

## Summary of the Code of Conduct



**This Code of Conduct applies to LINK members and people conducting activities on behalf of Leicestershire LINK.**

**Members must follow the standards of conduct and commitment to public service values as described in the Nolan Principles (see attached paper).**

**This means that a member will:**

- value people as individuals
- respect the different cultures & beliefs of others
- always behave courteously towards all people.

**This will include:**

- listening politely to others
- accepting that others may hold different views to your own
- being prepared to consider others' points of view.

### **Duties & responsibilities**

**As a member of the LINK you should:**

- find out what the people of Leicestershire think and want
- always present the views of Leicestershire LINK, even when different to your own
- have the agreement of Leicestershire LINK before speaking, writing or attending meetings on behalf of Leicestershire LINK
- refuse to disclose confidential information without permission
- not give advice or guidance to an individual or organization unless qualified to do so
- never accept anything, such as money or gifts, that would affect how you think or act
- not use your membership of the LINK to gain rewards for yourself (or anyone else)
- inform the Host if you know that another member is behaving in an incorrect manner.

## **Confidentiality**

### **Members must remember that:**

- all information must be disposed of in a safe manner
- personal details of other members or the public should be stored safely and, when no longer required, be shredded or given to the Host for safe disposal
- information gained whilst representing the LINK should be shared only with those who need to know it.

## **Conflicts of interest**

Members must always declare if they have any personal or business connection with any matter with which the LINK is dealing.

## **Leaving Leicestershire LINK**

### **If you wish to leave the LINK you should:**

- inform the Host
- continue to keep in confidence all LINK related information
- dispose of all LINK related papers.

## **Breaking this Code of Conduct (or any other LINK Policy)**

**By breaking this Code, and depending on the seriousness or number of offences, you may receive:**

- an informal warning
- a formal warning leading to expulsion for a further offence
- suspension from some LINK activities
- complete suspension from the LINK for a certain length of time
- complete removal from the membership of the Leicestershire LINK.

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## The Nolan Principles

Leicestershire LINK has adopted the seven principles of public life, referred to as the 'Nolan Principles.' Members of the LINK consider them to be the fundamental values that underpin all LINK activity. The seven principles are summarized here:

### **Selflessness**

Act only in terms of the public interest, not in order to gain financial or other benefits for self, family or friends.

### **Integrity**

Not be placed under any financial or other obligation to outside individuals or organizations that might seek to influence the performance of official duties.

### **Objectivity**

Make decisions on merit and the basis of evidence.

### **Accountability**

Be accountable for decisions and actions to the public and submit to whatever scrutiny is appropriate.

### **Openness**

Be as open as possible about all decisions and actions. Give reasons for decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Declare any private interests relating to public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Promote and support these principles by leadership and example.

