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**FD (DFP) 04/14**

**17 April 2014**

**Dear Finance Director**

## **CODES OF CONDUCT FOR BOARD MEMBERS OF PUBLIC BODIES**

### ***Background***

1. Within the public sector individuals can be appointed to a range of non executive positions. Those include non executive board members of departments, agencies, Non Departmental Public Bodies (NDPBs) and other sponsored bodies. In fulfilling the requirements of such positions individuals should be provided with a Code of Conduct which sets out the standards which are expected of such office holders.
2. While each public body will have its own Code of Conduct and associated policies and procedures which align to it, DFP has recently updated the template “Code of Conduct for Board Members of Public Bodies” which was originally brought to the attention of Northern Ireland departments in 2006 (through FD (DFP) 03/06).
3. The revised Code of Conduct template has been updated to reflect governance developments and is available on the AFMD website with this letter ([www.dfpni.gov.uk/afmd](http://www.dfpni.gov.uk/afmd)). This template should be used as the basis on which to develop specific/bespoke Codes of Conducts for board members. Any such Code should take account of the relevant legislation and other provisions under which individual bodies have been established.

4. Individuals appointed to public bodies should be provided with a copy of the relevant organisation's own Code of Conduct on appointment.

### ***Training for Board Members***

5. The Chief Executive's Forum delivers courses which provide invaluable training for newly appointed public appointees/board members of public bodies. It is expected that all newly appointed Board members, as a condition of their appointment, will attend one of these training courses, or a similar course approved by their sponsor department, within six months of appointment unless otherwise agreed. Current board members may also wish to avail of this training.

### ***Withdrawal***

6. The following DFP Guidance is now withdrawn:- FD (DFP) 03/06 - Guidance on Codes of Practice for Board Members of Public Bodies.

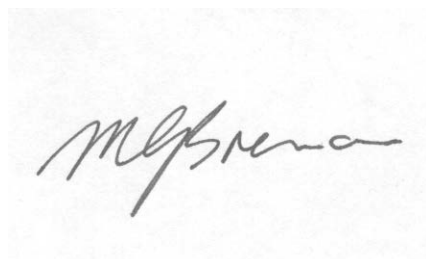
### ***Action***

7. This FD letter should be brought to the attention of relevant departmental and agency staff and relevant Arm's Length Bodies.

### ***Queries***

8. Any queries regarding this letter should be addressed to Alison Caldwell ([alison.caldwell@dfpni.gov.uk](mailto:alison.caldwell@dfpni.gov.uk)), telephone 028 9185 8249, ext 68249; or Paddy Hoey ([paddy.hoey@dfpni.gov.uk](mailto:paddy.hoey@dfpni.gov.uk)) telephone 028 9185 8208, ext 68208.

**Yours sincerely**

A handwritten signature in black ink, appearing to read 'Mike Brennan', is centered on a light-colored rectangular background.

**MIKE BRENNAN**

**cc: Supply Officers  
Jack Layberry o/r  
Alison Caldwell  
Paddy Hoey**