

# LOWESTOFT PLACE BOARD CODE OF CONDUCT & WHISTLEBLOWING POLICY



THINK  
LOWESTOFT

Reviewed: June 2025

## INTRODUCTION

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

## BEHAVIOUR - NOLAN PRINCIPLES

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. The Place Board will aim to follow the Nolan principles, high-level ethical principles which those working or doing business with items of public interest should observe. As a recipient of Towns Fund, HM Government require the Place Board to adhere to these principles as it is the key decision maker for projects that are being delivered with Government funding.

The principles are:

1. **Selflessness:** Holders of public office<sup>1</sup> should act solely in terms of the public interest.
2. **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. 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.
4. **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness:** Holders of public office should 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.
6. **Honesty:** Holders of public office should be truthful.
7. **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Additionally:

8. **Public Service:** Holders of public office have a duty to act in the interests of the public body of which they are a Board member and to act in accordance with the core tasks of the body.
9. **Respect:** Holders of public office must respect fellow members of their public body and employees of the body and the role they play, treating them with courtesy at all times.

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<sup>1</sup> In this case of the Place Board, holders of public office will refer to Board members

#### **10. I will be collaborative**

I will work with the Board to collaborate on projects to achieve the objectives of the Board, in the best interests of the town.

#### **11. 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 Board Chair.

## **RELATIONSHIPS WITH USERS, CLIENTS, AND OTHERS**

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

Members of the 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 Board will act to ensure these agreements are respected and implemented.

## **WHISTLEBLOWING**

Whistleblowing is the term used when a Board Member, passes on information concerning wrongdoing. In this guidance, we call that "making a disclosure" or "blowing the whistle". The wrongdoing will typically (although not necessarily) be something they have witnessed.

To be covered by whistleblowing law, the Board member who makes a disclosure must reasonably believe two things. The first is that they are acting in the public interest. This means that personal grievances and complaints are not usually covered by whistleblowing law.

The second thing that Board member must reasonably believe is that the disclosure tends to show past, present, or likely future wrongdoing falling into one or more of the following categories:

1. Criminal offences (this may include, for example, types of financial impropriety such as fraud)
2. Failure to comply with an obligation set out in law
3. Miscarriages of justice
4. Endangering of someone's health and safety
5. Damage to the environment
6. Covering up wrongdoing in the above categories

Complaints that do not count as whistleblowing

- Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your case is in the public interest.

We would encourage Board members to report concerns to the Board Chair. There are other options if you do not want to report your concern to the Chair, for example you can get legal advice from a lawyer, or tell a prescribed person or body, such as East Suffolk Council's Democratic Services team. They can be contacted as below:

Phone: 01502 523521

Email: [democraticservices@eastsuffolk.gov.uk](mailto:democraticservices@eastsuffolk.gov.uk)

## 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.

## DECLARATION

The Code of Conduct shall be reviewed annually by the members.

By signing the below, I confirm that I have read and agree to this policy.

**Name of Board Member accepting the code of conduct and approval on behalf of their organisation:**

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**Name of organisation Board Member represents:**

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**Date:**

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