# Pride In Place Bootle South Neighbourhood Board

## Terms of Reference

### 1. Context

- **1.1.** Launched in late September 2025, the UK government Pride In Place Strategy sets out a range of measures to empower local communities, particularly in more deprived areas, to take control of local regeneration, high streets, public spaces and community assets. It is part of a broader ambition to shift more power from central government to local neighbourhoods, give communities more say in how money is spent and what interventions are prioritised.
- **1.2.** Key objectives of the strategy are to: build stronger communities, create thriving places and empower people to have more control over local decision making.
- **1.3.** The Pride In Place Programme (PIPP) is an ambitious initiative, with long-term investment (of up to £20 million per place over 10 years) in selected neighbourhoods across the UK. The "Bootle South" area was selected by the government in the second Phase of Pride In Place areas announced in December 2025, based on deprivation levels and community need.
- **1.4.** Detailed guidance is available online: Pride in Place Programme prospectus.
- **1.5.** The programme places local voices at its core, aiming to strengthen community pride, regenerate neighbourhoods and develop thriving, safe and welcoming places to live.
- **1.6.** A local governance Board has been established to oversee the delivery of the Bootle South PIPP, bringing people and partners together from the local area who really care about its future. It will initially be called the 'Bootle South Pride in Place Neighbourhood Board'. The Board may wish to agree an alternative name that has local meaning.
- **1.7.** For the purposes of these Terms of Reference:
    - **Board members** are individuals formally appointed to the Neighbourhood Board through a transparent process. Board members are voting members and have an equal right to vote on matters within the Board's remit, subject to conflicts of interest.
    - **The local Member of Parliament (MP)** provides strategic leadership for the Bootle South PIPP. As a senior Board member with equal voting rights, the MP shares responsibility with the local authority for appointing the Chair and Board members and for ensuring that the local PIPP plan and funding decisions are appropriate.
    - **The local authority**, Sefton Metropolitan Borough Council (Sefton MBC), acts as the Accountable Body for the Bootle South PIPP. **It does not have voting rights on the PIPP Board** but is ultimately legally and financially responsible for all aspects of the programme.
    - **The Managing Agent**, appointed by Sefton MBC, provides day to day Programme Management of the PIPP, including Secretariat support to the Board, and **does not have voting rights**.
    - **Advisors** are individuals invited by the Board or Chair to attend meetings to provide specialist advice, insight or support. Advisors are not Board members and **do not have voting rights** or ability to make decisions on behalf of the Board

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- **Non-participating observers** may be allowed to attend meetings of the Board with prior agreement of the Chair. Any observers in attendance will be permitted to address the Board or speak on a matter only with prior agreement of the Chair. Observers are not Board members, and **do not have voting rights**.

## 2. Purpose & Strategic Framework

- **2.1. Context:** This document establishes the Bootle South Pride in Place Neighbourhood Board (the "Board").
- **2.2. Authority:** The Board operates under the UK Government's Plan for Neighbourhoods Fund framework.
- **2.3. Guidance:** All operations and governance arrangements align with Ministry of Housing, Communities and Local Government (MHCLG) governance requirements.
- **2.4. Lifetime:** The Board is established to oversee a 10-year strategic regeneration and funding allocation.
- **2.5. Area Boundary:** The geographic scope of the Board is strictly defined as the area spanning parts of the Bootle East and Bootle West Wards, as shown in the following online map: Pride in Place – Google My Maps.
- **2.6. Overall purpose:** The Board exists to provide strategic leadership, oversight, accountability, and community representation for the planning and delivery of the Bootle South Pride in Place Programme.
- **2.7. Collaboration:** The Board will work collaboratively with residents, community organisations, businesses, public sector partners, the Accountable Body and Managing Agent to ensure investment delivers meaningful, measurable, and sustainable improvements for the people and communities of Bootle South.
- **2.8. Transparency and inclusivity:** The Board will promote a transparent, inclusive, and community-led approach, ensuring local voices remain central to decision-making and programme development.

## 3. Core Functions & Scope

- **3.1. Vision:** To drive community-led regeneration and foster local pride, wellbeing, opportunity, and resilience.
- **3.2. Long-Term Plan:** The Board, working with the local MP and local authority, will co-produce a 10-year Pride in Place Regeneration Plan, initially comprising a 10-year vision and 4-year investment plan.
- **3.3. Delivery Themes:** PIPP-funded Interventions must fall within the scope of permissible interventions as detailed in Pride in Place Programme: list of indicative interventions - GOV.UK – briefly summarised as follows:
    - High streets, heritage regeneration, green infrastructure and housing.
    - Work, productivity, education and local skills development.
    - Social cohesion and community power, support for Social Economy, volunteering & social action.
    - Health and wellbeing.
    - Public safety, security, and connectivity/ local transport improvements.

- **3.4. Oversight:** The Board will monitor programme delivery, risks, outcomes and performance against agreed key performance indicators (KPIs).

## 4. Membership & Composition

- **4.1. Membership Size:** The Board will consist of a minimum of 8 and maximum of 15 members.
- **4.2. Community Majority:** At least 51% of voting members must live or work within the Bootle South PIPP area.
- **4.3. Mandatory Seats:** Board membership must include:
    - The local Member of Parliament (MP).
    - At least one local Ward Councillor representing the PIPP area.
    - An Independent Chair, appointed by the MP and Accountable Body.
- **4.4. Leadership:** The Board will be led by an Independent Chair.
- **4.5. Chair Selection Criteria:** The Chair must be a non-political, independent local champion, in line with MHCLG requirements.
- **4.6. Balance:** The Board should seek balanced representation from local residents and businesses, community, voluntary and faith organisations, and statutory partners.
- **4.7. Diversity:** Membership should reflect the diversity of the Bootle South community, taking account of different demographic groups, such as age, gender, ethnicity, disability.
- **4.8. Appointment:** The Chair will be appointed and approved by the local MP and local authority, who must also approve the final appointment of Board members.
- **4.9. Terms of Office:** Members are initially appointed for a term of 4 years, renewable following this period subject to individual members' continued commitment to the role.

## 5. Roles & Responsibilities

- **5.1. Accountable Body:** Sefton Metropolitan Borough Council (Sefton MBC) acts as the legally and financially Accountable Body.
    - Sefton MBC will ensure that Programme governance and delivery arrangements reflect the PIPP prospectus and guidance issued by MHCLG, including the Council's responsibilities as Accountable Body.
- **5.2. Legal Responsibility:** The Accountable Body holds final legal responsibility for funding, procurement, contract management and other legal and statutory requirements such as Subsidy Control and the Public Sector Equality Duty.
    - These Terms of Reference do not change, replace, substitute for or amend in any way the statutory powers or duties or other responsibilities of Sefton MBC either in its role as Accountable Body for the PIPP, or otherwise generally.
- **5.3. Managing Agent:** Appointed by Sefton MBC, Sefton Council for Voluntary Service (Sefton CVS) acts as Managing Agent on the council's behalf, providing day to day Programme Management of the PIPP. Detailed responsibilities are provided in **Appendix A**.
- **5.4. Board Duties:** Board members are expected to attend meetings regularly, contribute constructively, and work collaboratively, avoiding political or organisational bias influencing decisions. In doing so, Members will:

- Adhere to these Terms of Reference.
- Declare conflicts of interest, where applicable.
- Act honestly and ethically in the best interests of Bootle South and its communities, highlighting local issues, opportunities and representing local needs.
- Treat others with courtesy, value views of others and ensure a positive, inclusive environment.
- Support community engagement and partnership development.
- Respect confidentiality where required.
- Support transparent and evidence-based decision-making.
- Act as ambassadors for the programme, promote its values and objectives, supporting transparency and accountability to the wider community, including engaging constructively with feedback and challenge.
- Support requests from the Chair for additional assistance outside core Board meetings, where possible.

- **5.5. Chair:** As a non-political, local champion, the Chair will:
  - Provide independent leadership to the Board.
  - Ensure meetings are effective, inclusive, and outcome-focused.
  - Promote constructive partnership working.
  - Represent the Board at appropriate meetings and public engagements.
  - Support effective governance and accountability.
  - Work closely with the MP, Accountable Body and Managing Agent.
  - Ensure all Board members are treated fairly and respectfully.
  - Always act in the best interests of the programme and local community.
- **5.6. Deputy Chair:** A deputy may be appointed to support the Chair in leading the Board and to provide continuity, resilience and succession within the Programme.
  - Appointment may be either through an open or invitation-led recruitment process alongside Board member appointments, or from within the existing Board membership. The appointment route will be determined by the Chair, the Accountable Body and the local MP, having regard to the needs of the Programme, leadership capacity and the composition of the Board.
- **5.7. Secretariat:** support will be provided by Sefton CVS in its role as Managing Agent.
- **5.8. Admin Duties:** The Secretariat sets meeting dates in consultation with the Chair, handles meeting logistics, distributes papers, records, circulates and publishes minutes.

## 6. Other Attendees and Substitutes

- **6.1. Council S151 Officer**: The Accountable Body's S151 Officer, or substitute, will have a standing invite on the Board to ensure compliance with all necessary financial regulations. The S151 Officer **does not have voting rights**.
- **6.2. Deputies:** Board members (other than Ward Councillors) that are unable to attend a meeting, may nominate a pre-named deputy to attend and cast their vote, provided that the

deputy reflects the appointment type (e.g. alternative representative from the same organisation/sector).
    - Notification of a named deputy must be received by the Chair or Managing Agent, in writing, no less than 1 working day prior to the meeting.
    - All deputies will be subject to the same confidentiality, conflicts of interest and other requirements as Board Members.
    - A deputy may attend and vote in place of, and not in addition to, the appointed Board Member
- **6.3. Ward Councillors:** Where an appointed Ward Councillor is unable to attend, any substitution must be made in accordance with the Council's constitutional arrangements for substitute members, where applicable.

## 7. Meetings

- **7.1. Frequency:** As a minimum, the Board will meet quarterly but may meet more frequently as advised by the Chair. The Year-1 meeting schedule will be more frequent and less regular to ensure adherence with MHCLG timescales for submission of the PIPP plan.
- **7.2. Circulation of Agenda, Papers and Minutes:** Agendas and supporting papers will be circulated to Board members at least 5 working days before a meeting. Draft minutes will be circulated within 10 working days post-meeting**.**
- **7.3. Extraordinary meetings:** may be called by the Chair where required.
- **7.4. Sub-groups:** Occasionally, working groups or sub-groups may be established to complete a specific task or consider a particular theme in more detail. For each group:
    - The Board must agree the scope, delegations and duration of operation.
    - The Chair must be either a Board member or a Board-approved nominated representative.
    - Binding actions may only be agreed within boundaries of expressly delegated authority from the Board. Unless formally delegated, working groups will develop options and make recommendations to the Board for approval.
    - Additional non-Board members may be invited to provide skills, resources, insight, and capacity to the task but must abide by the decision-making structures, Code of Conduct and Terms of Reference of the Board.

## 8. Decision-Making & Voting

- **8.1. Subsidiarity:** The Board is committed to ensuring that decisions are informed by meaningful community involvement and are made in the best interests of the communities they affect, recognising the value of local knowledge, lived experience and community leadership.
- **8.2. Consensus:** The Board will aim to make decisions by consensus wherever possible, but where a vote is necessary, only Board members (or nominated deputies) may vote.
- **8.3. Voting Rights:** Each eligible Board member holds one equal vote.
- **8.4. Exclusions:** Co-opted advisors or non-voting attendees may participate in discussions but cannot vote.

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- **8.5. Quorum:** Meetings are quorate only when (a) the Chair (or nominated deputy) is present; and (b) a minimum of 33% of voting members are present.
- **8.6. Community Quorum:** Quorum must include at least 2 resident/community representatives.
- **8.7. Casting Vote:** In the event of a tied vote, the Independent Chair holds a casting vote.
- **8.8. Deadlocks:** Disputes between the Board and the Accountable Body will follow the formal Conflict Resolution Procedure (**Appendix B**).

## 9. Conduct, Integrity & Transparency

- **9.1. Ethics and Conduct:** Members must strictly adhere to the Seven Principles of Public Life (Nolan Principles) and abide by the Board Member Code of Conduct (**Appendix C**).
- **9.2. Conflict of Interest:** Members must register all financial, non-financial, and personal interests upon appointment, and update them regularly, in line with the Conflict of Interests Policy (**Appendix D**).
- **9.3. Meeting Declarations:** Any conflict regarding a specific agenda item must be verbally declared at the start of the meeting.
- **9.4. Withdrawal:** Conflicted members must recuse themselves from discussions and votes on that item.
- **9.5. Transparency: The following documents and information will be published** on the Bootle South PIPP public website.
    - **A documented decision-making process**, outlining the voting rights of the Board.
    - **Profiles** of Board members.
    - Board meeting **agendas and papers**, at least 5 working days in advance of meetings.
    - **Draft minutes**, within 10 working days of meetings taking place.
    - **Final minutes**, once approved by the Board, within 10 working days of approval.
    - **A public Register of Interests** for all Board members.
    - **Full use of capacity funding**, including amount of remuneration and/or expenses reimbursed, if applicable.
    - **The PIPP Investment plan** once developed.

## 10. Financial Scrutiny & Subsidy Control

- **10.1. Funding Status:** All funding is subject to formal approval by the Accountable Body, either directly, or via the Managing Agent, as appropriate.
- **10.2. Expenses and Remuneration:**
    - Board members serve voluntarily but may claim reasonable travel and accessibility expenses. (**See Expenses policy**)
    - To ensure that the Neighbourhood Board has the right leadership, the Accountable Body retains the right to provide a basic payment to the Chair from the Programme's dedicated capacity funding to remunerate their time.
- **10.3. Legal Screening:** All proposed projects will undergo independent legal screening for Subsidy Control and procurement compliance.

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## 11. Ongoing Membership Management

- **11.1. Annual Review:** Membership will be reviewed annually and will seek to remain representative of a diverse range of sectors, skills, interests and the local community. If a vacancy arises during the annual review, recruitment processes will be instigated to fill the vacancy if considered appropriate by the Board.
- **11.2. Four-Year Refresh:** In line with MHCLG guidance, Board membership may be refreshed at the end of the first 4-year investment period cycle (and at the end of subsequent investment cycles), having regard to continuity, skills retention and community representation. Any updates will be undertaken in collaboration with the Chair, the local MP, the Accountable Body and the Managing Agent. Any membership changes will be communicated to MHCLG.
- **11.3. Attendance Expectations:** All Board members are expected to attend at least 75% of scheduled Board meetings in any rolling 12-month period, unless exceptional circumstances have been agreed by the Chair.
- **11.4. Removal of Members:** Board membership may change over time. A Board member (other than the Chair) may be considered for removal where there is clear evidence of one or more of the following:
    - Failure to adhere to these Terms of Reference or the Code of Conduct.
    - Persistent non-attendance, including failure to attend two or more meetings in succession without agreed exceptional circumstances.
    - A material conflict of interest that is not properly declared or managed.
    - Material or repeated breach of confidentiality.
    - Conduct which undermines the effective functioning, reputation or objectives of the Board or the Pride in Place Programme.
- **11.5. Process for Removal of Members:** Any proposal to remove a Board member (other than the Chair) shall be managed as follows:
    - The Member will be informed in writing of the proposed removal and the reasons for it.
    - Where practicable, the Member will be given an opportunity to make representations to the Chair, Managing Agent, and/or the Accountable Body before a final decision is taken.
    - The final decision will be taken by the Accountable Body, having regard to any views of the Board and in consultation with the Chair and Managing Agent.
    - The outcome will be documented and communicated to the Member in writing, with reasons provided.
- **11.6. Termination of Membership:** A Board member shall cease to be a member of the Board in the following circumstances:
    - The Member gives written notice of resignation to the Chair.
    - Death or incapacity or ill health such that the Member is no longer able to continue in the role.
    - The Member is removed in accordance with sections 11.4. and 11.5. of these Terms of Reference.

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## 12. Removal or Resignation of the Chair

- **12.1. Reasons for Removal:** In exceptional circumstances, the Chair may be removed from their role where there is clear evidence of:
    - Sustained poor attendance or lack of participation.
    - A conflict of interest that is not properly declared or managed.
    - Persistent failure to promote a culture of community involvement in line with the programme's guiding principles.
    - A material issue relating to suitability, probity or safeguarding, including failure to disclose relevant convictions, insolvency, or refusal to undertake suitability checks where reasonably required.
    - Persistent failure to abide by the seven Nolan Principles of Public Life.
- **12.2. Process for Removal:** Any decision to remove the Chair will be taken by the Accountable Body in consultation with the local MP and the Managing Agent, and subject to approval/confirmation by MHCLG, as required by PIPP guidance and grant conditions. The decision will be communicated to the Chair in writing by the Accountable Body, with reasons provided.
- **12.3. Resignation:** Should the Chair wish to resign, a written confirmation of their intent must be submitted to MHCLG and co-signed by the MP and Accountable Body.
- **12.4. Contingency Arrangements:** In the event of the removal or resignation of the Chair, the Deputy Chair will temporarily act up as Chair until a replacement Chair has been formally appointed.

## 13. Terms of Reference Review

- **13.1. Ongoing currency:** These Terms of Reference should be reviewed within the first six months of operation and annually thereafter to ensure they remain fit for purpose.

**Adopted on:** 4th September 2026

**Next Review Date:** March 2027 (6 months from adoption)

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## Appendix A: Managing Agent Responsibilities

The Managing Agent provides programme management, administrative support and professional advice to the Neighbourhood Board. It will work in accordance with the strategic direction and decisions of the Board, while remaining accountable to the Accountable Body for its contractual, financial and legal responsibilities. Strategic priorities and programme decisions remain the responsibility of the Board, subject to the Accountable Body's statutory and legal duties.

**A1.** To ensure that the Year-1 aims and objectives of the Bootle South Pride In Place programme are met within required MHCLG timescales, the Managing Agent will:

- **Provide a high-quality programme management** and reporting framework; with sufficient, experienced staffing resource dedicated to the function.
- **Ensure financial probity and accountability**, with robust processes and procedures to ensure funding compliance and to prevent fraud.
- In partnership with Sefton MBC, **ensure compliance** with MHCLG requirements – e.g. financial, monitoring, reporting, transparency, Equality & Diversity, Subsidy Control and Public Procurement.
- **Bring expertise, intelligence and local networks**, creating and curating relationships between residents, the Neighbourhood Board, Sefton MBC and other local stakeholders to ensure comprehensive engagement of necessary parties to ensure the development of an ambitious plan that is reflective of community wants and needs.

**A2.** In partnership with the local MP, Sefton MBC in its role as Accountable Body, and the independent Chair, in Year-1 of the programme, the Managing Agent will:

- **Support the establishment of appropriate governance structures:** including facilitating the formation of a diverse and representative Neighbourhood Board comprising residents and other local stakeholders.
- **Provide ongoing programme secretariat**, Board convening and development.
- **Actively engage and involve the local community, as an integral priority:** consult widely on what local people want and need, using a range of engagement methods and ensure that diverse and seldom-heard groups are reached and engaged.
- **Map local assets:** to ensure a comprehensive and accurate understanding of the local support infrastructure and local amenities, to inform thinking and future plans.
- **Co-design strategy:** work with the Board to develop a long-term strategy/plan, clearly identify priority outcomes and success measures to address identified local needs and aspirations.
- **Support the Board and community to co-produce the local Pride in Place Plan:** comprising a 10-year vision and 4-year investment plan, founded on community insight and lived experience, delivering in the interests of local people to improve the physical and social infrastructure of the Bootle South community.
- **Identify and facilitate opportunities for synergy, co-design and co-investment** aligned to other local strategies, initiatives and priorities, to ensure collaborative, integrated and inclusive positive change.

**A3.** In subsequent years, subject to Board approval, the Managing Agent will continue to support the Board to facilitate delivery of the identified work streams through the agreed investment strands identified in the plan.

- The Board will review the performance and effectiveness of the Managing Agent annually, in consultation with the Accountable Body and having regard to any contractual arrangements in place.

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## Appendix B: Conflict Resolution Procedure

### B1. Principles of Dispute Resolution

- **B1.1. Constructive Engagement:** All parties commit to resolving disputes constructively, swiftly, and in a spirit of mutual partnership.
- **B1.2. Public Interest:** The primary objective during any dispute is to protect the delivery of the 10-year Regeneration Plan and safeguard public funds.
- **B1.3. Business Continuity:** While a dispute is being processed, the Board and the Accountable Body will continue to progress all other non-disputed project elements.

### B2. Scope of the Procedure

- **B2.1. Internal Board Disputes:** Deadlocks within the Board that cannot be resolved through standard voting or the Chair's casting vote.
- **B2.2. Governance Disputes:** Disagreements between the Board and the Accountable Body regarding strategy, project selection, or funding allocations.
- **B2.3. Exclusions:** Decisions made by the Accountable Body's Section 151 Officer on statutory grounds (e.g., legal non-compliance, financial impropriety, or procurement breaches) are absolute and cannot be overturned by this procedure.

### B3. Stage 1: Informal Resolution

- **B3.1. Notification:** The aggrieved party must notify the Independent Chair, the Managing Agent and the Accountable Body's Lead Officer in writing, clearly stating the nature of the dispute.
- **B3.2. Dialogue:** Within ten (10) working days of notification, the Independent Chair, Managing Agent and the Lead Officer will meet informally to attempt to resolve the issue.
- **B3.3. Outcome:** If a mutually acceptable solution is reached, it will be recorded in writing and presented to the full Board at the next scheduled meeting.

### B4. Stage 2: Formal Internal Review

- **B4.1. Escalation:** If Stage 1 fails to resolve the dispute, either party may formally escalate the matter to Stage 2 in writing.
- **B4.2. Panel Convening:** Within fifteen (15) working days of escalation, a formal Review Panel will be convened.
- **B4.3. Panel Composition:** The Review Panel will consist of ~~four (4)~~ five (5) individuals:
    - The Independent Chair (or an independent Board member if the Chair is conflicted).
    - A Senior Director from the Accountable Body (who has not been directly involved in the dispute).

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- The Managing Agent CEO or Programme Manager (who has not been directly involved in the dispute).
- An additional Board member, nominated by the Board (who has not been directly involved in the dispute).
- An independent third party mutually agreed upon by both the Board and the Accountable Body (e.g., a representative from a neighbouring Board).

- **B4.4. Recommendation:** The Panel will review written submissions from both sides and issue a non-binding written recommendation within ten (10) working days of convening.

**B5. Stage 3: Final Escalation & Executive Determination**

- **B5.1. Trigger:** If the Stage 2 recommendation is rejected by either the Board or the Accountable Body, the dispute escalates to Stage 3.
- **B5.2. Executive Review:** The matter will be referred directly to the Chief Executive of the Accountable Body (Local Authority) and the Independent Chair for final executive review.
- **B5.3. Final Decision:** Paying due consideration to MHCLG guidance, the 10-year Regeneration Plan, and legal/financial realities, the Chief Executive of the Accountable Body will issue a final, binding written determination within fifteen (15) working days.
- **B5.4. MHCLG Notification:** If the dispute severely disrupts the delivery timeline or core governance of the fund, the Accountable Body will notify the Ministry of Housing, Communities and Local Government (MHCLG) of the situation and the final outcome.

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## Appendix C: Board Member Code of Conduct

### C1. Introduction and Core Purpose

- **C1.1. Scope:** This Code applies to all Board members, co-opted advisors, and officers supporting the Board.
- **C1.2. Purpose:** To ensure the highest standards of integrity, transparency, and accountability in managing public funds.
- **C1.3. Commitment:** Members must sign this Code upon appointment and review it annually.

### C2. The Seven Principles of Public Life (The Nolan Principles)

- **Selflessness:** Members must act solely in the public interest and never for personal gain.
- **Integrity:** Members must avoid inappropriate influence from outside parties, not placing themselves under financial or other obligation to outside individuals or organisations.
- **Objectivity:** Decisions on public appointments, awarding contracts, or recommending funding must be made strictly on merit, evidence, and without bias.
- **Accountability:** Members are accountable to the public and must submit to necessary scrutiny for decisions and actions made.
- **Openness:** Members must be as open as possible about decisions, restricting information only with valid reasons and when absolutely necessary.
- **Honesty:** Members must declare private and business/ organisational interests relating to public duties and resolve conflicts to protect the public interest.
- **Leadership:** Members must promote and support these principles by leadership and example.

### C3. Expected Behaviours and Engagement

- **C3.1. Respect:** Members must treat community residents, fellow Board members, and local authority staff with equal respect.
- **C3.2. Discrimination:** Bullying, harassment, or discrimination of any kind will not be tolerated, resulting in immediate suspension and likely dismissal from the Board.
- **C3.3. Collective Responsibility:** Members may debate robustly in meetings but must respect and uphold democratically agreed Board decisions outside meetings.
- **C3.4. Media & Public Statements:** Only the Independent Chair, designated officers from the MP's Office, Accountable Body or Managing Agent, or another Board member authorised by the Board may make official media statements on behalf of the Board.

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## Appendix D: Conflict of Interests Policy

### D1. Definitions

- **Conflict of interest:** Any situation in which the personal interests or interests owed to another body of a Board member run counter to those of the Pride in Place Board.

  Conflicts of interest occur in those situations where an individual Board member stands to gain directly or indirectly through engagement in activities which may potentially affect the Board adversely. It will also occur if that individual is engaged with an organisation which has aims incompatible to those of the Board.

- **Pecuniary Interest:** A direct or indirect financial interest (e.g., employment, business ownership, shares, land, or contracts) within the PIPP Board's boundary.

- **Non-Pecuniary Interest:** A personal, non-financial connection (e.g., trustee/ director roles in local charities or not-for-profits, school governor positions, or club memberships) that could influence judgment.

- **Connected Person:** Any interest held by a spouse, civil partner, close family member, or business partner, or fellow director.

### D2. Statement of Intent

- The Accountable Body and Managing Agent continually strive to ensure that all potential conflicts of interest are identified, logged and mitigated; and that financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably, with all decisions taken objectively and free of personal interest.

### D3. Why we have a Policy

- **D3.1** Conflicts of interest can lead to decisions that are not in the best interests of the Board, and which are invalid or open to challenge. Conflicts of interest can also damage the reputation or public trust and confidence in the Board, the Accountable Body and/or the Managing Agent. These harmful effects can be prevented where individual Members can identify conflicts of interest, and the Board can act to prevent them from affecting their decision making.

- **D3.2** The Accountable Body and Managing Agent have a legal obligation to act in the best interests of the general public, in accordance with their respective governing documents, applicable laws, rules and regulations, and to avoid situations where there may be a potential conflict of interest.

- **D3.3** Accordingly, all Board members are required to declare any actual or potential conflicts of interest that may exist, and/or any gifts or hospitality offered and received in connection with their position on the PIPP Board.

### D3. The Three-Step Process: Identify, Declare, Record

- **D3.1. Annual Registration:** Members must complete the Register of Interests within 14 days of appointment.

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- **D3.2. Continuous Updates:** Members must officially update their register within 28 days of any changes in their personal or professional status, advising the Chair as soon as any new conflicts of interest (actual or potential) arise.
- **D3.3. Meeting Verbal Declarations:** Members must verbally declare any relevant interest at the beginning of any meeting where a related item is discussed.

**D4. Participation Rules When a Conflict Arises**

- **D4.1. Discussion Restriction:** A member with a declared pecuniary interest cannot speak or participate in discussions on that specific item.
- **D4.2. Voting Restriction:** A member with a declared pecuniary interest cannot vote on that item and must leave the room during the vote.
- **D4.3. Non-Pecuniary Discretion:** For non-pecuniary interests, the Independent Chair will determine if the member may speak, but the member cannot vote.

**D5. Breach of Policy**

- **D5.1. Investigation:** Suspected failures to declare an interest will be investigated by the Managing Agent in conjunction with the Chair and Accountable Body.
- **D5.2. Sanction:** If a breach is proven, the Board holds the power to formally censure or remove the member by a majority vote.
- **D5.3. Reporting:** If a Board member is aware of an undeclared conflict of interest affecting another Member, they should notify the Chair.

**D6. Data Protection**

- Information provided by Board members will be processed in accordance with data protection law as applicable in England. Data will be processed only to ensure that Members act in the best interests of the PIPP Board. The information provided will not be used for any other purpose.

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**Declaration of Interests Form:**

**Bootle South Pride in Place Neighbourhood Board**

**Full Name:** _____

Please disclose your interests, and those of any connected person, under the headings below.

**A) I have no known Conflicts of Interest to declare. ☐ (please check box/ tick if true)**

**OR**

**B) I have the following Conflicts of Interest to declare (actual or potential):**

| **Category** | **Details – what the C.O.I. is, which organisation(s) it relates to and whether it applies to:**<br>• **Yourself**<br>• **A member of your immediate family, connected persons or some other close personal connection**<br>• **An organisation or company to which you are associated as an employee, director or trustee** |
|---|---|
| 1. Current employment and any previous employment in which you continue to have a financial interest. | |
| 2. Appointments (voluntary or otherwise) e.g. trusteeships, directorships, school/ college governor, positions in political parties, or public bodies, etc. | |
| 3. Investments in organisations, or other forms of business, major shareholdings or beneficial interests. | |
| 4. Any other contractual relationship – either as an individual, a member of your family, or another organisation or company to which you are associated. | |
| 5. Membership of any professional bodies, special interest groups or mutual support organisations. | |
| 6. Gifts or hospitality offered to you (>£50), in your capacity as a PIPP Board member and whether this was declined or accepted. | |
| **Any Other Conflicts Not Covered by the Above:** | |
| | |

DRAFT

**Member Declaration:**
By signing below:

- I certify that the information provided is accurate and complete to the best of my knowledge.
- I agree to abide by the Pride in Place Code of Conduct and Conflict of Interests Policy.
- I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis.
- I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

**Signature:** _____ **Date:** _____

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