



**Immingham & Habrough
Pride in Place
Neighbourhood Board
Assurance Framework
June 2026**

Contents

1. INTRODUCTION 3

2. IMMINGHAM & HABROUGH NEIGHBOURHOOD BOARD 4

3. GOVERNANCE ARRANGEMENTS..... 8

POLICIES..... 14

Appendix 1 - Nolan Principles: The Seven Principles of Public Life..... 20

1. INTRODUCTION

What is the Assurance Framework?

- 1.1** This Assurance Framework sets out the governance and decision-making structure of the Immingham & Habrough Neighbourhood Board (the Board) in relation to the Government's Pride in Place Programme. Its purpose is to:
- Enable accountable and transparent decision making
 - Ensure value for money
 - Provide for effective monitoring and evaluation
- 1.2** The Framework is underpinned by a suite of documents, including terms of reference, policies and procedures which apply to all the activities in which the Board are involved.
- 1.3** The Board works closely with North East Lincolnshire Council (NELC) as the Accountable Body for the Pride in Place programme. The Council is responsible for ensuring that public funds are distributed fairly and effectively and that they are managed in compliance with legal responsibilities including subsidy control and procurement.
- 1.4** The Framework is divided into five parts:
- Section 1 - Introduction
- Section 2 - Immingham & Habrough Neighbourhood Board
- Section 3 - Governance Arrangements
- Section 4 - Policies
- Section 5 - Appendices
- 1.5** This Framework will be reviewed annually by the Board. Any in-year changes will be made within one calendar month or following the next Board meeting if changes require Board approval.

2. IMMINGHAM & HABROUGH NEIGHBOURHOOD BOARD

2.1 Neighbourhood Board Role

- 2.1.1 The Board will adopt the role of a senior strategic body working in partnership with NELC. It will provide strategic direction for implementation of the Immingham & Habrough Pride in Place programme.
- 2.1.2 Specifically, it will be the vehicle through which the citizen led vision, strategy and investment for Immingham & Habrough is delivered. It will produce a 10-year Regeneration Plan and initial 4- year investment plan to drive long-term transformative change. The Board will sign off the Regeneration and Investment plan ensuring diversity in its engagement with local communities, businesses and stakeholders.
- 2.1.3 North East Lincolnshire Council (NELC) Leadership representatives including the S151 Officer will have oversight of the programme delivery on behalf of NELC as the accountable body.
- 2.1.4 The Senior Responsible Officer, the Assistant Director Safer & Stronger Place will act as lead officer for NELC and provide strategic support, advice and oversight to the Board, its sub-groups and delivery provision. The Assistant Director will also act as the conduit between the Board, Portfolio Holders and Cabinet, Council Leadership Team, the local Member of Parliament and the Ministry for Housing, Communities and Local Government (MHCLG). If appointed by the Board, a Programme Manager/Coordinator will have day to day responsibility for the delivery of the Pride in Place programme on behalf of the Board.
- 2.1.5 The Board will meet quarterly, with the proviso that more frequent meetings may be scheduled when business needs require it.

2.2 Membership

- 2.2.1 The Pride in Place Neighbourhood Board will comprise of a balanced mix of residents and partners who reflect the diversity, strengths and needs of the neighbourhood. Membership should include local residents with lived experience of the area, community and voluntary sector representatives, local businesses or employers where appropriate, and key public sector partners such as the local authority, health, housing, police or education services. Board members should have a strong connection to the neighbourhood, a commitment to improving outcomes for local people, and the ability to work collaboratively, share insight, and influence change within their own organisations or networks.
- 2.2.2 The overall composition should ensure inclusive representation, local accountability, and a range of skills and perspectives that support effective place-based decision-making. Members will act as drivers for change in the area with membership consisting of senior representatives who reside in the top tier of their organisations where possible.
- 2.2.3 Elected representation should support and enable the work of the Board but must not be greater in number than the wider membership, ensuring that community voice and place-based partnership remain central to decision-making.

2.2.4 The current membership of the Board is listed below:

NAME	ORGANISATION
Andy Hopkins	Independent Chair
Elaine Norton	Vice Chair - Resident
Martin Vickers MP	Member of Parliament
Ch. Insp. Claire Jacobs	Humberside Police
Cllr. Karen Swinburn	NE Lincs Council
Cllr. Blake Russell	NE Lincs Council
TBC (subject to MHCLG approval)	Stallingborough Council
Cllr. David Christie	Immingham Town Council
Cllr. Dulcia Wilding	Habrough Parish Council
Katie Brown, Director Adults, Housing & Communities	NE Lincs Council
Polly Bancroft, Chief Executive	Grimsby Town Football Club
Michelle Donner	Oasis
Max Burnett	Associated British Ports
Kevin Gowing	One Voice - Resident
Julie Donn	St. Andrews Church
Emily McKenna	Lincolnshire Housing Partnership
Dave Watson	Bert Boyden Centre - Resident
Malcolm Cullum	Heritage - Resident
Jill Cunningham	Resident

2.2.5 The MHCLG Pride in Place Area Lead will be invited attend board meetings in an observer capacity.

2.3 Role of the Board Chair

2.3.1 The role of the Chair of the Board will be to:

- Lead the Neighbourhood Board and foster inclusive decision-making.
- Ensure engagement is facilitated with residents, stakeholders, and partners to shape a shared vision.
- Ensure all voices are heard and act impartially in Board discussions.
- Represent the Board externally and build strong cross-sector relationships.
- Support development of the 10-year Pride in Place Plan and 4-year investment plan.
- Oversee the work of any Project Coordinator to ensure that the Board's wishes are put into effect.
- Promote community engagement and encourage diverse participation.
- Provide high quality strategic leadership to the Pride in Place programme, ensuring the Regeneration Plan and Investment Plan reflects local identified priorities of the people of Immingham and Habrough

- Build and manage national and local business and political relationships to facilitate collaborative working towards the achievement of the regeneration plan outcomes
- Provide leadership and direction to the Board, ensuring the Board is run in a transparent and equitable manner, upholding the Seven Principles of Public Life (the Nolan Principles)
- Leading the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working
- Ensure that decisions are made by the Board in accordance with good governance principles
- Promote and ensure compliance with conflicts of interest, data protection legislation and confidentiality
- Ensure that external communications of relevant developments and progress are resourced and communicated effectively

2.4 Role of the Vice Chair

- 2.4.1 The principle role of the Vice Chair will be to deputise for the Chair at meetings of the Board and to support the Chair in his/her role i.e.
- Chair meetings in the absence of the Chair
 - Deputise for the Chair at other relevant meetings
 - Lead on key issues on behalf of the Board as delegated by the Chair and report back to the Board accordingly
- 2.4.2 The Vice Chair will also actively participate in pre-Board meetings alongside the Chair to review agenda items and contribute to discussions on matters to be brought before the Board.

2.5 Responsibilities of the Board

2.5.1 The Board is responsible for:

- Providing strategic leadership and direction for the Pride in Place programme, acting as the senior place-based partnership body for the neighbourhood and acting as the vehicle for approving the 10-year Regeneration Plan and 4-year Investment Plan (as set out by MHCLG) ensuring they reflect local needs and aspirations within the boundaries of Immingham & Habrough (as set out in the Geographical Boundary map provided to the Board by MHCLG). around the themes of:-
 - Thriving Places
 - Stronger Communities
 - Taking Back Control
- The Board, utilising their broad range of experience will act as the recognised governance and delivery mechanism (as set out by MHCLG) to drive forward transformational change with an intention of developing proposals for a place led delivery vehicle that will longer term assume the responsibility for delivering the Pride in Place Programme. It is intended that this new place led organisation will be established in a way that enables it to lever in additional funding and investment to compliment the Pride in Place funding programme.
- Champion a citizen-led vision for the area, ensuring local people's priorities shape regeneration, investment, and long-term change ensuring diversity in its engagement with local communities and businesses
- Ensure accountable, transparent and evidence-based decision-making, in line with good governance principles and Managing Public Money requirements
- Provide support and constructive challenge to programme delivery, sub-groups and project teams to ensure outcomes are achieved
- Oversee programme performance, risk, monitoring and evaluation, ensuring progress against agreed outputs and outcomes is tracked and reported
- Ensure value for money and compliance with subsidy control, procurement, equality duties and data protection requirements
- Uphold the Seven Principles of Public Life (Nolan Principles) and ensure high standards of conduct, integrity and accountability across all Board activity
- Manage and declare conflicts of interest, ensuring decisions are taken fairly and transparently and recorded appropriately

- Coordinate and engage partners and stakeholders, including residents, businesses, voluntary organisations and public sector bodies, to support delivery
- Maintain transparency with the public, including publishing membership, meeting papers, minutes, decisions and performance information
- Work in partnership with the accountable body (the local authority), while retaining strategic oversight and assurance of programme delivery
- Active engagement and involvement in Board related matters
- Timely and active responses to actions in Board meeting minutes

2.6 Terms of office

- 2.6.1 Board members (including the Chair and Vice Chair) are appointed for terms of up to four years, which may be renewed for a further four years on the basis of satisfactory performance and attendance.
- 2.6.2 If the Chair position becomes vacant a recruitment process will be undertaken by NELC to fill the position. The Vice Chair will deputise until the position is filled.
- 2.6.3 If the Vice Chair position becomes vacant it will be filled by a majority vote of the Board.

2.7 Role of the Accountable Body (NELC)

- 2.7.1 NELC will:
- provide secretariat to support the Board
 - uphold the Seven Principles of Public Life
 - provide financial governance oversight
 - ensure decisions made by the board are made in accordance with good governance principles
 - ensure transparency requirements are met through publication of information on their website
 - advise on approach to Environmental Impact Assessments or Public Sector Equalities
- Duties
- sign the Heads of Terms Agreement with government
 - monitor and evaluate the delivery of the Pride in Place programme
 - submit regular monitoring reports to MHCLG

2.8 Member Conduct

- 2.8.1 All Members of the Board will be required to sign up to and act in accordance with the Board Members Code of Conduct, which incorporates the Nolan Principles
- 2.8.2 If any Member's conduct falls short of the standards set in the Member's Code of Conduct, they may be dismissed from any or all, of their roles by a majority vote of the Board. The member in question will not be allowed to participate in this vote. This will also apply if there has been any proven misconduct in illegal activity that may bring the Board and Council into disrepute.

- 2.8.3 All members must follow the guidance in the Conflict of Interest Policy to ensure any conflicts of interest that arise during decision making processes are managed and recorded properly.

2.9 Communication and Engagement

- 2.9.1 The Board will operate in a transparent and objective way for the benefit of Immingham, Habrough and its communities. It will publish its membership, governance arrangements, meeting documents (5 days in advance of meetings), draft minutes of meetings (within 10 working days of the meeting), final minutes (within 10 working days of Board approval), decisions and programme performance on a designated webpage on NELC's website which can be found at ([website address to follow when established](#))
- 2.9.2 Communities and organisations will be able to access regular updates on the Pride in Place programme which will be published on the webpage.
- 2.9.3 The Board will develop a clear stakeholder engagement and communications plan as part of the Pride in Place programme which describes a programme of engagement and outlines the methods of engagement the Board plan to use to engage with communities and organisations to maintain a regular two-way flow of communication during the delivery of the programme. The strategy should explain how information will be shared and how further consultation exercises and events will be scheduled to take place across the lifetime of the programme.
- 2.9.4 The Stakeholder Engagement and Communications Plan will be reviewed on an annual basis by the Board.

2.10 Data Protection and Information Governance

- 2.10.1 The Immingham and Habrough Assurance Framework will comply with the Council's Information Governance Framework which is aligned to requirements of the General Protection Data Regulation (GDPR) 2015 and Data Protection Act 2018. The Council's Data Protection Officer will support the Board in dealing with any data protection questions. The Council framework can be found at: [Information Governance & Data Protection](#).

2.11 Whistleblowing and Complaints

- 2.11.1 If a Board member considers any suspicion of any fraudulent or corrupt act this should be reported in line with the Councils' whistleblowing policy found at – [Whistleblowing Policy](#)
- 2.11.2 If a Board member has concerns and wishes to submit a complaint, this should be reported in line with the Councils' complaints procedure found at – [Complaints Procedure](#)

3. GOVERNANCE ARRANGEMENTS

3.1. Managing Public Money

The accountable body for the Pride in Place programme is NELC.

NELC will work in partnership with the Board in developing and implementing the Pride in Place regeneration plan offering strategic oversight. NELC will take receipt of and defray any programme funds and will provide the secretariat who will support the Board and any sub-groups. NELC will also provide proportionate support from its legal, human resource, and financial departments, in the development and implementation of the Pride in Place programme. NELC staff adhere to the NELC's policies and procedures and the Section 151

Officer will take responsibility for ensuring the Board adheres to the Assurance Framework.

3.1.2. NELC will ensure proper management of any public money relating to the Pride in Place Programme. These considerations include:

- All funding decisions being made on merit taking into account all the relevant information available at the time
- UK subsidy control implications
- Overseeing the development and application of any procurement process
- Ensuring any funding agreements reflect the conditions that need to be in place and that these are upheld
- Retaining copies of all relevant documentation as required
- Ensuring transparency of quarterly and annual accounts
- Maintaining the official record of the Board proceedings and documents
- Reviewing Board decisions are lawful and follow the correct procedures.

3.2 Scrutiny

3.2.1 Additional scrutiny of the programme will be carried out through programme reviews by NELC's Communities Scrutiny Panel, internal Audit reviews and where appropriate external auditing of the programme which would be a procured service.

3.3 Financial Regulations

3.3.1 NELC must conduct its business efficiently and ensure it has sound financial management policies in place, including arrangements to monitor compliance. NELC's statutory Section 151 Officer is also charged with ensuring that proper financial management processes are in place. NELC's financial regulations provide clarity about the financial accountability of individuals. The regulations identify responsibilities of individuals across all levels. Written records are a requirement where decision making has been delegated to members of staff in order to give assurance that tasks or decisions have been performed in accordance with the Financial Regulations.

3.3.2 A scheme for further delegations will be put in place by the Accountable Body with specific reference to the delegation of authority for the Pride in Place programme. This proposal will ensure the most efficient and timely management of the programme, in the context of the delivery timeframes.

3.4 Risk Management

3.4.1 Risk management is an important part of how NELC achieves its priorities. NELC proactively manages its risks, enabling it to effectively manage current priorities and promptly identify future challenges. Risk management is noted as one of the key pillars of good decision making and therefore a crucial element of good governance. NELC continually develops its risk management processes and the 'Risk and Opportunities Management Policy' defines how risks will be managed by the authority and provides guidance on the processes, procedures, roles and responsibilities for risk and sets the context on how risks are managed.

3.4.2 A programme delivery risk assessment and register will be completed and reviewed regularly as part of the monitoring process ensuring that identified risks are minimised where possible

and do not impact negatively on the Board achieving its priorities, outputs and outcomes.

3.5 Risk Register

- 3.5.1 The Boards Risk Register will record the Pride in Place programme and will be updated on a regular basis recording a list of any significant risks which may prevent the programme from achieving its priorities, outputs and outcomes. The Register should identify the lead individual to manage the risk, identify the controls or mitigation that needs to be in place to continually monitor the risk and record the outcome of any audit review.

3.6 Procurement

- 3.6.1 As a public sector body, NELC employs rigorous procurement processes which fully comply with the European and HM Treasury regulation on tendering and procurement and is a 'contracting authority' under the Public Contracts Regulations. Any procurement carried out as part of the Pride in Place programme will follow the Council's procurement procedures which can be found at: [Joint Procurement Strategy](#)

POLICIES

Terms of Reference – Immingham & Habrough Pride in Place Neighbourhood Board

1 Purpose & Objectives:

- 1.1 The Board will support the development of the Pride in Place programme and will be the vehicle for approving the 10-year Regeneration Plan and 4-year Investment Plan for Immingham & Habrough (as set out in the Geographical Boundary provided to the Board by MHCLG). The Board will act as the Governance and delivery mechanism to drive forward transformational change around the three themes of:-
 - Thriving Places
 - Stronger Communities
 - Taking Back Control
- 1.2 Working in partnership with North East Lincolnshire Council, the Board will act as a strategic advisory and decision-shaping body, ensuring that investment priorities and interventions reflect local need, strengthen pride and identity, support inclusive growth, and deliver sustainable outcomes
- 1.3 Key activity will be to:
 - Shape and agree local priorities for Pride in Place investment
 - Provide strategic direction and challenge
 - Champion community engagement and co-design
 - Monitor progress, outcomes and impact
 - Ensure alignment with wider local and national plans and strategies
 - Act as a conduit between Government, the Council and the Community
 - Contribute to the development of the local investment plan, review proposed projects, support partnership working, monitor delivery, and promote transparency.

2 Membership will include:

- An Independent Chair and Vice Chair
- Elected Members from North East Lincolnshire
- Senior Officer representation from North East Lincolnshire Council

- Member of Parliament
- Local businesses, social enterprises and investors
- Community representatives, including cultural, heritage and arts organisations
- Representatives from relevant agencies where deemed appropriate
- Police & Crime Commissioner and/or Senior Police representative

- 2.1 The Board will be supported and advised by representatives of North East Lincolnshire Council and independent experts as needed.
- 2.2 The number of elected representatives should not exceed the number of non-elected Board members

3 Conduct:

- There will be an Independent Chair and Vice Chair appointed from the private/voluntary sector.
- The Vice Chair will chair meetings in the Chair's absence
- The Board will make their governance structure, profiles on key stakeholders and any supporting documents publicly available.
- The Board will publish all board papers in advance of the meeting within 5 working days and share directly with members.
- The Board will circulate draft minutes following the meeting within 10 working days.
- The Board will publish final minutes once approved within 10 working days.
- The Board's governance standards and policies will be aligned to those of the North East Lincolnshire Council and have been collated into the Board Assurance Framework Board which members will adhere to.
- Meeting documentation will be recorded and published as described in the Assurance Framework
- Members will conduct themselves according to the 'Nolan Principles' [Nolan Principles](#)
- The Board will meet quarterly, with the proviso that more frequent meetings may be scheduled when business needs require it.
- The Board will hold 2 meetings per year as physical face to face meetings.
- Declarations of interest in any agenda items of a personal, commercial or financial interest must be declared at the beginning of the meeting and recorded in the meeting minutes. Members declaring an interest will be asked to leave so as not to participate in discussion on the relevant agenda items.
- Meetings are confined to Board members and advisors except for external presenters and observers which have been agreed with the Chair in advance.

- The Board periodically reviews its existing membership in relation to commitment, skills and experience to ensure it has the right mix of membership to deliver its activity and vision.
- The Board can decide to appoint a member of the Board to establish and chair sub groups to lead on specific thematic areas of interest and report back to the Board on progress.

4 Quorum

- 4.1 The quorum for the Board and any sub-board meetings is 5 or more members who are eligible to vote resulting in a majority. Where the votes are tied the Chair (or Vice Chair in their absence) has the casting vote. Individual votes are private but the overall vote must be recorded for transparency. Decisions may not be made at meetings which are not quorate, but the members present may discuss any relevant matters on the agenda.
- 4.2 From time to time, it may be necessary for the board to be required to make decisions virtually. This will be on an exception basis and any decision made would be ratified at the next board meeting.

Code of Conduct

1. Purpose

This Code of Conduct sets out the standards members of the Board and any sub-groups.

2. Definitions

2.1 The definitions used in this code of conduct for pecuniary interest and those of a 'sensitive interest' are being taken from the [Localism Act 2011](#) and the nonpecuniary interests as listed in the [Schedule to The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012 \(No.1464\)](#).

2.2 Member means a member of the Board or any sub-groups, panel or committee established under the Board.

3. Code of Conduct

3.1 All members shall have regard to the Seven Principles of Public Life agreed by the Nolan Committee – selflessness, integrity, objectivity, accountability, openness, honesty and leadership – in their conduct at all times. These are summarised in Appendix 1.

3.2 Accordingly, when acting in your capacity as a Member:

- You must act in a manner consistent with the Board's commitment to equality and diversity and treat your fellow board/group members, members of staff and others you come into contact with when performing your role with respect and courtesy at all times.
- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your Board role.
- When carrying out your Board role you must make all choices based on evidence.
- You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the Board. In addition, you should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and nonpecuniary, including membership of any Trade Union, political party, business or professional membership organisation or local authority that relates to your Board duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the section "*Registering and declaring pecuniary and non-pecuniary interests*".
- You must, when using or authorising the use by others of the resources Pride in Place programme, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
- You must promote and support high standards of conduct when serving in your

Board role, in particular as characterised by the above requirements, by leadership and example.

4. Registering and declaring pecuniary and non-pecuniary interests

- 4.1 The Council will provide a Register of Interests pro forma for members to complete and return. These must be returned within 28 days of receipt. The pro- forma must also be updated annually when requested by the Council.
- 4.2 Members should review their individual register of interest before each meeting. If an interest has not been entered onto the register, then the member must disclose the interest at any meeting of the Board at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. Following any disclosure of an interest not on the register or the subject of pending notification, you must return an updated pro forma within 28 days beginning with the date of disclosure.

5. Declaring an Interest

- 5.1 While in attendance at Board meetings, members should consider whether they have a pecuniary or nonpecuniary interest in the matter under discussion, regardless of whether or not a decision is expected to be made. Unless the interest is 'sensitive' a declaration should be made promptly before the item is discussed, or discussed any further. A declaration must be made regardless of whether or not the interest has previously been registered.
- 5.2 Whenever a conflict of interest, or potential conflict of interest, arises, you will not be:
- entitled to participate in the discussion of that matter
 - entitled to remain in the room for the discussion of that matter
 - counted in the quorum for that part of the meeting
 - entitled to vote on the matter
- 5.3 Notwithstanding the above, at the discretion of the Chair you may be allowed to remain present for the applicable part of the meeting so long as the interest is declared and you do not participate in the vote on the matter.
- 5.4 Where decisions or recommendations are made by written procedure, any member with a conflict of interest or potential conflict of interest should immediately notify the Board secretariat and take no part in the voting or discussion. The Board secretariat will record this.
- 5.5 The Board secretariat officer for the group will be able to advise on the policy and whether or not an interest should be declared. Where there is doubt, the presumption should be in favour of declaring the interest.

Conflicts of Interest Policy

1. Introduction

- 1.1 This policy exists to ensure that any conflicts of interest which may arise in the Board decision making processes are managed and recorded properly. It offers stakeholders confidence in the Board decision making and protects the reputation of the members of the Board and the Accountable Body for the programme, North East Lincolnshire Council.
- 1.2 Additionally, members of this Board, sub-groups, and Panels are required to abide by a Code of Conduct which incorporates the Seven Principles of Public Life (“the Nolan Principles”).

2. Conflicts of Interest Policy

- 2.1 The Board will manage any conflicts of interest that do arrive by recording any interests their members have so as not to affect the decision-making process.

3. Maintaining records

- 3.1 The Board secretariat will maintain a Register of Interests.
- 3.2 Upon joining the Member will complete a form declaring their interests. They will be asked to update this yearly.
- 3.3 The Members will be asked to update their forms within 28 days of any new interests arise during the year.
- 3.4 The Register of Interests will be signed by Members and NELC’s Section 151 Officer to confirm receipt.
- 3.5 The Board Secretariat will publish an up-to-date Register of Interest on the Council’s webpage.
- 3.6 Additionally, a register of gifts and/hospitality provided to individual Board Members or the Board as a whole, will be maintained by the Board’s secretariat.

4. Managing potential conflicts of interest

- 4.1 Potential conflicts of interest, including perceived conflicts of interest, may arise for members when participating in the Boards decision-making processes.
- 4.2 “Declarations of Interest’ will be a standing item at the beginning of the agenda for every Board, sub-group or Panel meeting. The Board secretariat will ask Members to declare any potential conflicts of interest (pecuniary or nonpecuniary) for the meeting at this point, and again when the relevant item is reached on the agenda, regardless of whether this is included in the Register of Interests.

- 4.3 Such declarations will be recorded in the minutes of the meeting along with the actions taken.
- 4.4 Whenever the conflict of interest, or potential conflict of interest, arises, the Member will not be:
- allowed to remain in the room during the discussion on this matter
 - allowed to remain in the virtual/online video meeting, during the discussion on this matter
 - allowed to participate in the discussion on this matter
 - counted in the quorum for that part of the meeting
 - allowed to vote on the matter

5. Policy for Members of the Board Secretariat

- 5.1 Members of the Boards Secretariat employed by North East Lincolnshire Council are required to abide by the Council's Code of Conduct.

Signed by NELC Section 151 Officer

Name.....

Date.....

Signature.....

Appendix 1 - Nolan Principles: The Seven Principles of Public Life

The following principles have been set out by the Committee on Standards in Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.