

## Code of Practice for Members of the SSAC

### 1. Public Service Values

The Committee of this advisory non-departmental public body must at all times:

- observe the highest standards of **impartiality, integrity and objectivity** in relation to the advice they provide and the management of this public body;
- be **accountable** to Parliament and the public more generally for its activities and for the standard of advice it provides; and
- in accordance with Government policy on **openness**, comply fully with the Code of Practice on Access to Government Information.

Subject to the Committee's statutory role and responsibilities, the minister of the sponsoring Department is answerable to Parliament for the policies and performance of this body.

### 2. Standards in Public Life

All Committee members must:

- follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (annexed);
- comply with this Code, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of this body and any relevant statements of Government policy. New Committee members should consider attending relevant training or induction courses;
- not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those connected persons, firms, businesses or other organisations; and
- not hold any paid or high-profile unpaid posts in a political party\*, and not engage in specific party political activities in their capacity as a member of SSAC and on matters directly affecting the work of this body. When engaging in other political activities, Committee members should be conscious of their public role and exercise proper discretion.

*\*MPs, members of the elected Assemblies for Scotland, Northern Ireland and Wales and members of the House of Lords are not eligible to serve upon, or for appointment to, the Committee.*

### **3. Role of Committee Members**

- Members of the Committee have collective responsibility for the operation of this body. They must:
- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the sponsor department or the responsible minister;
- ensure that the Code of Practice on Access to Government Information (including prompt responses to public requests for information) is adhered to and agree an Annual Report;
- respond appropriately to complaints, if necessary with reference to the sponsor Department; and
- ensure that the Committee does not exceed its powers or functions.

Communications between the Committee and the minister will generally be through the Chair except where the Committee has agreed that individual members should act on its behalf. Nevertheless, any Committee member has the right of access to ministers on any matter which he or she believes raises important issues relating to his or her duties as a Committee member. In such cases the agreement of the rest of the committee should normally be sought.

Individual Committee members can normally be removed from office by the minister if they fail to perform the duties required of them in line with the standards expected in public office.

### **4. The Role of the Chair**

The Chair has particular responsibility for providing effective leadership on the issues above. In addition, the Chair is responsible for:

- ensuring that the Committee meets at appropriate intervals, and that the minutes of meetings and any reports to the Secretary of State accurately record the decisions taken and, where appropriate, the views of individual Committee members;
- representing the views of the Committee to the general public; and
- ensuring that new Committee members are briefed on appointment (and their training needs considered), providing, if requested to do so, an informal assessment of members' performance to inform consideration of re-appointments to the Committee or appointments to the Committee of some other body and an assessment of their performance, on request.

## **5. Handling Conflicts of Interests**

The purpose of these provisions is to avoid any danger of Committee members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All Committee members should therefore declare any personal or business interest which may, or may be *perceived* by a reasonable member of the public) to, influence their judgement. This should include, as a minimum, personal direct and indirect pecuniary interests, and should normally also include, such interests of close family members and of people living in the same household.

*(Indirect pecuniary interests arise from connections with bodies which have direct pecuniary interest or from being a business partner of, or being employed by, a person with such an interest. Non-pecuniary interests include those arising from membership of clubs and other organisations. Close family members include personal partners, parents, children (adult and minor), brothers, sisters and the personal partners of any of these.)*

The register of interest should be kept up-to-date and be open to the public. A declaration of any interest should also be made at any Committee meeting if it relates specifically to a particular issue under consideration, for recording in the minutes (whether or not a Committee member also withdraws from the meeting.)

Committee members should not participate in the discussion or determination of matters in which they have an interest, and should normally withdraw from the meeting (even if held in public) if:

- their interest is direct and pecuniary; or
- their interest is covered in specific guidance issued by this body or the sponsor Department which requires them not to participate and/or to withdraw from the meeting.

## **6. Personal Liability of Committee Members**

Legal proceedings by a third party against individual Committee members of advisory bodies are very exceptional. A Committee member may be personally liable if he or she makes a fraudulent or negligent statement which results in a loss to a third party; or may commit a breach of confidence under common law or a criminal offence under insider dealing legislation, if he or she misuses information gained through their position. However, the Government has indicated that individual Committee members who have acted honestly, reasonably, in good faith and without negligence will not have to meet out of their own personal resources any personal civil liability which is incurred in execution or purported execution of their board functions. Committee members who need further advice should consult the sponsor department.

## **THE SEVEN PRINCIPLES OF PUBLIC LIFE**

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.