



**MEMBERS CODE OF CONDUCT**  
**Approved by the Board 20 February 2023**

**GENERAL PROVISIONS**

1. a] A member must observe the Board's Code of Conduct whenever they:
  - i] conduct the business of the Board;
  - ii] conduct the business of the office to which they have been elected or appointed; or
  - iii] acts as a representative of the Board,and references to a member's official capacity shall be construed accordingly.
- b] The Board's Code of Conduct shall not, apart from paragraphs 4 and 5a below, have effect in relation to the activities of a member undertaken other than in an official capacity.
2. A member must:
  - a] promote equality by not discriminating unlawfully against any person;
  - b] treat others with respect; and
  - c] not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Board.
3. A member must not:
  - a] disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without consent of a person authorised to give it, or unless they are required by law to do so; nor
  - b] prevent another person from gaining access to information to which that person is entitled by law.
4. A member must not in their official capacity, or any other circumstance, conduct themselves in a manner which could reasonably be regarded as bringing their office or the Board into disrepute.
5. A member:
  - a] must not in their official capacity, or any other circumstance, use their position as a member improperly to confer on or secure for themselves or any other person, an advantage or disadvantage; and
  - b] must, when using or authorising the use by others of the resources of the Board:
    - i] act in accordance with the Board's requirements; and
    - ii] ensure that such resources are not used for political purposes.
6. A member must, if they become aware of any conduct by another member which they reasonably believe involves a failure to comply with the Board's Code of Conduct, make a written allegation to that effect to the Clerk as soon as it is practical for him so to do.

7. Unless otherwise agreed by the Board in individual circumstances, all enquiries from the press, radio or television must be directed to the Harbour Master and all press releases should only be issued by the Harbour Master after consultation with the Chairman.
8. Board Members are advised not to make statements to the press or media or at any public meeting relating to the proceedings of the LHB or its Committees without the agreement of the Board, Chairman and/or Harbour Master. However, if any statements are made by Members, they should state in the capacity that they are making them and that they are not being made on behalf of the Board. It is unethical for Board Members to publicly criticise, canvass or reveal the views of other Board Members or Officers, which have been expressed at a meeting of the Board or its Committees.

## **INTERESTS**

### **Personal Interests**

9. a] A member must regard themselves as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 12 and 13 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other stakeholders or residents, the wellbeing or financial position of themselves, a relative or a friend or:
  - i] any employment or business carried on by such persons;
  - ii] any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
  - iii] any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £1,000 or 1% of the nominal value of the issued share capital whichever is less.
  - iv] anybody listed in sub paragraphs 15.a to 15.e below in which such persons hold a position of general control or management.
- b] In this paragraph:
  - i] “relative” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the preceding persons; and
  - ii] “partner” in sub-paragraph 9.b.i. above means a member of a couple who live together.

### **Disclosure of Interests**

10. A member with a personal interest in a matter who attends a meeting of the Board at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

### **Prejudicial Interests**

11. a] Subject to sub-paragraph 11.b. below, a member with a personal interest in a matter also has a prejudicial interest in that matter if 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 the member’s judgement of the public interest.
- b] A member may regard themselves as not having a prejudicial interest in a matter if that matter relates to:

- i] a relevant authority of which they are a member;
- ii] a public authority in which they hold a position of general control or management;
- iii] a body to which they have been appointed or nominated by the Board as its representative.

#### **Participation in Relation to Disclosed Interests**

12. A member with a prejudicial interest in any matter must:
- a] withdraw from the room or chamber where the meeting is being held whenever it becomes apparent that the matter is being considered at that meeting; and
  - b] not seek to improperly influence a decision about that matter.
13. For the purpose of this part, “meeting” means any meeting of:
- a] the Board; or
  - b] any of the Boards committees or panels.

#### **Registration of Financial and Other Interests**

14. Within 28 days of the provisions of this Code of Conduct being adopted or within 28 days of their assuming office (if that is later) a member must register their financial interests in the Board’s register by providing written notification to the Clerk to the Board of:
- a] any employment or business carried out by themselves;
  - b] the name of the person who employs them, the name of any firm in which they are a partner and the name of any company for which they are a remunerated director;
  - c] the name of any corporate body which has a place of business or land in the environs of the harbour and in which the member has a beneficial interest in a class of securities of that body which exceeds the nominal value of £1,000 or one hundredth of the total issued share capital of that body.
  - d] a description of any contract for goods, services or works made between the Board and themselves or a firm in which they are a partner, a company or which they are a remunerated director or a body of the description specified in sub-paragraph 12.c. above;
  - e] the address or other description (sufficient to identify the location) of any land in which they have a beneficial interest and which is within the environs of the harbour;
  - f] the address or other description (sufficient to identify the location) of any land where the landlord is the Board and the tenant is a firm in which they are a partner, a company of which they are a remunerated director or a body of the description specified in sub-paragraph 14.c. above; and
  - g] the address or other description (subject to identify the location) of any land or facility within the environs of the harbour in which they have a license (alone or jointly with others) to occupy for 28 days or longer.
15. Within 28 days of the provisions of this Code of Conduct being adopted or within 28 days of their assuming office (if that is later) a member must register their other interests in the Board’s register by providing written notification to the Clerk to the Board of their membership or of position of general control or management in any:
- a] body to which they have been appointed or nominated by the Board as its representative;
  - b] public authority or body exercising functions of a public nature;
  - c] company, industrial and provident society, charity or body directed to charitable

- purposes;
- d] body whose principle purposes include the influence of public opinion or policy; and
- e] trade union or professional association.

16. A member must within 28 days of becoming aware of any change to the interests specified under paragraphs 14 and 15 above provide written notification to the Clerk to the Board of that change.

**Registration of Gifts and Hospitality**

17. A member must within 28 days of receiving any gift or hospitality over the value of £25 provide written notification to the Clerk to the Board of the existence and nature of that gift or hospitality.