



## CLD Standards Council Scotland – Code of Conduct

### Purpose

The purpose of this Code of Conduct is to provide guidance to members of the Standards Council Executive and functional (Approval, Professional Learning and Registration) committees in carrying out their responsibilities both to Scottish Government in relation to the remit it has set for the CLD Standards Council, and to members of the Standards Council.

### Good governance and the role of members of the Standards Council Executive and functional committees

Governance is defined in the *International Framework: Good Governance in the Public Sector*<sup>1</sup> as comprising “the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved”.

Members of the Standards Council Executive and functional committees (referred to in this Code of Conduct as “committee members”) have responsibility for:

1. Providing advice and guidance on the carrying out of the Standards Council’s remit from Scottish Government.
2. Developing and leading the Standards Council as a member-led professional body.
3. Identifying and taking opportunities to increase the impact of the CLD Standards Council on the wider CLD field.

To ensure that they carry out these responsibilities appropriately, committee members should consider and apply principles of “good governance”.

The *International Framework* identifies “The fundamental function of good governance in the public sector” as being:

“To ensure that entities achieve their intended outcomes while acting in the public interest at all times.”

In other words, the governance role of committee members is to make sure that the Standards Council is achieving the outcomes set in relation to its responsibilities and is acting in the public interest.

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<sup>1</sup> <https://www.cipfa.org/policy-and-guidance/standards/international-framework-good-governance-in-the-public-sector>,



When participating in Standards Council committee meetings, representing the Standards Council or otherwise acting in their Standards Council capacity, committee members must ensure that they act in the interests of the Standards Council, and the public interest, rather than in the interests of another organisation that employs them or that they have connections with.

(Annex 1 provides an extract from the *Framework* that details principles of good governance.)

### **Attendance and participation**

By taking a place on the CLDSC Executive or one of its functional committees, members take on a commitment to contribute consistently to the business of the CLDSC and to attend meetings on a regular basis. Meeting this commitment is a pre-requisite for fulfilling their role in the governance of the CLDSC and the principles set out below.

### **Principles**

The following principles for conduct (included in the Model Code for Members of Devolved Public Bodies<sup>2</sup>) should guide committee members:

#### Duty

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core functions and duties of that body.

#### Selflessness

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

#### Integrity

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

#### Objectivity

You must make decisions solely on merit and in a way that is consistent with

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<sup>2</sup> <https://beta.gov.scot/publications/board-guide-members-statutory-boards/> p.55, 56-57



the functions of the public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

### Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

### Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

### Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

### Leadership

You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

### Respect

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body

## **Social Media**

These principles apply equally to behaviour and interactions through social media as to other spheres of activity and communication. When making use of social media in their Standards Council capacity, committee members should take particular care to ensure that they are doing so in ways that are in the interests of the Standards Council. In all their use of social media, they should consider their responsibilities to the Standards Council and the principles set out above.



## CLD Values and Code of Ethics

As CLD practitioners and as registered members of the Standards Council, committee members should be guided by the Code of Ethics for CLD (<http://cldstandardscouncil.org.uk/resources/code-of-ethics/>) and the values that underpin the CLD Competence Framework (<http://cldstandardscouncil.org.uk/resources/values-of-cld/>).

## References

Model Code of Conduct for Members of Devolved Public Bodies (Scottish Government, 2014) <https://www.gov.scot/Resource/0044/00442087.pdf>  
The Model Code is intended for members of the Boards of statutory public bodies. The content, for instance in relation to conduct at meetings and confidentiality requirements, may be useful for committee members to refer to.

International Framework: Good Governance in the Public Sector (International Federation of Accountants/Chartered Institute of Public Finance and Accountancy, 2014) <https://www.cipfa.org/policy-and-guidance/standards/international-framework-good-governance-in-the-public-sector>,

On Board: a guide for members of statutory boards  
<https://beta.gov.scot/publications/board-guide-members-statutory-boards/>

## Annex 1

**Principles for Good Governance in the Public Sector** (extract from *International Framework: Good Governance in the Public Sector*, p.10)

Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.

The fundamental function of good governance in the public sector is to ensure that entities achieve their intended outcomes while acting in the public interest at all times.

Acting in the public interest requires:

- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- B. Ensuring openness and comprehensive stakeholder engagement.



In addition to the overarching requirements for acting in the public interest in principles A and B, achieving good governance in the public sector also requires effective arrangements for:

- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
- D. Determining the interventions necessary to optimize the achievement of the intended outcomes.
- E. Developing the entity's capacity, including the capability of its leadership and the individuals within it.
- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.