



1. Climate Change Advisory Council Code of Business Conduct

Objectives

- 1.1 The objectives of this Code are to:
 - (a) Provide an agreed set of ethical and operational principles and processes for the operation of the Council and as appropriate for the Secretariat in their work to support the functioning of the Council.
 - (b) Promote and maintain confidence and trust.
 - (c) Prevent the development or acceptance of unethical practices.

Integrity

- 2.1 The Disclosure of Interests requirements for the Council members are outlined in Section 10 of the *Climate Action and Low Carbon Development Act 2015 (Appendix 1)*. All Members must ensure that they are familiar with these processes and procedures and take necessary measures to confirm their compliance with the obligations as stated in this Section of the Act.
- 2.2 Council members and the Secretariat must avoid giving or receiving of 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.
- 2.3 Ensure that purchasing of goods and/or services are conducted in accordance with best business practice and comply with current national and EU procurement rules as required.
- 2.4 Ensure that the claiming of expenses is only as appropriate to business needs and is in accordance with best practice with the public sector generally.
- 2.5 Work with the Agency to ensure that the Council's accounts/reports are accurate and reflect the work of the Council and are not misleading or designed to be misleading.
- 2.6 Avoid using the Council resources or time for personal gain, for the benefit of persons/organisations unconnected with the Council or its activities.
- 2.7 There is a commitment by the Council and the Secretariat not to acquire information or business secrets by improper means.

Information

- 2.8 The Council and the Secretariat shall:



- (a) Support the provision of access to general information relating to the Council activities that is open and enhances its accountability to the general public;
 - (b) Respect the confidentiality of sensitive information held by the Council, including material such as:
 - (i) Commercially sensitive information;
 - (ii) Personal information;
 - (iii) Information received in confidence.
 - (c) Observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest;
 - (d) Comply with relevant statutory provisions (e.g. data protection legislation, the Freedom of Information Acts, 1997 and 2001), including relevant Sections of the Climate Action and Low Carbon Development Act 2015.
- 2.9 The Secretariat is additionally bound by the Code of Conduct for Directors and Staff of the EPA and must ensure their compliance with this Code of Conduct as appropriate. Should a conflict arise the Council Chair and the Director General of the EPA should agree on any steps that are necessary to resolve such a conflict.

Functions of the Council

- 3.1 The functions of the Council as specified in the Climate Action and Low Carbon Development Act 2015 referred to here as the Act and are provided in Appendix 2.
- 3.2 The specifications for the Annual and Periodic Council reports are provided in Appendix 3. The Council may prepare and publish other reports or statements as considered appropriate by the Council.
- 3.3 Section 11 (3) of the Act specifies that the Council shall be independent in the performance of its functions. The Council has therefore adopted the following general rules to carry out its functions during the course of its meetings.

Obligations

- 4.1 The Council and the Secretariat shall:
 - (a) Fulfil all regulatory and statutory obligations imposed on them;
 - (b) Council members should use their reasonable endeavours to attend all Council meetings;
 - (c) Conform with procedures laid down by the Council in relation to conflict of interest situations, including in regard to acceptance of positions following employment



and/or engagement by a State body that may give rise to the potential for conflicts of interest and to confidentiality concerns;

- (d) Comply with tendering and purchasing procedures, and with prescribed levels of authority for sanctioning any relevant expenditure;
- (e) Introduce controls to prevent fraud including adequate controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel;
- (f) Acknowledge the duty of all to conform to highest standards of business ethics.

Loyalty

- 5.1 The Council members shall acknowledge the responsibility to be loyal to the Council and fully committed to its function and activities.

Work/External Environment

- 6.1 The Council will aim to minimise any detrimental impact of the operation on the environment.

Disclosure of Interests Policy

- 7.1 Section 10 of the Act outlines the disclosure of interests procedure for the Council (Appendix 1).
- 7.2 Each Council Member must make themselves familiar with the legislation in order to satisfy themselves that they understand and are able to act on Section 10 of the Act when appropriate.
- 7.3 As per Section (10)(2) of the Act, where a material interest is disclosed pursuant to this section, the disclosure shall be recorded in the minutes of the meeting concerned.
- 7.4 Council members must observe obligations as laid out under the Ethics in Public Office Acts, 1995-2001.
- 7.5 Council members are required to make Statements of Interest in each year (Appendix 2), during any part of which they serve on the Council. These following programme must be adhered to:
 - 7.6 First Statement – Cover the period from 1 January (or the date of appointment in that year to 31 December of the same year. Statement is due not later than 31 January in the following year.
 - 7.7 Subsequent Annual Statement – Cover the respective year to 31 December. Statement is due not later than 31 January in the following year.



- 7.8 Statement on Leaving – Cover the period from 1 January of final year to the date of leaving. Statement is due within 30 days of leaving, but not later than 31 January in the following year.
- 7.9 The Statement of Interests are to be completed, signed and returned to the Secretariat where they will be kept on file.