



**Pride in Place
Warndon**



Warndon Pride in Place Programme Board- Code of Conduct

Purpose

This purpose of this document is to guide the conduct and behavior of Board members in order to create an inclusive, respectful and safe working environment.

Scope

This Code of Conduct applies to all members, employees, volunteers, consultants, and participants involved with the Warndon Pride in Place Programme Board, including online and offline interaction, events, meetings and communications.

Introduction

The Warndon Pride in Place Programme Board has been established to direct and oversee the development and delivery of the Pride in Place Warndon Programme, including the Pride in Place 10-year Regeneration Plan and the 4-year Investment Plan.

This paper is intended to reflect the conduct expectations that apply across all public representation and work in the UK. This document should be read alongside the Warndon Pride in Place Programme Board Terms of Reference.

The Warndon Pride in Place Programme Board will be the body through which the vision and strategy for Warndon is defined and delivered.



The Board is responsible for:

- Ensuring that the community itself shapes design and decision making at every phase of the programme
- Developing and delivering an evidence-based Investment Plan for Warndon
- Developing and delivering a Regeneration Plan for Warndon
- Establishing and delivering a clear programme of projects
- Coordinating resources and engaging stakeholders
- Development of business cases where required

In doing so, the Board shall:

- Uphold the Seven Principles of Public Life (the Nolan Principles)
- Ensure that the operations of the Pride in Place Programme Board are transparent
- Ensure diversity in its engagement with local community and businesses

This policy is derived from the policies of Worcester City Council, setting out the conduct that is expected of elected and co-opted members of the Council when they are acting in that capacity.

The same principles of conduct apply to those acting on behalf of or as members of the Warndon Pride in Place Programme Board.

The Warndon Pride in Place Programme Board has adopted this code that sets out the expected behaviors of Board Members, acknowledging that they each have a responsibility to represent the ambition of the Pride in Place Programme for Warndon, and working constructively with partner organisations to deliver the Regeneration Plan and associated activities.



The code applies whenever anyone (a) conducts the business of the Warndon Pride in Place Programme Board or (b) acts, claims to act or gives the impression that they are acting as a representative of the Warndon Pride in Place Programme Board.

The Code is intended to be consistent with Nolan’s “Seven Principles of Public Life” and should be read in the light of those principles, namely that Board Members will act with selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Those principles are set out in full at Annex 1 for information.

Part 1 - General Conduct

1. Members shall treat others with respect, including Council officers, elected members, members of the public and other Pride in Place Programme Board Members.
2. Members shall not bully any person, and shall not intimidate or improperly influence, or attempt to intimidate or improperly influence, any person who is involved in any complaint about any alleged breach of this code of conduct.
3. Members shall not do anything which compromises or is likely to compromise the impartiality of anyone who works for or on behalf of the Board.
4. Members shall not conduct themselves in a manner which could reasonably be regarded as bringing the Board, or their office as a representative of the Board, into disrepute.
5. Members shall not use or attempt to use their position as members of the Warndon Pride in Place Programme Board improperly to confer on or



secure for themselves or any other person or persons any advantage or disadvantage.

6. Members shall not prevent, or attempt to prevent, another person from gaining access to information to which they are entitled by law.
7. Members shall not disclose information which is given to them in confidence, or information which they believe or ought reasonably to be aware is of a confidential nature, unless:
 - a. They have the consent of a person authorised to give it; or
 - b. They are required by law to do so; or
 - c. The disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or
 - d. The disclosure is reasonable and in the public interest and made in good faith.
8. Any Board Member found to be in breach of this code of conduct shall be subject to possible removal from the Board following a review of the evidence and decision by the Board.

Part 2 - Registration of interests

1. Members must register in the Council's Register of Board Member Interests, information about their registerable personal interests. In this code of conduct 'registerable personal interests' means:
 - a. any Disclosable Pecuniary Interest as set out in Annex 2; or
 - b. any other interest held as set out in Annex 3.

Members must register information about their registerable personal interests by giving written notice to the Monitoring Officer, who maintains the Register, within 28 days of:



- their appointment as a member of the Pride in Place Programme Board; and
 - any change taking place in their registerable personal interests.
2. Where a Member thinks that disclosure of the details of any registerable personal interests could lead to them, or a person connected with them, being subject to violence or intimidation, the Monitoring Officer may at their request make a note on the Register that they have a personal interest, details of which are withheld.

Part 3 – Non-registerable interests

1. Members will have a non-registerable personal interest when they attend a meeting of the Pride in Place Programme Board, or one of its committees or subcommittees, and they are, or ought reasonably to be, aware that a decision in relation to an item of business which is to be transacted might reasonably be regarded as affecting their well-being or financial position, or the well-being or financial position of a person described below to a greater extent than most inhabitants of the area affected by the decision.
2. The persons referred to in paragraph 13 are:
- a. a member of a Board Member's family;
 - b. any person with whom they have a close association;
 - c. in relation to persons described in (a) and (b), their employer, any firm in which they are a partner, or company of which they are a director or shareholder.

(Note:



- a. "A member of a Board Member's family" means: their partner (i.e. their spouse, civil partner or anyone with whom they live in a similar capacity); their parent or parent-in-law; any child, stepchild or sibling of them or their partner; their grandparent, grandchild, aunt, uncle, nephew or niece; and the partners of any of those people.
 - b. A Member has a "close association" with someone if their relationship is such that a reasonable member of the public might think they would be prepared to favour or disadvantage that person when deciding a matter which affects them).
3. When a Board Member attends a meeting of the Pride in Place Programme Board, or one of its committees or sub-committees, and they are aware that they have a non-registerable interest in an item of business (as defined in paragraph 13) they must disclose that interest to the meeting before consideration of that item begins or (if later) when they become aware of the interest.

Part 4 - Non-Participation in Pride in Place Programme Board business

1. When a Board Member attends a meeting of the Pride in Place Programme Board, or one of its committees or sub-committees, and they are aware that the criteria set out in the paragraph above are satisfied in relation to any matter to be considered, or being considered at that meeting, they must:
 - a. Declare that fact to the meeting;
 - b. Not participate (or further participate) in any discussion of the matter at the meeting; and



- c. Not participate in any vote (or further vote) taken on the matter at the meeting;
 - d. Leave the meeting whilst the matter is being discussed.
- 2. The criteria for the purposes of the paragraph above are that:
 - e. The Board Member has a registerable or non-registerable personal interest in the matter which is such that a member of the public knowing the relevant facts would reasonably think it so significant that it is likely to prejudice their judgement of the public interest; and either
 - f. The matter will affect the financial position of themselves or one of the persons or bodies referred to in paragraph 14 or in any of their register entries; or
 - g. The matter concerns a request for any permission, license, consent or registration sought by themselves or any of the people referred to in paragraph 14 or in any of their register entries.
- 3. If a Board Member does not participate in a discussion or vote, they shall not be counted in the quorum of the meeting. If the Board is rendered inquorate by a member's non-participation, the discussion and/or decision must be deferred.
- 4. If a Board function can be discharged by a Board Member as a member acting alone and the member is aware that they have a registerable or non-registerable personal interest in any matter to be dealt with in a way which meets the criteria set out in the paragraph above, they shall not deal with that matter in any way (except to enable it to be dealt with by someone else).



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Part 5 – Gifts and Hospitality

All members must declare any gifts or hospitality received in connection with their Board role, including offers that are declined, in line with the Accountable Body's current threshold and reporting procedures. A register of such declarations will be maintained by the Accountable Body.

Part 6 – Acknowledgement

By participating in the Warndon Pride in Place Programme Board, Members agree to adhere to this Code of Conduct.

Part 7 – Contact

If any person has any questions or needs further information, they may contact:

Pride in Place Warndon prideinplacewarndon@worcester.gov.uk



Annex 1 to Code of Conduct

Nolan's Seven Principles of Public Life

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.



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Leadership

Holders of public office should promote and support these principles by leadership and example.



Annex 2 to Code of Conduct

Disclosable Pecuniary Interests (as defined by Regulations made by the Secretary of State under section 30 Localism Act 2011)

Please Note: The following interests are Disclosable Pecuniary Interests if they are an interest of either (a) **yourself**, or (b) **your spouse or civil partner**, or (c) **a person with whom you are living as husband and wife**, or (d) **a person with whom you are living as if you were civil partners** (all of whom are referred to as “relevant persons”):

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

Sponsorship - Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts - Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council — (a) under which goods or services are to be provided, or works are to be executed; and (b) which has not been fully discharged.

Land - Any beneficial interest in land which is within the area of the Council.

Licences - Any license (alone or jointly with others) to occupy land in the area of the Council for a month or longer. Corporate tenancies - Any tenancy where (to your knowledge)— (a) the landlord is the Council; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities - Any beneficial interest in securities of a body where

1. that body (to your knowledge) has a place of business or land in the area of the Council; and



2. either

- a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- b. if the share capital of that body is of 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.

Note: In the above descriptions, the following words have the following meanings:

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



Annex 3 to Code of Conduct

Other Registerable Personal Interests

The other interests which you must register under paragraph 11(b) of the code are:

1. Anybody of which you are a member (or in a position of general control or management) to which you are appointed or nominated;
2. Anybody which
 - a. exercises functions of a public nature or
 - b. has charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member (or in a position of general control or management);
3. Any person from whom you have received within the previous three years a gift or hospitality with an estimated value of more than £15 which is attributable to your position as an elected or co-opted member of the Council.

Note: These mean only your interests and not those of your spouse or civil partner