

- ⇒ Official delegations are to be determined by the Ministers
- ⇒ Official travel is the expense of the ministry and should be approved by cabinet prior to travel.
- ⇒ Any minister on private business who is called back to the TCI shall have that round trip paid for by the TCIG.
- ⇒ Where travel is a mix of political and official business, actual costs should be allocated proportionately.
- ⇒ The expenses of a ministers spouse/partner or special adviser may be paid by the public funds provided it is in the public's interest that these persons accompany the Minister; with the Premier's approval.
- ⇒ Air miles and benefits earned from official travel should be used on official travel only.
- ⇒ The ministry will publish annually the details of all trips Ministers and accompanying persons costing over \$500.

Ministers and Accounting Officers

Ministers should:

- ⇒ Not instruct a public officer on expenditure or funds and resources within a Ministry.
- ⇒ Accounting Officers have a particular responsibility to see that appropriate advice is tendered to Ministers on all matters.
- ⇒ If the Minister is considering a course of action which the Accounting Officer considers a breach of propriety and regularity, then the Officer shall then put in writing their objection and reasons for objecting to allow the request.
- ⇒ The Accounting Officer shall notify the Governor, Deputy Governor, CFO, PS Finance, Auditor General and Public Accounts Committee should the objections be overruled.

Meetings with External Organizations

- ⇒ Ministers will publish, at least annually, details of all external meetings.

Ministers and House of Assembly (HOA)

Ministers should:

- ⇒ Keep separate their role as Minister, Assembly member and party representative.
- ⇒ Give accurate and truthful information and correct any inadvertent error at the earliest opportunity.
- ⇒ Ensure significant policy announcements of government are made in the first instance, in the HOA.
- ⇒ Ensure a copy of the text of an oral statement in the HOA should be shown to the Opposition at least one hour before it is made and at the same time to the Speaker.
- ⇒ Make every effort to ensure where a former Minister/Ministerial colleague/or a fellow HOA member is mentioned in a statement or report which prompts a Ministerial statement, he/she is given as much notice as reasonably possible.

Transparency

Ministers should be open and transparent as possible about actions and decisions taken as long as it is in the public interest.

Elections

During the election period:

- ⇒ Government retains responsibility to govern. Ministers remain in charge of departments.
- ⇒ Essential business must be carried on, however, Ministers must observe discretion in initiating any new action of a continuing or long term character.
- ⇒ Decisions on policy matters should be postponed until after the elections, provided it is not detrimental to public interest or wasteful of public funds.
- ⇒ Official support, public resources including publicity should not be used for Ministerial announcements.
- ⇒ Public Officers should not be asked to carry out new research or develop new arguments for use in election debate.

Party Interests

- ⇒ Ministers must not use the resources of Government, a statutory body, resources or facilities provided at government expense for party political purposes.

TURKS AND CAICOS ISLANDS



CODE OF CONDUCT FOR MINISTERS

INTEGRITY COMMISSION
FRANKLYN MISSICKS BUILDING,
CHURCH FOLLY, GRAND TURK,
TURKS AND CAICOS ISLANDS.
TEL: 649-946-1941 OR 338-3340, FAX: 649-946-1355.
E-MAIL: PUBLICEU@INTEGRITYCOMMISSION.TC

What is the Code of Conduct for Ministers?

The Code of Conduct (the Code) for Ministers provides guidance to Ministers on how they should act, conduct themselves and arrange their affairs, in order to uphold acceptable ethical standards.

Ministers are expected to:

- ⇒ Be conversant with the Code of Conduct, TCI Constitution, the Integrity Commission Ordinance, the Public Finance Management Ordinance and the Public Service Ordinance and abide by the overarching duty to generally comply with the law.
- ⇒ Be aware that a breach of the Code shall result in a Minister vacating his office. Such breach may also constitute an act of corruption or other criminal offence under the Integrity Commission Ordinance.
- ⇒ Observe and uphold the **Seven Principles of Public Life** and be **guided by the Guide to identifying, avoiding and managing Conflict of Interests** respectively set out as **Appendices A and B** to the Code of Conduct.

Ministers and Cabinet

- ⇒ Cabinet and cabinet meetings take precedence over all other Ministerial business.
- ⇒ Notification and arrangement for coverage must be made in case of any absence.
- ⇒ The Premier determines the Ministers portfolio.
- ⇒ A written approval of the Premier is necessary if there is to be a proposed transfer of functions between ministries.
- ⇒ All Ministers are bound by collective responsibility.

Attorney General (AG) and Ministers

- ⇒ The AG must be consulted in sufficient time before Government commits to decisions involving legal considerations.
- ⇒ Written opinions of an AG should be made available to successive Governments.
- ⇒ The fact that the AG has or has not advised or the content of his/her advice shall not be disclosed outside of Government or the Integrity Commission without her authority.

Ministers and Public Officers

Ministers should:

- ⇒ Treat all public officers with respect and courtesy
- ⇒ Be responsible for setting policies and strategies of their ministry.
- ⇒ Uphold the political impartiality and objectivity of public officers.
- ⇒ Ensure that public officers are fully informed of their ministerial undertakings.
- ⇒ Not interfere in issues affecting a public officer's career
- ⇒ Ensure that their special advisers treat public officers with respect, courtesy and cooperation.

Ministers and Appointment to Boards

- ⇒ Ministers should recommend appointment of persons only in the public's interest.

Minister and Special Advisers

- ⇒ Ministers may appoint no more than one special advisor with prior approval from the Premier and be responsible and accountable for their arrangement and conduct.
- ⇒ All special advisors are covered by Chapter 4, of the Code of Conduct.

Private Interest

Ministers are :

- ⇒ Expected to devote full time to ministerial service.
- ⇒ To ensure no conflict arises or can be reasonably perceived between their public duties and private interests.
- ⇒ Ministers decisions should not be influenced or seen to be influenced by the hope or expectation to future employment with a particular firm or organisation.
- ⇒ To meet with the PS or IC or both to agree on action on handling such interest
- ⇒ To dispose of the interest giving rise to conflict or take alternative steps to prevent it.
- ⇒ To consider whether to cease to hold a particular office if the avoidance of conflict of interest is not possible.

Gifts

- ⇒ Neither Ministers nor their family members should accept gifts, hospitality or services from anyone which may reasonably appear to compromise their judgement or place them under the obligation of others.
- ⇒ Gifts up to \$200 can be accepted by Ministers. Any gift valued over \$200 is handed over to the ministry for disposal, or if the Minister wants the gift, the amount over the \$200 value has to be paid to the ministry.
- ⇒ A listing of all gifts over \$200 received or given must be published every quarter by the PS of each ministry.
- ⇒ Hospitality extended and accepted should be listed to the PS and published quarterly.

Travel

- ⇒ Official transport should not be used for party or private business