

CODE OF CONDUCT FOR DIRECTORS OF RIPON COMMUNITY INTEREST COMPANY

This Code sets out the standards of behaviour required of a director of the Ripon Community Interest Company. At all times, Directors are required to conduct themselves in line with the general principles of public life set out at the end of the document, as they apply to a CIC.

1. You must not treat others with disrespect.
2. You must not do anything which may cause the CIC to breach any equality enactment.
3. You must not bully or intimidate any person, or attempt to bully or intimidate them.
4. You must not publish in the press or on social media any statements, comments or opinions which are abusive or derogatory to any individuals, or any other statement which cannot be verified as true.
5. You must not do anything which compromises the impartiality of anyone who works for or on behalf of the CIC, or do anything that is likely to compromise their impartiality.
6. You must not disclose information which is given to you in confidence or which you believe is of a confidential nature, or ought reasonably to be aware is of a confidential nature, unless:
 - You have the permission of a person authorised to give it; or
 - You are required by law to disclose the information; or
 - You disclose it to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or
 - The disclosure is reasonable; and is in the public interest; and is made in good faith; and is only made after having complied with any reasonable requirements of the CIC to delay disclosure or to maintain confidentiality.
7. You must not prevent another person gaining access to information which that person is entitled to by law.
8. You must not conduct yourself in a manner which could reasonably be regarded as bringing the CIC into disrepute, or your position as a director into disrepute.
9. You must not use your position as director improperly to obtain any advantage or disadvantage for yourself or any other person, or attempt to do so.
10. You must comply with the following section of this Code, which relates to registering and declaring in meetings any personal and prejudicial interests you may have.

INTERESTS

Personal Interests

11. A Director has a personal interest in any business of the CIC that relates to, or is likely to affect
 - (a) any body of which they are a member or in a position of general control or management;
 - (b) any employment or business carried on by them;

- (c) any person or body who employs or has appointed you; or
- (d) the well-being or financial position of the Director, their family or close associates more than it would affect the majority of people or businesses affected by the decision.

Disclosure of Personal Interests

12. (1) Where you have a personal interest in any business of the CIC and you attend a meeting of the CIC at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of the CIC which relates to or is likely to affect a person described in paragraph 11(1)(a), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of that personal interest.

Prejudicial Interest Generally

13. (1) Where you have a personal interest in any business of the CIC you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

- (2) You do not have a prejudicial interest in any business of the CIC where that business;
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 14;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 14; or
 - (c) mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

14. (1) Where you have a prejudicial interest in any business of the CIC;
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held;
 - (i) Immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.

GENERAL PRINCIPLES OF PUBLIC LIFE
(As stated in Local Government Codes of Conduct)

Selflessness

1. You should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity

2. You should not behave improperly, should not place yourself in situations where your honesty and integrity may be questioned and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. You should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. You should be accountable to the public for your actions and the manner in which you carry out your responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to your office.

Openness

5. You should be as open as possible about your actions and those of the CIC, and should be prepared to give reasons for those actions.

Personal Judgement

6. You may take account of the views of others, but should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Respect for Others

7. You should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

Duty to Uphold the Law

8. You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

Stewardship

9. You should do whatever you are able to do, to ensure that the CIC uses its resources prudently and in accordance with the law.

Leadership

10. You should promote and support these principles by leadership, and by example, and should always act in a way that secures or preserves public confidence.