

ALLENTON BIG LOCAL PARTNERSHIP GROUP (ABL GROUP)

Partnership Member Agreement

Code of conduct, Confidentiality, Declaration of Interest, and Values

The purpose of the code of conduct is to ensure that all members of the partnership operate the highest standard of integrity at all times.

As a member of the partnership I agree to abide by our area's Big Local values. Additionally, I agree that:

- Everything the partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the partnership and equally when dealing with individuals and institutions outside it.
- The partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.
- The partnership will complete a check by asking me to complete a Disclosure and Barring Service (DBS) questionnaire and ask me to provide proof of my identity.

In particular:

- I will not break the law, go against charity regulations or act in disregard of partnership policies.
- I will abide by our local Big Local procedures.
- I will always strive to act in the best interests of Big Local.
- I will declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises.
- When I am speaking as a member of the partnership, my comments will reflect the work of the partnership even when these do not agree with my personal views. When speaking as a private individual I will strive to uphold the reputation of the partnership and those who work in it.
- I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions or negligence.
- I will strive to read all documents and attend all meetings, giving apologies ahead of time to the chair if unable to attend.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard. I will accept a majority committee vote on an issue as decisive and final.
- I will maintain confidentiality (where this has been agreed in the partnership's guidance on confidentiality) about what goes on in the meeting unless authorised by the chair or committee to speak of it.
- I will participate in induction, training and development activities for members.
- I understand that substantial breach of any part of this code may result in my removal as a member.

- Should I resign as a member I will inform the chair in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Confidentiality

Your involvement in the Big Local partnership may mean that you have information that has not yet been made public or is confidential.

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or discredit of the partnership. Members are expected to adhere to any Big Local confidentiality agreement at all times and may be asked to adhere to a specific 'embargo'. (An embargo is a request not to share information until a certain point in time.) Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

Examples of such instances where a confidentiality embargo may be used are:

- details of individuals or organisations, who have submitted funding applications
- details contained within individual applications prior to a decision being taken
- information not in the public domain
- draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential members will be made aware of the details of any embargo in advance.

In the event of a confidentiality agreement being breached by an individual, group, or organisation, the partnership will take appropriate action.

Declarations of Interest

In line with the code of conduct, members of the partnership will need to declare any conflicts of interest and loyalty.

Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion. Interests can be positive or negative especially where a competitive element is introduced. For example, a member may wish to support a particular course of action because it impacts more favourably on an organisation they are a member of, or impacts favourably on their friends/relatives.

The ABL Partnership Group will decide if a member has to withdraw from the meeting because we recognise that most people in the partnership will know the people and organisations under discussion.

If in doubt, an individual should avoid being in any position where suspicion could be raised for any appearance of improper conduct - if in doubt, the individual should declare the interest and seek guidance for future meetings.

Where an individual has declared an interest a statement will appear in the minutes of the meeting stating:

- Who declared a financial/non-financial interest
- The item being considered
- whether they withdrew from the meeting while the item was discussed taking no part in the discussion or decision or remained in the room during its consideration, but took no part in the discussion or decision.

Values

These are values which align with Big Local.

1. We are committed to quality and excellence in everything that we do.
2. We will support residents and people locally in improving their own communities. We know that communities which face problems contain the people who will create the solutions.
3. We actively share knowledge and skills, encouraging learning and cooperation. We collaborate with others to build the best possible solutions to the challenges we face together.
4. We are responsible, open and accountable. We will be honest and transparent in all our dealings. We will collect, share and review evidence of our progress and be open to advice and criticism.
5. We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
6. We are committed to equality and promote diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
7. We will be innovative and embrace change, approaching problems proactively and creatively.
8. We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.

By signing this document I agree to the items above

Name: Date:

Signature: