

Pride in Place Neighbourhood Board for Raffles and Morton

Code of Conduct

1. Purpose

- 1.1 This Code of Conduct sets out the standards of behaviour expected of all Board Members of the Pride in Place Neighbourhood Board for Raffles and Morton.
- 1.2 The Board exists to serve the interests of the Raffles and Morton community, to support community-led decision-making, and to oversee the development and delivery of the Pride in Place Programme in accordance with the Constitution, Terms of Reference, Programme guidance and the requirements of the Accountable Body.
- 1.3 Board Members hold a position of trust. They are expected to act with integrity, respect, fairness and accountability, and to maintain public confidence in the Board, the Programme and the use of public money.

2. Who this Code applies to

- 2.1 This Code applies to all Board Members, including Neighbourhood Members, Co-opted Members, the Chair, the Member of Parliament and the Councillor.
- 2.2 The Board also requires subgroup members, advisers, observers, volunteers and delivery partners to comply with this Code, or with equivalent standards, when participating in Board business.
- 2.3 This Code applies whenever a Board Member is acting, claiming to act, or could reasonably be perceived to be acting in their capacity as a Board Member. This includes meetings, written decisions, correspondence, public events, engagement activity, media activity, social media, and dealings with residents, partners, officers, funders and other stakeholders.
- 2.4 Elected representatives may also be subject to separate parliamentary, council or other standards rules. This Code does not replace those rules, but applies to their conduct as Board Members.

3. The Seven Principles of Public Life

Board Members shall uphold the Seven Principles of Public Life:

Selflessness

Board Members shall act solely in terms of the public interest and the interests of the Neighbourhood community as a whole.

Integrity

Board Members shall avoid placing themselves under any obligation to people or organisations that might seek to influence them improperly. They shall not act or take decisions in order to gain financial or other material benefits for themselves, their family, their friends or organisations with which they are connected.

Objectivity

Board Members shall act and take decisions impartially, fairly and on merit, using the best evidence available and without discrimination or bias.

Accountability

Board Members are accountable to the public for their decisions and actions and shall submit themselves to appropriate scrutiny.

Openness

Board Members shall 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 doing so.

Honesty

Board Members shall be truthful and shall declare any private interests, relationships or commitments that may affect, or be perceived to affect, their Board role.

Leadership

Board Members shall exhibit these principles in their own behaviour and shall actively promote and support high standards across the Board.

4. General standards of behaviour

4.1 Board Members shall:

4.2 act in good faith and in the best interests of the Neighbourhood community as a whole;

4.3 treat others with respect, courtesy and dignity;

4.4 listen to different views, including views they disagree with;

4.5 participate constructively in meetings and decision-making;

4.6 prepare properly for meetings and read relevant papers where reasonably possible;

4.7 act fairly and without unlawful discrimination;

4.8 support inclusive participation, particularly by residents and groups whose voices are less often heard;

4.9 avoid behaviour that could reasonably bring the Board, the Programme or the Accountable Body into disrepute;

4.10 comply with the Terms of Reference, this Code, agreed Board policies, Programme guidance and lawful requirements notified by the Accountable Body.

5. Respect, bullying, harassment and intimidation

5.1 Board Members shall not bully, harass, intimidate, victimise, threaten or attempt to improperly pressure any person.

5.2 Board Members shall not use abusive, insulting, discriminatory or demeaning language or behaviour.

5.3 Board Members shall not seek to silence, ridicule or exclude people because they hold a different view, raise a concern, ask a question, make a complaint, or challenge a proposal in good faith.

5.4 Robust debate and disagreement are permitted, but they must remain respectful, evidence-based and directed at issues rather than personal attacks.

5.5 Board Members shall be mindful that they may hold influence or status in the community and shall not misuse that position in dealings with residents, officers, volunteers, community organisations, suppliers, applicants or delivery partners.

6. Conflicts of interest

6.1 Board Members shall declare any actual, potential or perceived Conflict of Interest as soon as they become aware of it.

6.2 Interests may be financial or non-financial, direct or indirect, personal, professional, political, organisational or relational.

6.3 Board Members shall comply with the Board's conflicts of interest requirements, including completion and updating of the register of interests.

6.4 Where a Board Member has a Conflict of Interest in a matter, they shall follow the process set out in the Terms of Reference. This may include withdrawing from discussion, not being counted in the quorum for that item, and not voting.

6.5 Board Members shall not seek to influence a decision from which they have been excluded because of a Conflict of Interest.

6.6 Being a resident, worker, volunteer or community participant in the Neighbourhood does not automatically prevent a person from serving on the Board. The key requirement is that interests are declared openly and managed properly.

7. Gifts, hospitality and benefits

7.1 Board Members shall not accept gifts, hospitality, services, discounts, favours or benefits that could reasonably be seen as influencing their judgement or creating an obligation.

7.2 Any gift, hospitality or benefit offered or received in connection with Board business must be declared in accordance with the Board's requirements.

7.3 Board Members shall not solicit gifts, hospitality, personal benefits, donations or favours because of their Board role.

8. Use of position and public money

8.1 Board Members shall not use, or attempt to use, their position improperly to secure an advantage or disadvantage for themselves or any other person or organisation.

8.2 Board Members shall act with care when making decisions involving public money, community assets, funding priorities, procurement, grants, appointments or delivery arrangements.

8.3 Board Members shall support value for money, fairness, transparency, proper process and community benefit in the use of Programme funding.

8.4 Board Members shall not make commitments on behalf of the Board, the Programme or the Accountable Body unless authorised to do so.

9. Confidentiality and information

- 9.1 Board Members shall respect confidential information received through their Board role.
- 9.2 Board Members shall not disclose confidential information unless authorised, required by law, or permitted under an agreed whistleblowing, safeguarding, complaints or escalation process.
- 9.3 Board Members shall not use confidential or non-public information obtained through their Board role for personal, political, commercial or organisational advantage.
- 9.4 Board Members shall comply with data protection, information security and records requirements notified by the Accountable Body or agreed by the Board.
- 9.5 The default position should be openness and transparency, but this does not override lawful requirements relating to personal data, safeguarding, commercially sensitive information, procurement, legal privilege or other confidential matters.

10. Communications, media and social media

- 10.1 Board Members may speak about their own views, but shall make clear when they are speaking personally and not on behalf of the Board.
- 10.2 Board Members shall not present personal views as agreed Board policy or make public commitments on behalf of the Board unless authorised.
- 10.3 Public communications about Board business should be accurate, respectful, constructive and consistent with agreed decisions.
- 10.4 Board Members shall not knowingly publish or share false, misleading or confidential information about the Board, the Programme, other Board Members, residents, officers, partners or applicants.
- 10.5 Board Members shall use social media responsibly and shall not use it to bully, harass, intimidate, abuse or unfairly damage the reputation of others.

11. Collective responsibility and challenge

- 11.1 Board Members are entitled to question, challenge and disagree with proposals in good faith.
- 11.2 Once the Board has made a decision properly, Board Members shall respect the decision-making process and shall not undermine implementation through inaccurate, misleading or destructive communication.
- 11.3 This does not prevent a Board Member from recording dissent, asking for a decision to be reviewed through proper channels, raising a legitimate concern, or making a protected disclosure where appropriate.

12. Safeguarding, equality and inclusion

- 12.1 Board Members shall act in a way that supports safeguarding, dignity, equality and inclusion.
- 12.2 Board Members shall not discriminate unlawfully or encourage others to discriminate unlawfully.

- 12.3 Board Members shall take particular care when Board activity involves children, young people, vulnerable adults or people who may be at risk.
- 12.4 Safeguarding concerns must be reported promptly through the relevant process agreed by the Board and Accountable Body.

13. Working with officers, partners and the Accountable Body

- 13.1 Board Members shall maintain constructive and respectful relationships with officers, advisers, delivery partners, community organisations and the Accountable Body.
- 13.2 Board Members shall respect the professional independence and responsibilities of officers and advisers.
- 13.3 Board Members shall not seek to improperly influence procurement, employment, grant assessment, monitoring, audit, legal, finance or assurance processes.
- 13.4 Board Members shall cooperate with reasonable requests for information, assurance, monitoring, evaluation, audit or reporting.

14. Attendance and participation

- 14.1 Board Members are expected to attend meetings regularly and to give apologies in advance where they cannot attend.
- 14.2 Board Members shall participate constructively and shall not obstruct the business of the Board without good reason.
- 14.3 Persistent non-attendance, failure to engage, or failure to comply with agreed processes may be considered under the Terms of Reference.

15. Raising concerns

- 15.1 Board Members should raise concerns about conduct, conflicts, governance, safeguarding, misuse of funds, improper pressure or other serious matters as soon as reasonably practicable.
- 15.2 Concerns may be raised with the Chair, Deputy Chair, Secretariat, Accountable Body, or another appropriate route depending on the nature of the concern.
- 15.3 Where the concern relates to the Chair, it should be raised with the Deputy Chair, Secretariat, Accountable Body, MP or other appropriate route under the Terms of Reference and Programme guidance.
- 15.4 Board Members shall not victimise or disadvantage any person for raising a concern, making a complaint, challenging a decision, or participating in an investigation in good faith.

16. Breaches of this Code

- 16.1 A breach of this Code may be dealt with under the Terms of Reference, the Board's complaints or concerns process, the Accountable Body's procedures, or any relevant standards process.
- 16.2 Possible actions may include informal advice, mediation, apology, training, warning, removal from a subgroup, restriction from confidential

information, referral to the Accountable Body, referral to an external standards process, or a recommendation for removal from the Board, where permitted by the Terms of Reference.

16.3 Any process for considering an alleged breach shall be fair, proportionate and appropriate to the seriousness of the matter.

16.4 Board Members shall cooperate with any reasonable process for considering an alleged breach.

17. Review

17.1 This Code shall be reviewed at least annually, and sooner if required by the Board, the Accountable Body, Programme guidance, a material governance issue or changes in relevant standards.

17.2 Amendments to this Code shall be approved by the Board in accordance with the Terms of Reference.