

Greenstead Community Board – Pride in Place**CODE OF CONDUCT**

The Greenstead Community Board has adopted this code setting out the expected behaviours required of its Board Members.

The Role of the Board is to:

- Co-produce the **Pride in Place Plan** (a 10-year vision and a 4-year investment plan)
- Lead decisions on priorities and investment
- Deliver improvements to physical and social infrastructure of the Greenstead MSOA
- Act in the interests of local people

When acting in a Board Member capacity, members behave in a manner that is consistent with the Nolan Principles of Public Life to maintain public confidence in the actions of the Board:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to outside individuals or organisations that might try inappropriately to influence them in their work.

They should not act or take decisions in order to gain financial or material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

RELATIONSHIP BETWEEN THE BOARD AND THE ACCOUNTABLE BODY

The Local Authority acts as the **Accountable Body** for Pride in Place programme. Its responsibilities include:

- Holding and administering programme funds
- Ensuring funds are used effectively, fairly, and compliantly
- Ensuring compliance with:
 - [Managing Public Money principles](#)
 - [Equality Act 2010](#)
 - [Public Sector Equality Duty](#)
 - [Nolan Principles of Public Life](#)

When acting in a Board Member capacity, members must behave in a manner that maintains that compliance.

DECLARATIONS OF INTEREST AND CONFLICT OF INTERESTS

All Board Members should declare relevant interests following the same guidance issued to local councillors by the local authority as the accountable body. A Register of Interests will be maintained by the Board.

Having regard to the nature of the likely interventions that will be explored as part of development of the plan, from time to time a conflict of interest may arise for Board Members.

A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

In that event, Members must declare any interest which they have in any matter to be considered at a given meeting. If the interest in the matter being discussed which a member of the public who knew of the facts would reasonably regard as so significant that it is likely to prejudice the Board Members judgement of the Board's interest in the matter, then the Board Member must declare the interest at the start of the agenda item and must not vote on the matter. However, due to the nature of information the Board Member may have relating to the topic under discussion, such as financial, viability, feasibility and volume by way of example, the Board Member will be able to take part in the debate.

REGISTRATION OF GIFTS AND HOSPITALITY

Board Members must register in the Board's Register of Members Gifts and Hospitality any gift or hospitality worth £25 or over received (or offered), in connection with their official duties as a Board Member and the source of that gift or hospitality (or offer) within 28 days of receiving it.

Acceptance by Board Members of hospitality through attendance at relevant events, conferences and other Board related activity is acceptable where it is clear the hospitality is corporate rather than personal.

COMPLAINTS

Where a person has reason to believe that the conduct of a Board Member of the Community Board has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be made in writing to the local authority as the accountable body.

The complaint should set out as follows;

- (i) The nature of the complaint
- (ii) Details of how the Board Member was acting in an official Board capacity
- (iii) Details of which Nolan Principle has been breached and why
- (iv) If relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

The Chief Executive will review the complaint and determine if the Board Member was acting in an official capacity and if the complaint was proven, whether a Nolan Principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair of the Board.

REMOVAL OF A BOARD MEMBER FROM THE BOARD

In the event a Board Member's conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may by resolution remove that Board Member from the Board.

This may only occur when;

- (i) The Board Member has been given at least 14 days clear days' notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed; and
- (ii) The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board

Members must consider any representations made by the Board Member and inform them of their decision following such consideration.

- (iii) There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member.