



Big Local Withernsea Partnership has agreed the following documents:

- [Big Local Steering Group Role descriptions](#)
- [Big Local Withernsea Code of conduct](#)
- [Partnership Membership Recruitment](#)
- [Declaration of Interest and Loyalty](#)
- [Guidance on Confidential Information](#)

These documents will be used during induction onto the Steering Group and reviewed regularly to ensure they continue to be fit for purpose.

Big Local Steering Group Role descriptions

Resident's Members Role:

- provide information and advice about day-to-day quality of life in the area
- actively encourage people in the area to play their part in supporting Big Local and its activities
- are committed to equal opportunities and inclusion
- ensure that local concerns are addressed and that solutions have local support
- provide regular feedback and a clear steer on priorities based on local knowledge.

Non-residents Members Role:

- provide relevant advice, knowledge and expertise to Big Local
- actively review and be an advocate for Big Local with a view to gaining additional impact from the activities of their parent organisation or other bodies
- are committed to equal opportunities and inclusion
- report as appropriate, progress from within their organisation which illustrates evidence of changing practice and policy that is benefitting or is likely to benefit Big Local.

The role of the chair is to:

- chair the partnership meetings ensuring that members are encouraged to share their ideas and are able to reach agreement on how the work is carried out in an effective way in line with Big Local outcomes
- take part in resolving governance or conflict issues in line with the relevant agreements
- be committed to equal opportunities and inclusion
- maintain an overview of Big Local, ensure progress is made according to the Big Local plan and ensure Big Local remains on track.

Big Local Withernsea Code of conduct

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

Big Local values - As a member of the Steering Group 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, Big Local centrally, the Big Lottery Fund, charity regulators and government.

In particular:

- I will not break the law, go against charity regulations or act in disregard of partnership policies.
- I will abide by our Big Local Withernsea policies.
- I will always strive to act in the best interests of Big Local Withernsea.
- 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.

In the event of an alleged breach of the Code of Conduct, the person concerned will be invited to attend a meeting with the Chair of the Partnership (or, if the breach concerns the Chair, with the Vice Chair) which shall also be attended by the Big Local Representative. The person concerned may be accompanied by a friend or representative should they so wish.

Wherever possible the intention will be to resolve the breach of conduct to the satisfaction of all parties. Should this prove impossible, the Chair will take whatever remedial action he or she concerns necessary including, as a last resort, removal from the Steering Group.

The person concerned will have the right to appeal in writing to the Steering Group against any action taken by the Chair in relation to the alleged breach. The Steering Group's decision will be final for any remedial action short of removal from the Steering Group, under which circumstances the action will need to be endorsed by a **Special Open Meeting as per the Steering Group Terms and Conditions statement (11c)**.

Partnership Membership Recruitment

Membership of the Partnership shall be open to:

- i) All residents in the agreed Big Local area and
- ii) All individuals who work in the agreed Big Local area and
- iii) All constituted groups, organisations, public sector bodies or businesses who are based in or provide services to the agreed Big Local Area

who have registered their written intent to be a member of the partnership and have provided contact details.

Registration for partnership membership can be done online www.withernseabiglocal.co.uk email info@withernseabiglocal.co.uk Or completing a registration form stating name and contact details.

As a member you will have the opportunity to vote at open meetings and observe Steering Group meetings. If you wish to be on the Steering Group you will either;

- Stand for election at the next Withernsea Partnership Annual General Meeting
- Or become a Co-opted member.

Co-opted member recruitment process.

As a Co-opted member you may serve on the Steering Group until the next partnership AGM, at which point you must stand down and become elected by the wider partnership; as in-line with our terms of reference.

1. Co-opted places on the Steering Group will be advertised as and when vacancies arise.
2. To be co-opted you must register as a partnership member and express an interest to be part of the Steering Group by contacting the Chair.
3. The Chair will appoint two Steering Group members to discuss your interests and skills, while giving an overview of potential responsibilities.
4. Two Steering Group members will report back to the wider Steering Group and consider your request; final decision to Co-opt will be made by vote.

As a partnership member, we encourage you to attend a Steering Group meeting as an observer before expressing an interest.

Declaration of interest and loyalty

In line with the code of conduct, members of the Steering Group 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 both 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.

Big Local Withernsea Steering Group needs to agree when 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 should appear in the notes of the meeting.

For example:

XXX declared a financial/non-financial interest in the above item and withdrew from the meeting, taking no part in the discussion or decision.

or

XXX declared non-financial interest in the above item and remained in the room during its consideration, but took no part in the discussion or decision.

Guidance on confidential information

Your involvement in the 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.

