1. DECLARATION OF INTEREST

1.1 Each member of the Neighbourhood Board is required to complete a declaration of interest form, a copy of which is attached to this document, to register the interests set out in that form. The form must be submitted to the Secretary to the Board and the council will maintain a register of those interests. The register will be publicly available to demonstrate that decisions made by the Board are transparent and fair. Board Members shall duly sign and return the Declaration of Interests on an annual basis, however, should an interest change or a new interest arise prior to the annual review a member should update the register accordingly. The Register of Interest will be maintained by SBC.

1.2 Should a matter be discussed at a Board meeting that may give rise to a conflict of interest, as registered in the register of interests or otherwise, the member of the Board must declare that interest at the commencement of the meeting or as soon as it becomes known to the member if it arises during the meeting, and determine whether they should participate in the meeting and/or vote in accordance with the Code of Conduct .

Extract from Code of Conduct below:-

CONFLICTS OF INTEREST

1. Having regard to the nature of the likely interventions that will be explored as part of development of the Regeneration Plan and Investment Plan, from time to time a conflict of interest may arise for Board Members.

2. A conflict of interest arises where a matter under discussion by the Board **directly relates** to, or **affects**, one of the interests registered in a Board Member's register of interest, or other undisclosed interest, or directly relates to or affects the financial position or well-being of a Board Member's close associate, immediate family member, or their business, organisation or employer

3. At each Board meeting, Members must declare any interest that they have in any matter to be considered at that meeting.

4. If the interest **directly relates to** the matter under discussion (for example the Board is discussion making a grant to an organisation a Board Member runs or is a member of, or the matter would result in improvements to the house or street in which a Board Member lives) the Board Member, having declared that interest, must leave the room and not take part in the discussion or vote.

5. If the interest in the matter being discussed may **affect** the registered interest of a Board Member, or other interest, (for example, the decision may result in improvements to the park adjacent to a Board Member's street or in the neighbourhood, or the Board is proposing making a grant to an organisation that is a

competitor of an organisation that a Board Member runs or is a member of) or the financial position or well-being of a close associate, immediate family member, or their business, organisation or employer, the Board Member, having declared the interest, must consider the following

a. would a member of the public who knew of the facts reasonably regard the conflict of interest as so significant that it is likely to prejudice the Board Members judgement of the Board's interest in the matter, and
b. does the decision affect the Board Member, or their close associate, family member etc, more than the other residents of the Pride in Place area or neighbourhood under consideration

6. If the answer to a) and b) is yes, the Board Member must not vote on the matter. However, due to the nature of information, the Board Member may have relating to the topic under discussion, such as financial, viability, feasibility and volume by way of example, the Board Member will be able to take part in the debate. If the answer to a) and b) is no the Board Members may fully participate in the meeting but must declare the interest for transparency.