PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT

GREENLANDS AND WOODROW
PRIDE IN PLACE NEIGHBOURHOOD BOARD

CONFLICTS OF INTEREST POLICY

1. Purpose

The public must have confidence that decisions made by the Pride in Place Neighbourhood Board are fair, transparent and made in the best interests of the community. This policy establishes the requirements for identifying, declaring and managing conflicts of interest to protect both Board Members and the integrity of the Board's decision-making processes.

All Board Members are expected to act openly and honestly and to avoid situations where personal interests, or the interests of those closely connected to them, could influence or be perceived to influence their judgement.

2. Scope

This policy applies to all members of the Pride in Place Neighbourhood Board, including the Chair, and any co-opted members participating in Board business.

The policy applies to interests arising in relation to:

- Board meetings;
- Working groups and sub-groups established by the Board;
- Funding recommendations and decisions;
- Procurement or commissioning matters;
- Communications and representations made on behalf of the Board; and
- Any other activity undertaken in a member's capacity as a Board Member.

3. General Principles

Board Members must:

- Act in the best interests of the community and the Pride in Place Programme.
- Be transparent about interests that could influence, or reasonably be perceived to influence, their decision-making.
- Avoid situations that give rise to actual, potential or perceived conflicts of interest.
- Declare relevant interests promptly and accurately.
- Comply with any requirements to withdraw from discussions or decisions where a conflict exists.
- Maintain public confidence in the Board's governance and decision-making arrangements.

4. Register of Interests

All Board Members shall complete and maintain a Register of Interests.

The Register shall record any interests that may reasonably be considered relevant to the work of the Board, including declared Disclosable Pecuniary Interests (DPIs) and other interests required under this policy.

Board Members are responsible for ensuring that their register entries remain accurate and up to date and must notify the Accountable Body's Monitoring Officer in writing of any changes within 28 days of becoming aware of them.

5. Disclosable Pecuniary Interests (DPIs)

A Disclosable Pecuniary Interest (DPI) is a financial interest defined by law and must be declared and managed in accordance with statutory requirements.

Board Members must:

a. Declare all relevant DPIs on their Register of Interests.

b. Keep their Register of Interests fully up to date and notify the Monitoring Officer in writing within 28 days of any change.

c. Declare verbally the existence and nature of any DPI relating to an item of business being considered by the Board at the beginning of the meeting, or as soon as the interest becomes apparent.

d. Comply with the legal requirement to withdraw from participation in any matter in which they have a DPI.

Where Board business is being conducted at a formal meeting, the Board Member must leave the meeting room while that item is discussed and determined.

Where Board business is being conducted outside a meeting, the Board Member must cease all involvement in the matter.

The requirements relating to DPIs apply not only to the interests of the Board Member but also to those of a relevant person, being:

- A spouse or civil partner; or
- A person with whom the Board Member is living as though they were a spouse or civil partner.

Where permitted by law, a Board Member may apply for a dispensation or request that an interest be treated as sensitive information.

6. Other Disclosable Interests (ODIs)

Board Members may have personal, professional, community, family or business connections that do not meet the legal definition of a Disclosable Pecuniary Interest but could nevertheless be perceived as influencing their judgement.

These interests are referred to as Other Disclosable Interests (ODIs).

Board Members are expected to be open and transparent about any ODI and take appropriate steps to manage the conflict.

ODIs are divided into two categories: Regular ODIs and Prejudicial ODIs.

6.1 Regular Other Disclosable Interests

A Board Member has a Regular ODI where a matter under consideration could reasonably be seen as affecting:

- The Board Member;
- A member of their family;
- A close personal associate;
- A close professional associate; or
- An organisation with which the Board Member has a significant connection.

This may include effects on:

- Employment or business interests;
- Financial matters;
- Property or land interests;
- Access to services;
- Personal wellbeing; or
- Organisational interests.

Where a Regular ODI exists, the Board Member must:

- Declare the interest and its nature before discussion begins, or immediately upon becoming aware of it; and
- Comply with any requirement to record the interest in the Register of Interests.

Following declaration, the Board Member may remain in the meeting and participate unless the interest is considered prejudicial.

6.2 Prejudicial Other Disclosable Interests

A Board Member has a Prejudicial ODI where a reasonable member of the public, aware of all relevant facts, would conclude that the Board Member's connection to the matter could impair their ability to act impartially and in the wider public interest.

Where a Prejudicial ODI exists, the Board Member must:

- Declare the existence and nature of the interest;
- Withdraw from the meeting for that item of business;
- Take no part in the discussion;
- Take no part in any decision-making; and

- Not seek to influence the outcome in any way.

The minutes of the meeting shall record the declaration and withdrawal.

7. Close Associations

While legislation does not provide a definitive definition of a close association, for the purposes of this policy it may include any individual with whom a Board Member has an ongoing personal, professional, business or community relationship that extends beyond a casual acquaintance.

A close association may exist where a reasonable person could conclude that the relationship might influence, or be perceived to influence, the Board Member's judgement.

Board Members should err on the side of openness and declare an interest where any doubt exists.

8. Managing Conflicts of Interest

When an interest is declared, the Chair shall determine, with advice from the Accountable Body's Monitoring Officer where appropriate, whether:

- The interest should simply be noted;
- The interest should be recorded in the Register of Interests;
- The Board Member may participate in discussion but not vote; or
- The Board Member should withdraw from the item entirely.

Where the Chair has the relevant interest, the decision shall be made by the Vice-Chair or another nominated Board Member.

9. Failure to Declare an Interest

Failure to declare or appropriately manage a conflict of interest may undermine public confidence in the Board and could constitute a breach of the Board's Code of Conduct.

Any alleged breach of this policy may be referred to the Chair and the Accountable Body's Monitoring Officer for consideration and appropriate action.

10. Review

This policy shall be reviewed periodically by the Neighbourhood Board to ensure it remains effective, proportionate and consistent with applicable legislation, guidance and the Board's governance arrangements.

Greenlands & Woodrow Pride in Place Programme

Register of Interests Declaration Form

Board members should complete the Register of Interests, set out below, by declaring any relevant interests within each category. Board members are responsible for ensuring that their Register is accurate, complete and kept up to date. Where a board member is unsure whether an interest should be declared, they should seek advice from the Accountable Body.

Section A – Financial (Pecuniary) Interests

1. Employment, Profession or Business

Any employment, office, trade, profession or vocation carried on for profit or gain.

Organisation	Nature of Business	Role

2. Sponsorship or Financial Support

Any financial support, payment or benefit received (other than from Redditch Borough Council) towards expenses or costs incurred in carrying out duties as a Neighbourhood Board member.

Source	Details

3. Contracts

Any contract which is made between the Neighbourhood Board member (or a body in which the board member has a beneficial interest) and Redditch Borough Council:

a. Under which goods and services are to be provided or works are to be executed; and
b. which has not been fully discharged.

Description of Contract

4. Land and Property

Any beneficial interest in land located in the borough of Redditch, including their home and other properties.

In declaring their own home as an interest, board members do not need to provide their full home address. They may instead describe the property by

ownership type, property type and the Ward in which it is located. For other "land" the full address must be provided.

The exception to this is when a board member's home address becomes directly relevant to a specific Board matter or decision. In this case, they must disclose the home address in full, declare the interest and withdraw from the discussion or decision, as guided by the Board's Code of Conduct.

Full details should be provided for any other land or property interests.

Address / Description	Nature of Interest

5. Licences to Occupy Land

Any licence (alone or jointly with others) to occupy land in the borough of Redditch for a month or longer.

Address / Description	Nature of Licence

6. Corporate Tenancies

Any tenancy where (to your knowledge):

a. The landlord is Redditch Borough Council; and
b. the tenant is a body in which the board member has a beneficial interest.

Property	Nature of Interest

7. Securities / Shareholdings

Any beneficial interest in securities of a body where:

a. That body (to your knowledge) has a place of business or land in the borough of Redditch; and
b. either –
    i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    ii. if the share capital of that body is more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Organisation / Company

Section B – Non-Financial (Other) Interests

Include memberships (charities, organisations, political parties, trade unions), relationships or roles that could influence your decision making.

Details of Interest

Section C – Other Matters

Gifts and Hospitality (over £50)

Date	Source	Gift / Hospitality	Estimated Value

Declaration

I confirm that the information provided is complete and accurate and that I will keep it up to date.

Name	
Signature	
Date	