Greenlands & Woodrow Pride in Place Neighbourhood Board

Code of Conduct for Board Members

1. Purpose

1.1 This Code of Conduct sets out the standards of behaviour expected of all members of the Greenlands and Woodrow Pride in Place Neighbourhood Board.

1.2 The Code supports the effective governance of the Board, promotes public confidence in decision making and ensures that Board Members act in the best interests of the neighbourhood and the Pride in Place Programme.

1.3 All Board Members, including the Chair are required to comply with this Code as a condition of membership of the Board.

2. General Principles

2.1 Board Members shall at all times uphold the Seven Principles of Public Life (the Nolan Principles):

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

2.2 Board Members shall:

- act in the best interests of the Greenlands and Woodrow community;
- support the objectives of the Pride in Place Programme;
- promote community-led decision making;
- uphold the reputation of the Board and Programme; and
- exercise sound judgement in carrying out their responsibilities.

3. Respect and Behaviour

3.1 Board Members shall treat others with courtesy, dignity and respect.

3.2 Members shall:

- listen to and consider differing viewpoints;
- encourage constructive discussion;
- support an inclusive and welcoming environment;
- avoid discriminatory, bullying, intimidating, threatening or harassing behaviour; and
- challenge ideas respectfully without making personal attacks.

3.3 Board Members must not behave in a manner that could reasonably be regarded as bringing the Board, the Accountable Body or the Pride in Place Programme into disrepute.

4. Equality, Diversity and Inclusion

4.1 Members shall actively support equality of opportunity and inclusive participation.

4.2 Members shall:

- respect the diversity of the community;
- seek to ensure all voices can be heard;
- avoid unlawful discrimination; and
- support engagement with groups who may be underrepresented.

5. Attendance and Participation

5.1 Members are expected to participate fully in the work of the Board.

5.2 Members must make all reasonable efforts to attend meetings and engage in Board business.

5.3 In accordance with the Terms of Reference, Board Members are expected to attend at least 75% of scheduled meetings within any rolling 12-month period unless exceptional circumstances have been agreed by the Chair.

5.4 Members unable to attend a meeting should notify the Secretariat as soon as reasonably practicable.

5.5 Members shall prepare appropriately for meetings and consider papers in advance.

6. Declaration of Interests and Conflicts of Interest

Register of Interests

6.1 All Board Members must complete and maintain the Register of Interests.

6.2 Members must notify the Accountable Body promptly of any changes to their interests.

Declarations at Meetings

6.3 At the start of each meeting, Members shall declare any actual, potential or perceived conflict of interest relating to items on the agenda.

6.4 Interests may include:

- financial interests;
- employment interests;
- business interests;
- membership of organisations;
- trustee or directorship positions;
- family or close personal relationships;
- ownership of land or property;
- any other interest that could reasonably be perceived as influencing decision making.

Managing Conflicts

6.5 Members must take personal responsibility for identifying and declaring conflicts.

6.6 A Member who has declared a conflict of interest shall:

- withdraw from discussion of the matter unless invited solely to provide factual information;
- refrain from influencing other Members;
- not be present during decision making; and
- not vote on the matter.

6.7 Failure to declare a conflict of interest may constitute a breach of this Code.

Organisations Seeking Funding

6.8 Where a Member or an organisation that they represent seeks funding, contracts or another financial benefit from the Programme, additional conflict management arrangements may be imposed by the Accountable Body,

including restricting involvement in early project design, specification development, assessment, shortlisting or recommendation processes, as appropriate.

7. Gifts and Hospitality

7.1 Members must exercise caution when accepting gifts, benefits or hospitality.

7.2 Members must not accept gifts or hospitality that may:

- influence, or appear to influence, decision making;
- create an obligation;
- compromise impartiality; or
- damage public confidence in the Board.

7.3 Any gift or hospitality, over the value of £50, connected to Board business shall be declared and recorded within the Board's Register of Interests in accordance with arrangements established by the Accountable Body.

8. Confidentiality and Information

8.1 Members shall respect the confidentiality of information received through the Board.

8.2 Confidential or exempt information shall not be disclosed unless authorised by the Chair, the Accountable Body, or required by law.

8.3 Members shall:

- comply with data protection legislation;
- safeguard personal information;
- use information only for legitimate Board purposes; and
- ensure documents and electronic information are handled securely.

8.4 Board Members must not use information obtained through their position for personal gain or advantage.

8.5 Material or repeated breaches of confidentiality may result in removal from the Board.

9. Decision Making

9.1 Members shall approach all decisions with an open mind.

9.2 Decisions shall be made in accordance with the principles set out in the Terms of Reference including:

- proportionality;
- due consultation;
- consideration of professional advice;
- respect for human rights;
- openness and transparency;
- clarity of purpose; and
- proper consideration of options.

9.3 Members shall not seek to improperly influence the outcome of Board decisions.

9.4 Members shall respect collective decisions once made, whilst retaining the right to have their dissent recorded.

10. Public Communications and Social Media

10.1 Board Members shall act responsibly when communicating publicly about the Board or the Programme.

10.2 Members shall:

- distinguish personal opinions from agreed Board positions;
- avoid making misleading statements;
- avoid disclosing confidential information;
- treat others respectfully online; and
- not use social media in a manner that could undermine confidence in the Board.

10.3 Only authorised individuals may make formal statements on behalf of the Board.

11. Safeguarding, Suitability and Integrity

11.1 Members must disclose any unspent criminal convictions, cautions or other matters that may reasonably be relevant to their role on the Board.

11.2 Members must agree to be the subject of a standard DBS check. Where the Member already has a DBS check, or has been subject to another nationally recognised vetting process, this requirement will be judged as satisfied.

11.3 Members shall co-operate with any safeguarding or suitability requirements reasonably requested by the Accountable Body.

11.4 Members shall act honestly and with integrity at all times.

11.5 Members shall not misuse their position for personal, political, organisational or financial advantage.

12. Breaches of the Code

12.1 Alleged breaches of this Code may be reported to the Chair, the Accountable Body or the Secretariat.

12.2 Matters concerning the following may be referred to the Accountable Body's Monitoring Officer for consideration:

- member conduct;
- conflicts of interest;
- governance standards;
- transparency; or
- probity

12.3 The Monitoring Officer or an appropriately authorised officer may investigate alleged breaches and make recommendations.

12.4 A breach of this Code may result in:

- informal guidance;
- a requirement to undertake further training;
- formal censure;
- suspension from specific activities;
- referral to the Accountable Body; or
- removal from the Board in accordance with the Terms of Reference.

13. Adoption

I confirm that I have read and understood the Greenlands and Woodrow Pride in Place Neighbourhood Board Code of Conduct and agree to comply with its requirements.

Name: _____

Organisation (if applicable): _____

Signature: _____

Date: _____