

Low Hill Pride in Place Board

Working Together (Code of Conduct Policy)

1. Purpose

This policy sets out the standards of behaviour expected from members of the Low Hill Pride in Place Board, including the principles for group discussion. It is designed to support transparent, fair and accountable decision-making, strengthen public confidence, and ensure that Board members act in the best interests of the community.

2. Scope

This policy applies to all Board members, co-opted members, substitutes, observers, advisers and anyone acting on behalf of the Board. It applies during meetings, site visits, community engagement, written communications, online activity, partnership work and any other activity connected with the Board's role.

3. Core Principles

The Board adopts the **Seven Principles of Public Life**, also known as the Nolan Principles, as the foundation for this Code of Conduct.

- **Selflessness:** Members must act solely in the public interest and prioritise the needs of the community over personal, organisational or political interests.
- **Integrity:** Members must avoid obligations or relationships that could improperly influence their work and must declare and manage relevant interests.
- **Objectivity:** Members must make decisions fairly, impartially and on merit, using evidence and avoiding discrimination, bias or favouritism.
- **Accountability:** Members are accountable for their decisions and actions and must be prepared to explain and justify them.
- **Openness:** Members should act transparently and share information wherever appropriate, withholding it only where there are clear and lawful reasons.
- **Honesty:** Members must be truthful in their statements, declarations, reports and dealings with others.
- **Leadership:** Members must uphold these principles in their own behaviour, promote respectful conduct and challenge poor behaviour where it occurs.

4. Group discussions

The Board adopts the **World Café Principles** for discussion.

- Speak with your heart and mind
- Encourage everyone's contribution
- Listen well to understand
- Connect ideas
- Listen together for patterns, insights and deeper questions

5. Expected Standards of Behaviour

- Treat all people with courtesy, dignity and respect.
- Work constructively with other Board members, partners, officers and stakeholders.

- Avoid bullying, harassment, intimidation, discriminatory behaviour or language that could undermine trust in the Board.
- Use Board resources, information and influence responsibly and only for proper purposes.
- Respect collective decisions once they have been made, while retaining the right to express a different view through appropriate channels.

6. Confidentiality and Information

Members must handle information responsibly, lawfully and for the purpose for which it was provided. Confidential or sensitive information must not be disclosed without proper authority. Members should support openness wherever possible, while recognising legal duties relating to data protection, commercial sensitivity and safeguarding.

7. Meetings and Decision-Making

- Attend meetings prepared and contribute constructively.
- Base decisions on evidence, agreed criteria and the interests of the community.
- Ensure that reasons for key decisions are clear and recorded.
- Respect the role of the Chair in managing meetings and enabling balanced participation.
- Raise concerns about process, evidence or fairness at the appropriate time.

8. Reporting Concerns

Any member who believes this Code has been breached should raise the concern promptly with the Chair, or with another agreed senior contact if the concern relates to the Chair. Concerns should be handled fairly, sensitively and proportionately, with appropriate records kept of the concern, action taken and outcome.

9. Breaches of this Code

Where a breach is identified, the Board may agree proportionate action. This may include informal advice, a requested apology, training, removal from a specific decision, referral to a relevant appointing body, or removal from Board membership where permitted by the Board's terms of reference or governance arrangements.

10. Member Declaration

I confirm that I have read, understood and agree to comply with this Code of Conduct.

Name: _____

Signature: _____ Date: _____