

Annex E

Human Fertilisation and Embryology Authority

Annex E to Standing Orders

(to be reviewed annually by the Authority)

Code of Conduct for Authority members

Last reviewed and approved by the
Authority on 9th December 2009

Human Fertilisation and Embryology Authority (“The Authority”) Code of Conduct for Authority members

All members of the Authority **UNDERTAKE** to:-

- have regard to the functions and duties of the Authority set out in sections 8 and 8ZA of the Human Fertilisation and Embryology Act 1990 (as amended) (“the Act”) and which are annexed to this Code, when undertaking the business of the Authority or a committee of the Authority;
- comply with the Standing Orders and relevant protocols and policies approved by the Authority when undertaking the business of the Authority or a committee of the Authority;
- follow and support by example the principles published by the Committee on Standards in Public Life (the Nolan Principles) which are annexed to this Code;
- comply with the statement of general principles published by the Authority in accordance with Section 8(ca) (ii) of the Human Fertilisation and Embryology Act 1990 (as amended) which are annexed to this Code;
- ensure that actions taken in a personal capacity do not bring the Authority into disrepute;
- be alert to the possibility of any conflicts of interest, and to declare any potential conflicts as soon as practicable;
- in the event of a potential conflict of interest, consult and follow the Authority’s Guidance on Conflicts of Interests;
- ensure that entries relating to them in the register of interests maintained by the Authority are accurate, complete and up-to-date;
- declare any hospitality received which may be relevant to their work as an Authority member in the register of interests maintained by the Authority for that purpose;
- only discuss Authority and committee papers at formal meetings of the Authority or committee to which the papers relate;
- keep the deliberations of the Authority or committee meetings which are not open to the public confidential, and not to disclose such deliberations to any external party (save in accordance with the Authority’s publication policy or where required to by a Court, or by law);

- use any information acquired solely by virtue of their membership of the Authority or a committee of the Authority only for the purpose of Authority or committee proceedings, and not to use such information for personal gain;
- comply with the provisions of section 33A of the Human Fertilisation and Embryology Act 1990 (as amended) and to uphold strictly the confidentiality of any patient identifying information that may be revealed to them as members of the Authority or a committee of the Authority;
- make no public comment on behalf of the Authority without first obtaining approval from the Chair of the Authority;
- when providing media interviews or commenting in public, make it clear that they are speaking in a private capacity or as a member of the Authority;
- make every effort to attend all meetings, hearings and training sessions at which their presence is required;
- once diaries have been checked and meetings scheduled, only cancel their attendance under exceptional and wholly unavoidable circumstances;
- take all reasonable steps to give advance warning of absence to the Chair of the Authority or committee of which they are a member in the event that they are unable to attend a scheduled meeting or hearing;
- prepare for any meeting or hearing by reading any papers sent to them beforehand; and
- undertake periodic training provided or organised by the Authority

I hereby declare that I have read and understood this document and undertake to abide by the principles set out in this Code and to support these principles by example.

NAME:

SIGNATURE:..... DATE:.....

Annex - General functions and duties of the Authority

Section 8 General functions of the Authority

The Authority shall

- (a) keep under review information about embryos and any subsequent development of embryos and about the provision of treatment services and activities governed by this Act, and advise the Secretary of State, if he asks it to do so, about these matters,
- (b) publicise the services provided to the public by the Authority or provided in pursuance of licences,
- (c) provide, to such extent as it considers appropriate, advice and information for persons to whom licences apply or who are receiving treatment services or providing gametes or embryos for use for the purpose of activities governed by this Act, or may wish to do so,
- (ca) maintain a statement of the general principles which it considers should be followed-
 - (i) in the carrying –on of activities governed by this Act, and
 - (ii) in the carrying-out of its functions in relation to such activities,
- (cb) promote, in relation to activities governed by this Act, compliance with-
 - (i) requirements imposed by or under this Act, and
 - (ii) the code of practice under section 25 of this Act,
- (d) perform such other functions as may be specified in regulations

Section 8ZA Duties in relation to carrying out its functions

- (1) The Authority must carry out its functions effectively, efficiently and economically.
- (2) In carrying out its functions, the Authority must, so far as relevant, have regard to the principles of best regulatory practice (including the principles under which regulatory activities should be transparent, accountable, proportionate, consistent and targeted only at cases in which action is needed).

Annex - The seven principles underpinning 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 other 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 interest.
Leadership	Holders of public office should promote and support these principles by leadership and example.

Annex - Statement of general principles published by the Authority in accordance with section 8(ca) (ii) of the Human Fertilisation and Embryology Act 1990 (as amended)

Purpose

We are the UK's independent regulator of treatment using eggs and sperm, and of treatment and research involving human embryos. We set standards for, and issue licences to, centres. We provide authoritative information for the public, in particular for people seeking treatment, donor conceived people and donors. We determine the policy framework for fertility issues, which are sometimes ethically and clinically complex.

Principles

We treat people and their information with sensitivity, respect and confidentiality

We observe the highest standards of integrity and professionalism in putting into effect the law as it governs our sector

We consult widely, listening to and learning from those with an interest in what we do

We keep abreast of scientific and clinical advances

We exercise our functions consistently, proportionately, openly and fairly.

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