

SCARBOROUGH NEIGHBOURHOOD BOARD

CODE OF CONDUCT

The Scarborough Neighbourhood Board has adopted this Code of Conduct to outline the standards of behaviour expected of all Board Members in fulfilling their responsibilities and duties. This includes their engagement with North Yorkshire Council, the Ministry of Housing, Communities and Local Government (MHCLG), and other partners in the delivery of the Plan for Neighbourhoods.

This Code applies to all Board Members, including members of sub-groups and any co-opted individuals.

Board Members will work collaboratively with North Yorkshire Council, and partner organisations to develop and implement the Pride in Place programme. The Role of the Neighbourhood Board is to:

- lead the programme for the £20m Pride in Place programme, bringing together private, public, and voluntary sectors to drive strategic leadership, secure government funding, and shape a vision for the area.
- oversee the delivery of the Investment Plan(s), ensuring interventions align with the fund's principles and effectively address local opportunities and challenges. It coordinates resources, encourages economic growth, and engages stakeholders to maximise impact.
- provide strategic insight, set investment priorities, and collaborate with residents, businesses, and community organisations to guide long-term development for Scarborough.

All Board members are expected to:

1. Treat others with respect and courtesy at all times, both during and outside meetings.
2. Refrain from any behaviour that could undermine the work or reputation of the Board.
3. Not engage in conduct that could be considered bullying or harassment.
4. Maintain impartiality and avoid actions that could compromise, or appear to compromise, the integrity of those working for or on behalf of the Board.

5. Respect confidentiality and not disclose information provided in confidence, nor obstruct lawful access to information.
6. Uphold the Board's commitment to high standards of conduct by acting in a manner that maintains public trust and confidence, aligning with the Nolan Principles which are:
 - **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 try to inappropriately influence them in the performance of their official duties.
 - **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 act with honesty at all times, being truthful in all communications and decision-making to maintain transparency and public trust.
 - **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.

CONFLICT OF INTERESTS

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

A conflict of interest arises where a Board Member, immediate family member, close associate, 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.

To safeguard independence and maintain public confidence, Board Members shall not, during their term of office, submit any Pride in Place (PiP) related bid, funding application, contract or paid commission, including through any organisation in which they hold a direct financial or controlling interest.

Any breach of this requirement may be considered a conduct matter and may result in removal from the Board in line with the procedures set out in this Code.

At a meeting, Members must declare any interest which they have in any matter to be considered at that 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.

A Register of Interests will be maintained by the Secretary to the Board.

REGISTRATION OF GIFTS AND HOSPITALITY

Board Members must register in the Register of Members Gifts and Hospitality, held by North Yorkshire Council's Monitoring Officer any gift or hospitality worth £10 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 has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be made in writing to:

Email: chief.executive@northyorks.gov.uk

The Chief Executive
North Yorkshire Council
County Hall
Northallerton
DL7 8AD

The complaint should set out as follows:

- (i) The nature of the complaint.
- (ii) Details of the conduct in question, including when and where it occurred.
- (iii) Details of which standard, expectation, or principle has been breached, and how it was breached.
- (iv) If relating to a conflict of interest, details of how the conflict occurred and its impact.

The Chief Executive will review the complaint and if the complaint is proven, whether a standard, expectation, or principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair of the Neighbourhood Board.

REMOVAL OF A MEMBER FROM THE BOARD

In the event a Neighbourhood 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 Scarborough Neighbourhood 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 to terminate the membership of a Board Member.