



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Kerry
ETB

Code of Conduct for Members

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

Adopted by the Board of Kerry ETB on 25th January, 2016

1. INTRODUCTION

Kerry Education and Training Board (Kerry ETB) has adopted this Code of Conduct for members of the Board, Board of Management members and members of Kerry ETB Committees. The Code takes account of the implications of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act 2001.

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

A copy of the Code is available on Kerry ETBs website. Further copies are available from Corporate Support Services, Kerry Education and Training Board, Centrepoint, John Joe Sheehy Road, Tralee. *Phone: 066-7121488. Email: info@cokerryetb.ie.*

2. INTENT

The purpose of the Code is to provide guidance to the Chairperson and members¹ of Kerry ETB in performing their duties.

3. OBJECTIVES

The objectives of the Code 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 the activities of Kerry ETB;
- To promote compliance with best current management practice in all the activities of Kerry ETB.

4. GENERAL PRINCIPLES

It is the policy of Kerry ETB to maintain a high reputation 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.

5. AVAILABILITY OF THE CODE

Kerry ETB will:

- Make available this Code of Conduct, and to all members 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.

¹ The term 'members' refers to: members of the Board, Board of Management members and members of Kerry ETB Committees

6. REVIEW

Kerry ETB 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.

7. 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.

8. FUNDAMENTAL PRINCIPLES

Members of Kerry ETB 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) Consideration for work/external environment.

a) Integrity

Members are expected to observe the highest standards of honesty and integrity in all his/her dealings as a member of Kerry ETB.

Members of Kerry ETB will:

- disclose outside employment / business or other interests which objectively would be considered to be in conflict or in potential conflict with the business of Kerry ETB;
- 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 educational institutions, commercial and other providers of research and advisory services;
- ensure that Kerry ETB conducts its purchasing activities of goods/services in accordance with public policy and best business practice and its purchasing regulations reflect this;
- claim expenses only as appropriate to business needs and in accordance with good practice in the public sector generally;
- ensure that expenses are claimed only as appropriate to business needs and in accordance with the public sector generally;
- ensure that Kerry ETB engages consultancy and other services in accordance with public policy guidelines;
- satisfy themselves that the accounts/reports accurately reflect the Board's performance and are not misleading or designed to be misleading;
- avoid the use of Kerry ETB's resources or time for personal gain, for the benefit of persons/organisations unconnected with the ETB or its activities;

- ensure that the ETB are committed to acquiring information or business secrets by proper means only.

b) Information

Members of Kerry ETB 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 Kerry ETB, 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;
 - Information received in confidence by Kerry ETB;
 - Any commercially sensitive information or other information sensitive to the reputation of Kerry ETB;
 - Any other material, release of which might constitute an unlawful or unethical act.
- ensure that Kerry ETB will observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest;
- ensure that Kerry ETB complies with all relevant statutory provisions (e.g. Data Protection Acts, 1988 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 Kerry ETB;
- continue to observe the strictest confidentiality with regard to sensitive information and to discussions and decisions taken at meetings of the Board and in the ETB when Board membership has ended.

c) Obligations

Members of Kerry ETB will:

- fulfil all regulatory and statutory obligations imposed on it by the Education and Training Board Act, 2013, and other relevant legislation;
- ensure that Kerry ETB 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;
- will 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 Kerry ETB will acknowledge their responsibility to be loyal to Kerry ETB and to be fully committed to all its activities, while mindful that Kerry ETB itself must at all times take into account the interests of its students and funders, including tax payers.

e) Fairness

Members of Kerry ETB will:

- ensure that Kerry ETB is committed to complying with employment equality and equal status legislation;
- ensure that Kerry ETB is committed to fairness in all business dealings;
- ensure that Kerry ETB values its students, staff, suppliers and customers and treats all its students, employees, suppliers and customers equally.

f) Work/External Environment

Members of Kerry ETB will:

- 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 Kerry ETB's operations on the environment.