



## Code of Conduct for CPCA Staff

<b>Policy Number</b>	Insert policy number	Version Number	1
<b>Date of Issue</b>	26 February 2018		
<b>Approved by</b>	Chief Executive		

As a member of the Cambridgeshire & Peterborough Combined Authority (CPCA) team you must have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership - in your conduct at all times. These are known as the ‘Nolan principles’.

### Conduct

Accordingly, when carrying out your role:

- You must act in a manner consistent with the CPCA diversity statement and treat your Board Members, fellow 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 CPCA duties you must make all choices, such as making appointments, attending events, 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 CPCA. In addition, you should be prepared to give reasons for those decisions and actions.
- You must, when using or authorising the use by others of the resources of the CPCA, 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 CPCA post, in particular as characterised by the above requirements, by leadership and example.

## Declarations

As members of the team you always act in the public interest, particularly when dealing with public money. This means:

- You must declare and record any Gifts or Hospitality as set out in the Gifts & Hospitality Policy.
- You must declare any personal interests both financial and non-financial, that you feel could conflict your ability to carry out your role objectively, to your immediate line manager. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest.

## How do I identify a conflict of interests?

A conflict of interest occurs when your private interests interfere, or appear to interfere, with the best interests of the CPCA. A conflict of interest may also arise when your personal interests adversely impact your business judgement. So, for example, you should not deal with grant funding applications where you are related to the applicant or know them outside of your role for the CPCA.

Conflicts of interest can cause serious problems for you and damage our reputation. You should avoid actual conflicts of interest as well as the appearance of them. Make business decisions on behalf of the CPCA rather than your own personal interests or the interests of your family or friends.

If you need further guidance, speak to your line manager in the first instance.

## How do I make a declaration?

Declarations mean that you should let your manager know if you have an interest in a matter being considered by the CPCA that you are involved with. You can make declarations in an email to your manager.

## Will this impact on my personal life?

You are free to make personal investments and enjoy both social and normal business relations. We also encourage you to participate in community, charitable and professional organisations. However, you must avoid all business relationships or creating personal interests that may be an actual or potential conflict of interest.

Outside affiliations such as directorships, a second job or providing services can create conflicts of interest and you must declare them to your line manager.

Senior managers have greater responsibility

If you exercise delegated powers or are in a position to influence a decision made by your manager, a relationship with a competitor, customer or supplier must have your line manager's prior written approval. Some arrangements are never permissible,

such as when the relationship is with an organisation you deal with as part of your ordinary role.

You must not have any significant financial interest in a supplier, including investments and debts, if you are involved in any aspect of our relationship with them, either directly or through someone who reports to you. You must never make any decisions regarding this person or organisation.

If you are uncertain about any issue or matter on the Code of Conduct this should be discussed with your line manager at the earliest opportunity.

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.

Name.

Signature.

Date.

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