

1. INTRODUCTION

This Code of Conduct outlines the basis for the operation of the Lowestoft Place Board and the individual responsibility of its members.

2. OUR BEHAVIOUR AS A MEMBER OF THE LOWESTOFT PLACE BOARD

This Code of Conduct covers our behaviour as members of the Lowestoft Place Board, in any private or public meeting, private correspondence and decision-making processes. As a member of the Lowestoft Place Board, I agree to abide by our objectives. Additionally, I agree that:

I WILL BE SELFLESS - As a Place Board member, I will act solely in terms of the public interest for Lowestoft.

I WILL ACT WITH INTEGRITY - I will avoid placing myself under any obligation to people or organisations that might try inappropriately to influence my role as a Place Board member. I will not act or take decisions in order to gain financial or other material benefits for myself or family and friends. I will declare and resolve any interests and relationships.

I WILL BE OBJECTIVE - Members of the Lowestoft Place board will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. With regards to the press and social media, when engaging I will respect confidentiality, financial, legal and personal information. Where any personal social media accounts make reference or link to my role, I will take care to ensure that it is clear in what capacity I am acting.

I WILL BE ACCOUNTABLE - I will be accountable to the public for my decisions and actions and must submit myself to the scrutiny necessary to ensure this.

I WILL BE COLLABORATIVE - I will work with the Lowestoft Place Board to collaborate on projects to achieve the objectives of the Place Board, in the best interests of the town.

I WILL BE OPEN - Lowestoft Place Board members will act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

I WILL BE HONEST - Lowestoft Place Board Members will be truthful in all they do.

I WILL LEAD BY EXAMPLE - Lowestoft Place Board Members should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

I WILL BE CONSISTENT - Members of the Lowestoft Place Board will, wherever possible, uphold verbal or written agreements.

I WILL UPHOLD THE LOWESTOFT PLACE BOARD OBJECTIVES - Board members will work together to achieve the objectives of the Place Board.

I WILL UPHOLD THE DEMOCRATIC DECISIONS OF THE LOWESTOFT PLACE BOARD - Members will respect the principle of collective decision-making and corporate responsibility, and where a decision has been made, members are expected to uphold and implement the decisions. However, members should ensure that decisions do not affect a person's employment, health and safety, equality or personal or religious beliefs or any other legal rights. Concerns should be raised with the Place Board Chair.

3. RELATIONSHIPS WITH USERS, CLIENTS AND OTHERS

Members of the Lowestoft Place Board will at all times conduct themselves in a professional manner whilst representing the Lowestoft Place Board. This includes communicating with other members and external partners, members of the public and supporting agencies. Members will always use appropriate language. All digital media (i.e. Facebook, Twitter, Website etc.) and digital methods (i.e. email) of communication shall be used appropriately; and meetings will be an effective tool to develop constructive conversations and ways to move forward in a positive manner.

Should any member of the Lowestoft Place Board or public feel that they have witnessed or been subjected to unacceptable behaviour by a member of The Lowestoft Place Board, the relevant complaints process should be put into operation as detailed in this document.

Members of the Lowestoft Place Board will maintain the highest levels of professionalism and courtesy when working with service users, groups and individuals and all members will abide by the principles of equality and diversity.

Where agreements have been made with service users, groups or individuals all members of the Lowestoft Place board will act to ensure these agreements are respected and implemented.

4. MEDIA

East Suffolk Council will co-ordinate all media activity with dates and timing of the release of announcements to the media.

Partners may not offer story advances or exclusives to reporters without prior approval / agreement.

SIGNED:

NAME:

DATED: