussion and voting takes place on the matter.

c) The ATCPB may by a majority vote (in which you must not participate) permit you to speak and vote on a matter in which you have a financial interest if:

- i. the number of members prohibited from taking part in the relevant business would be so great as to impede the transaction of the business; or
- ii. without the dispensation every member of the ACTPB would be prohibited from taking part in the relevant business.

5. Non-financial interests

a) A 'non-financial interest' is an interest which does not affect the financial position of you or your partner and may include your membership of any of the following that you are asked to declare in your ATCPB register of interests:

- i. any charitable, voluntary or not for profit organisations
- ii. any other organisations of a public nature
- iii. any organisations whose principal purposes includes the influence of public opinion (e.g. political parties, pressure groups, trade unions etc)

b) If you are present at an ATCPB meeting and you have a non- financial interest in any matter to be considered or being considered at the meeting:

- i. you may participate in any discussion of the matter at the meeting.
- ii. you may participate in any vote taken on the matter at the meeting.
- iii. you must disclose the interest to the meeting at the start of the meeting.