

Dublin and Dún Laoghaire ETB
Code of Conduct for Members

This Code of Conduct is part of the Code of Governance requirements for ETBs as issued by the Department of Education and Skills in Circular Letter CL0018/2015

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Introduction

Dublin and Dún Laoghaire ETB (DDLETB) has adopted this Code of Conduct for members of the Board, Boards of Management and Committees.

Intent

The purpose of the Code of Conduct is to provide guidance to the Chairperson and members of DDLETB in performing their duties.

Objectives

The objectives of the Code of Conduct are:

- To set out an agreed set of ethical principles;
- To promote the development and acceptance of ethical practices;
- To promote the highest legal, management and ethical standards in all activities of DDLETB;
- To promote compliance with best current management practice in all activities of DDLETB.

General Principles

It is the policy of DDLETB to maintain a high standard for ethical behaviour and fair dealing in the conduct of its business.

It is not possible to provide for every situation in the Code of Conduct. If there is doubt about the probity of any particular situation, a member must consult the Chairperson of the Board.

Availability of the Code

DDLETB will:

- Make available this Code of Conduct to all members of the Board, Boards of Management, Committees and will make all members aware of its importance and availability;
- Ensure that all members acknowledge receipt and understanding of its contents;
- Provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations, which arise routinely.

Review

DDLETB will review this Code of Conduct as appropriate. Any proposed revisions to this Code must be considered and approved at a meeting of the Board.

Breaches of the Code

Breaches of the Code of Conduct will be notified to the Chairperson and to the Comptroller and Auditor General, and may be notified to the Minister for Education and Skills with the annual accounts and report.

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Fundamental Principles

Members of DDLETB are required to observe the following fundamental principles, as set out under the following headings:

- a) Integrity
- b) Information
- c) Obligations
- d) Loyalty
- e) Fairness
- f) Work/External Environment

a) Integrity

Members of DDLETB will:

- Disclose outside employment/business interests which objectively would be considered to be in conflict or in potential conflict with the business of DDLETB;
- Avoid the acceptance of further employment where the potential for conflict of interest arises during a reasonable period of time after a person has ceased to be a member of the Board;
- Refrain from giving or receiving corporate gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions;
- Collaborate vigorously, energetically, ethically and honestly with other education institutions, commercial and other providers of research and advisory services;
- Ensure that DDLETB conducts its purchasing activities of goods/services in accordance with public policy and best business practice and its purchasing regulations reflect this;
- Ensure that expenses are claimed only as appropriate to business needs and in accordance with good practice in the public sector generally;
- Ensure that DDLETB engages consultancy and other services in accordance with public policy guidelines;
- Satisfy themselves that the accounts/reports accurately reflect the Boards performance and are not misleading or designed to be misleading;
- Avoid the use of DDLETBs resources or time for personal gain or for the benefit of persons/organisations unconnected with DDLETB or its activities;
- Ensure that DDLETB is committed to acquiring information or business secrets by proper means only.

b) Information

Members of DDLETB will:

- Ensure that the Board is committed to providing access to general information in relation to its activities in a way that is open and enhances its accountability to the general public;
- Respect the confidentiality of sensitive information held by DDLETB, having regard to paragraph 13 of Schedule 3 of the Education and Training Boards Act 2013.

Sensitive information would constitute material such as:

- Personal Information;

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- Information received in confidence by DDLETB;
- Any commercially sensitive information or other information sensitive to the reputation of DDLETB;
- Any other material, release of which might constitute an unlawful or unethical act.
- Ensure that DDLETB will observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest;
- Ensure that DDLETB complies with all relevant statutory provisions (e.g. Data Protection Acts 1998 and 2003, and the Freedom of Information Act, 1997 to 2013);
- Observe the strictest confidentiality in relation to all discussions and decisions taken at in-camera meetings of the Board and in DDLETB;
- Continue to observe the strictest confidentiality with regard to sensitive information and to discussions and decisions taken at meetings of the Board and in DDLETB when Board membership had ended.

c) Obligations

Members of DDLETB will:

- Fulfil all regulatory and statutory obligations imposed on it by the Education and Training Board Act, 2013, and other relevant legislation;
- Ensure that DDLETB complies with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;
- Ensure that controls are in place to prevent fraud and to ensure compliance with prescribed procedures in relation to levels of authority for sanctioning any relevant expenditure including expenses for business travel;
- Make every reasonable effort to attend all Board meetings;
- Ensure conformity with procedures laid down by the Board in relation to conflict of interest situations. This includes acceptance of positions and/or engagement by a State Body that may give rise to the potential for conflicts of interest and to confidentiality concerns. The Board will also ensure that any procedures that it may put in place in this regard are monitored and enforced;
- Acknowledge the duty to conform to the highest standards of ethics.

d) Loyalty

Members of DDLETB will acknowledge their responsibility to be loyal to DDLETB and to be fully committed to all its activities, while mindful that DDLETB itself must at all times take into account the interests of its students and funders, including tax payers.

e) Fairness

Members of DDLETB will:

- Ensure that DDLETB is committed to complying with employment equity and equal status legislation;
- Ensure that DDLETB is committed to fairness in all business dealings;

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- Ensure that DDLETB values its students, staff, suppliers and customers and treats all students, employees, suppliers and customers equally.

f) Work/External Environment

Members of DDLETB must:

- Place the highest priority on promoting and preserving the health and safety of its staff and students;
- Ensure that community concerns are fully considered in its activities and operations;
- Minimise any detrimental impact of DDLETBs operations on the environment.

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