

# **Neighbourhood Board members code of conduct**

Stoke Park and Whitehouse Pride in Place Neighbourhood Boards

## **What this is about**

Being a neighbourhood board member is a public role. This code sets out how you are expected to behave so that people can trust you, the board, and its decisions.

It applies as soon as you accept your role and whenever you are acting as a board member (including the Chair) — including in meetings, emails, phone calls and on social media.

## **The basics – how you should behave**

As a board member, you should always:

- Act honestly, fairly and within the law
- Treat everyone with respect
- Put the community first
- Avoid conflicts of interest
- Use public money and resources wisely
- Behave in a way that builds public trust

## **Respect and behaviour**

You must:

- Treat board members, officers, partners, volunteers and the public politely
- Disagree or challenge ideas respectfully, without personal attacks
- Not bully, harass or discriminate against anyone
- You should stop and report behaviour if someone is being abusive or threatening towards you or others.

## **Equality, bullying and harassment**

You must not:

- Bully or intimidate anyone

- Harass people, including online
- Discriminate against people based on protected characteristics (such as age, disability, race, sex, religion or sexual orientation)

### **Confidential information**

You must:

- Keep confidential information private unless you are legally allowed or required to share it
- Not use information gained through your role for personal or business benefit
- Not block access to information that people are legally entitled to see

### **Reputation and honesty**

You must:

- Not do anything that brings yourself or the neighbourhood board into disrepute
- Act with integrity and avoid dishonest or misleading behaviour
- You are allowed to raise concerns or challenge decisions, but you must still follow this code.

### **Using your position and board resources**

You must not:

- Use your role to give yourself or others an unfair advantage
- Misuse board resources (such as equipment, staff time or money)
- Use board resources for personal or political purposes unless it relates directly to board business

### **Interests and conflicts**

You must:

- Register your interests (such as jobs, property, contracts or roles in organisations)
- Declare interests at meetings when relevant
- Step back from discussions or decisions where you have a conflict of interest

- If you are unsure, ask for advice.

### **Gifts and hospitality**

You must:

- Not accept gifts or hospitality that could influence you
- Register any gifts or hospitality worth £50 or more
- Register significant offers even if you refuse them
- Normal expenses related to your role are allowed.

### **Following the code**

You must:

- Attend code of conduct training
- Cooperate with any investigation
- Not intimidate anyone involved in a complaint
- Follow any sanctions if the code is breached

### **If you are unsure**

If you are ever unsure about behaviour, interests, gifts or complaints, ask your accountable body (currently Ipswich Borough Council) for advice.