

Barry Plan for Neighbourhoods Board – Member’s Code of Conduct

Purpose

This Code of Conduct sets out the standards of behaviour expected from all members of the Barry Plan for Neighbourhoods Board. It supports the Terms of Reference and aims to ensure the Board operates with integrity, transparency, and mutual respect, while maintaining confidentiality and safeguarding the integrity of its decision-making processes.

1. Core Values and Conduct

All members of the Barry Plan for Neighbourhoods Board are expected to:

- Uphold the **Seven Principles of Public Life** (Nolan Principles): Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
- Act in the best interests of Barry and its communities.
- Contribute positively and constructively to meetings and decision-making processes.
- Respect the diverse views of others and strive for consensus.
- Safeguard the reputation, confidentiality, and integrity of the Board at all times.

2. Attendance and Participation

Members are expected to:

- Prioritise attendance at meetings and actively contribute to discussions.
- Come prepared by reading all circulated materials in advance.
- Notify the Secretariat in advance if they are unable to attend.
- Engage respectfully, professionally, and collaboratively.

3. Confidentiality and Information Handling

Confidentiality is fundamental to the functioning of the Barry Plan for Neighbourhoods Board. Members must:

- Refrain from disclosing or sharing any details of meeting deliberations, commercially sensitive material, draft proposals, or internal disagreements with individuals or organisations outside the Board.

- Avoid public comment (including on social media) on matters under consideration unless authorised by the Chair and Vale of Glamorgan Council.
- Respect the “safe space” principle for deliberation and policy development to ensure free and honest discussion without fear of premature public disclosure.
- Understand that breaches of confidentiality may result in removal from the Board.

4. Conduct in Meetings

During meetings, members will:

- Follow the direction of the Chair and participate in an orderly and inclusive manner.
- Treat all participants with courtesy and respect.
- Avoid using the forum for personal, political, or organisational agendas.
- Ensure the discussions remain constructive and focused on shared goals.

5. Conflicts of Interest

Members must:

- Complete a declaration of personal, financial, and organisational interests upon appointment and notify the Secretariat of any changes immediately.
- Disclose any specific interests relevant to a meeting agenda item in advance or as soon as they become aware.
- Withdraw from discussions and not vote on matters where a real or perceived conflict exists, unless otherwise agreed by the Chair under the provisions of the Terms of Reference.

6. External Representation

Where members represent an organisation, they must:

- Have proper authority to speak on its behalf.
- Feedback relevant information from the Board to their organisation appropriately and within confidentiality parameters.
- Represent the consensus view of the Board in public or stakeholder forums, and not individual or minority views.

7. Communications Protocol

- All official communications (press, public statements, social media) must be agreed by the Chair in consultation with the Vale of Glamorgan Council.
- Members must not speak on behalf of the Board unless expressly authorised to do so.
- Informal commentary or leaks, including speculation or selective sharing of meeting content is not permitted.

8. Breach of Conduct

- Alleged breaches of this Code will be referred to the Vale of Glamorgan Council's Monitoring Officer and managed under the Council's complaints procedures.
- Breaches may result in removal from the Board, following consultation with the Chair and Council as the accountable body.

9. Acknowledgement

All members must confirm in writing that they:

- Have read, understood, and agreed to adhere to this Code of Conduct.
- Accept their responsibility to protect the integrity of the Barry Plan for Neighbourhoods Board.