



Clayton Vale

Pride in Place Neighbourhood Board

Code of Conduct

1. Purpose of this Code

- 1.1 This Code of Conduct sets out how Board members are expected to behave when carrying out their role.
- 1.2 The Code is based on the principles and standards set out in Manchester City Council's Employee and Members Code of Conduct and reflects public-sector best practice, while recognising that Board members are not employees of the Council.
- 1.3 The Code supports:
 - integrity and trust in Board decision-making;
 - respectful and inclusive ways of working; and
 - confidence among residents, partners and stakeholders.
- 1.4 This Code should be read alongside the Board's Terms of Reference and related governance documents.

2. Who this Code Applies To

- 2.1 This Code applies to:
 - all Board members;
 - the Chair and any Vice-Chair;
 - Where deputies are permitted, they will be subject to the Code of Conduct and agreed by the Board
- 2.2 Board members are expected to comply with this Code at:
 - Board meetings;
 - working groups or sub-groups;
 - community engagement activity; and
 - any other activity connected to the Pride in Place Programme.

3. Principles of Conduct

- 3.1 Board members are expected to act in accordance with the Nolan Principles of Public Life:
 - Selflessness – acting in the best interests of the neighbourhood
 - Integrity – avoiding conflicts of interest and acting appropriately
 - Objectivity – making decisions based on evidence and need

- Accountability – being responsible for decisions and willing to explain them
- Openness – being transparent about decisions and how they are made
- Honesty – being truthful in discussions and communication
- Leadership – setting a positive example through behaviour and conduct

3.2 Members should act in the best interests of the neighbourhood as a whole, taking account of the needs and views of the wider community, not in pursuit of personal, organisational or political advantage.

4. Behaviour

4.1 Board members must treat others with respect, courtesy and fairness at all times.

4.2 The Board will operate in a way that:

- values lived experience and diverse perspectives;
- supports constructive challenge and debate; and
- does not tolerate bullying, harassment, discrimination or offensive behaviour.
- actively support a culture of inclusion and fairness

4.3 Members must not use their position on the Board to intimidate, coerce or improperly influence others.

4.4 Board members are expected to take part in discussions in a respectful and constructive way, including being open to different views.

4.5 Board members should be mindful of when they are acting in their role as a Board member and when they are expressing personal or organisational views

4.6 Board members should take collective responsibility for decisions and be willing to explain them where appropriate

5. Integrity

5.1 Board members must not:

- use their role for personal gain or unfair advantage
- seek preferential treatment for themselves or others; or
- bring the Board or Programme or Council into disrepute.

5.2 Members must not improperly use, share or disclose information gained through their role on the Board.

5.3 Members should actively uphold the reputation and integrity of the Board and the Programme

6. Conflicts of Interest

6.1 Board members must declare and manage conflicts of interest in line with the Conflict of Interest Policy.

6.2 Members must not participate in discussions or decisions where a conflict of interest exists, except where permitted under that Policy.

7. Confidentiality

7.1 Board members must respect confidentiality where information is lawfully designated as confidential or exempt.

7.2 Confidential information must not be shared outside the Board, including through personal or social media channels.

7.3 Board members should handle information carefully and in line with relevant data protection and information governance requirements, which will be shared with Board members as part of their induction and ongoing support.

8. Communications and Social Media

8.1 Board members should communicate in a way that is accurate, constructive and consistent with agreed Board decisions.

8.2 Members are free to express personal views or represent their communities, provided it is clear when they are not speaking on behalf of the Board.

8.3 When using personal or social media in connection with the Programme, Board members must:

- not disclose confidential information;
- avoid misrepresenting Board decisions
- adhere to any agreed social media guidance

8.4 The Board will agree how communication and media arrangements work in practice once it is established, including the development or adoption of social media guidance, which Board members will be expected to follow

8.5 Where Board members have differing views, they should express these constructively and in a way that does not undermine agreed Board decisions or public confidence in the Programme.

9. Gifts and Hospitality

9.1 Board members must not accept gifts or hospitality that could reasonably be perceived as influencing, or seeking to influence, their role on the Board.

9.2 Any offers or receipt of gifts or hospitality related to Board business must be declared in line with the Conflict of Interest Policy.

10. Elected Members

10.1 Elected Members serving on the Board must also comply with:

- statutory requirements relating to interests; and
- the Council's Members' Code of Conduct.

10.2 Where there is a conflict between this Code and statutory obligations, statutory requirements will take precedence.

11. Breaches of this Code

11.1 Breaches of this Code will be taken seriously and addressed in a fair, transparent and proportionate way.

11.2 A breach may occur where a Board member fails to meet the standards set out in this Code. Examples include:

- repeated failure to attend or take part in meetings
- failure to declare a conflict of interest
- misuse of position for personal or organisational gain or political gain
- Behaviour that is disrespectful, discriminatory, intimidating or undermines the integrity of the board
- sharing confidential information without permission
- behaviour that undermines the effective operation, reputation or integrity of the Board or Programme

11.3 Where concerns arise, these will normally be addressed in a staged and proportionate way, which may include:

- informal discussion or guidance from the Chair
- clarification of expectations and support to improve behaviour or participation
- agreed actions to address concerns
- removal from specific discussions or decisions where appropriate

11.4 In serious or repeated cases, action may be taken in line with the Terms of Reference and governance arrangements for the Board, which may include removal from the Board.

11.5 Any action taken will aim to be fair, transparent and proportionate.

12. Review of the Code

12.1 This Code of Conduct will be reviewed periodically to ensure it remains appropriate, proportionate and aligned with Manchester City Council's standards and programme requirements.