

Version 2

Code of Conduct and Register of Interest Form for Business Board Members,-Committee or Sub Committee Members

You are a Board Member of the Cambridgeshire and Peterborough Business Board (or committee) and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.

Accordingly, when acting in your capacity as a Board Member of the Business Board or a committee of the Business Board:

- You must act in a manner consistent with the Business Board's diversity statement and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
- 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.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.
- When carrying out your Business Board duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence. You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the Business Board. In addition, you should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to your Business Board duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the section 'Registering and declaring pecuniary and non-pecuniary interests'.

- You must, when using or authorising the use by others of the resources of your Business Board, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
- You must promote and support high standards of conduct when serving in your Business Board post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a Board Member or co-opted, notify your Combined Authority Chief Executive, Monitoring Officer and Accountable Body's S73 Officer of any disclosable pecuniary interest¹, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.

In addition, you must, within 28 days of taking office, notify your Combined Authority Chief Executive, Monitoring Officer and Accountable Body's S73 Officer of any non-pecuniary interest² which your Business Board has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.

Board, committee and sub-committee members should review their individual register of interest before each board meeting and decision making committee meeting. They must declare any relevant interest(s) at the start of the meeting. If an interest has not been entered onto the Business Board's register, then the member must disclose the interest at any meeting of the Business Board or committee at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'³.

Following any disclosure of an interest not on the Business Board register or the subject of pending notification, you must notify the Combined Authority Chief Executive, Monitoring Officer and S73 Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions the Business Board places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your Business Board.

In signing this document below, you have read, understood and agree to abide with the requirements set out in the Code of conduct outlined above and, in the

Cambridgeshire, and Peterborough Combined Authority's constitution (Chapter 19 – Member Code of conduct and Complaints Procedure).

Name

Rebecca Stephens

Signature

[REDACTED]

Date

19.6.20

1 For the purposes of this guidance, we are using the definition of a pecuniary interest as set out in the [Localism Act 2011](#) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

2A Non-Pecuniary interest is any interest which is not listed in the [Schedule to The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012 \(No.1464\)](#).

3 A 'sensitive interest' is described in the [Localism Act 2011](#) as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation

Cambridgeshire & Peterborough Combined Authority Business Board, Committee & Sub- Committees: Register of Members' Interests

As a Board Member/Co-opted Member Cambridgeshire & Peterborough Combined Authority I declare that;

- a) I have read and signed the Cambridgeshire & Peterborough Combined Authority Code of Conduct, and
- b) I have the following disclosable pecuniary and/or non-pecuniary interests. ***(Please state 'None' where appropriate, do not leave any boxes blank).***

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting and decision- making committee meeting, submitting any necessary revisions to the Combined Authority's Monitoring Officer and S73 Officer at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, within 28 clear working days of becoming aware of any change to the interests specified below, provide written notification to the Combined Authority's Monitoring Officer and S73 Officer, of that change.

***SPOUSE/PARTNER** – In the notice below my spouse or partner means anyone who meets the definition in the [Localism Act](#), i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER*
1.1	Name of: <ul style="list-style-type: none"> ○ your employer(s) ○ any business carried on by you ○ any other role in which you receive remuneration (this includes remunerated roles such as councillors). 	Director, Syntax Communications Ltd. City Manager, CityFibre Independent Member, Cambridgeshire Police and Crime Commissioner	Director, Peterborough Workspace
1.2	Description of employment or business activity.	Syntax Communications – communications consultancy CityFibre – fibre infrastructure provider	Peterborough Workspace – premises and support for business start ups
1.3	The name of any firm in which you are a partner.	Syntax Communications	
1.4	The name of any company for which you are a remunerated director.	Syntax Communications	

SECTION 2	SPONSORSHIP	MYSELF	SPOUSE/PARTNER
2.1	<p>Any financial benefit obtained (other than from the Combined Authority/Business Board) which is paid as a result of carrying out duties as a Member.</p> <p>This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a).</p>	None	
SECTION 3	CONTRACTS	MYSELF	SPOUSE/PARTNER
	Any contract for goods, works or services with the Combined Authority/Business Board which has not been fully discharged by any organisation named at 1.1.	None	

	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of business being decided by the Business Board.		
SECTION 4	LAND OR PROPERTY	MYSELF	SPOUSE/PARTNER
	<p>Any interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by the Business Board.</p> <p>This would include, within the area of the Combined Authority:</p> <ul style="list-style-type: none"> ○ Any interest in any land in the Combined Authority's areas, including your place(s) of residency ○ Any tenancy where the landlord is the Combined Authority and the tenant is a body in which the relevant person has an interest 	None	

	<ul style="list-style-type: none"> ○ Any licence for a month or longer to occupy land owned by the Combined Authority. <p>For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this.</p>		
SECTION 5	SECURITIES	MYSELF	SPOUSE/PARTNER
5.1	<p>Any interest in securities of an organisation under 1.1 where:-</p> <ul style="list-style-type: none"> (a) that body (to my knowledge) has a place of business or land in the area of the Combined Authority (or Business Board Members); and (b) either – (i) the total nominal value of 	None	



	<p>the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has an interest exceeds one hundredth of the total issued share capital of that class.</p>		
SECTION 6	GIFTS AND HOSPITALITY	MYSELF	SPOUSE/PARTNER
	<p>Any gifts and/or hospitality received as a result of membership of the Business Board (above the value of £50).</p>	<p>None</p>	

OTHER INTERESTS

Membership of Organisations

I am (or Spouse/partner is) a member of, or I am in a position of general control, a trustee of, or participate in the management of:

1. Any body to which I have been appointed or nominated by the Business Board:

None

2. Any body exercising functions of a public nature (eg school governing body or another Business Board or Combined Authority):

Cambridgeshire Police and Crime Commissioners office – independent member of police misconduct panels

3. Any body directed to charitable purposes:

14th Nene Scout Executive Committee - Chairman

4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

None

5. Any Combined Authority (please state any interests you hold as Combined Authority leaders/cabinet members for Combined Authority land, resources and the Combined Authority's commercial interests):

None


6. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.

None

MEMBER'S DECLARATION AND SIGNATURE

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge;

I confirm that I have read and understood the Business Board's Code of Conduct and agree to comply with the principles within it;

Date	19.6.20
Member's Name <i>(Capitals – in full)</i>	REBECCA JANE STEPHENS
Signature	

RECEIPT BY BUSINESS BOARD

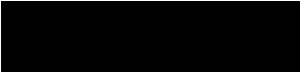
Date received by the Business Board	
Signature of Combined Chief Executive	



RECEIPT BY S73 OFFICER

Date received by the S73 Officer	
Signature of S73 Officer	

RECEIPT BY MONITORING OFFICER

Date received by the Monitoring Officer	29 September 2020
Signature of Monitoring Officer (Deputy)	

***Once completed, please return this form to the Governance Assistant at the Combined Authority:
Susan.hall@cambridgeshireandpeterborough-ca.gov.uk