

MABLETHORPE NEIGHBOURHOOD BOARD TERMS OF REFERENCE

1. CONSTITUTION

- 1.1 The Mablethorpe Neighbourhood Board has responsibility for delivering the Pride in Place Programme (PiPP) for Mablethorpe as set out in guidance provided by the Ministry of Housing, Communities and Local Government (MHCLG) or its appointed successors in title.
- 1.2 These Terms of Reference (ToR) were adopted at a quorate meeting of the Mablethorpe Neighbourhood Board on the **27 August 2026**.

2. ROLES AND RESPONSIBILITIES

- 2.1 The Neighbourhood Board operates in line with Central Government guidance and requirements relating to the Pride in Place Programme.
- 2.2 The Board is not a separate legal entity. It is not a formally constituted body and shall hold no monies or assets. East Lindsey District Council will remain the accountable body for funding.
- 2.3 The MHCLG guidance may be updated periodically throughout the life of the programme. Updates will be notified to the Neighbourhood Board, but it is the Neighbourhood Board's responsibility to ensure that they are aware of the latest guidance on the government website: [Pride in Place Programme: Neighbourhood Boards and place boundaries - GOV.UK](https://www.gov.uk/guidance/pride-in-place-programme-neighbourhood-boards-and-place-boundaries)
- 2.4 The two components of the Pride in Place Programme are:
 - the 10-year Vision and Regeneration Plan, and
 - the 4-year Investment Plan (to be renewed periodically)
- 2.5 The Neighbourhood Board is responsible for developing the Regeneration Plan for Mablethorpe in partnership with East Lindsey District Council, local stakeholders and communities. They should bring together residents, local businesses, grassroots campaigners, workplace representatives, faith, and community leaders and those with a deep connection to their area. In consultation with their community, the board should generate a vision for the future of their area and set out a pathway to deliver that over the course of the 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams.

- 2.6 In line with MHCLG Guidance the Neighbourhood Board is responsible for co-producing the Regeneration Plan for their place, which constitutes a 10-year vision and 4-year investment plan, and delivering in the interests of local people to improve the physical and social infrastructure of their community. The Board will *“work closely with East Lindsey District Council (and/or equivalent accountable body) to agree and set out in their plan the processes and procedures that will be in place to manage the fund and develop and embed an accountability structure that ensures the board can make effective decisions when allocating funding to projects, whilst also allowing East Lindsey District Council (and/or equivalent accountable body) to maintain oversight of financial decisions.”*
- 2.7 East Lindsey District Council will act as the Accountable Body for the funds with responsibility for ensuring that public funds are distributed fairly and effectively, and that funds have been managed in line with the Nolan Principles and Managing Public Money Principles. The Accountable Body will also be responsible for compliance with legal responsibilities in relation to subsidy control, state aid and procurement.
- 2.8 East Lindsey District Council will support the Neighbourhood Board to develop and deliver the plan by:
- providing secretariat support and programme management support as agreed between the Board and East Lindsey District Council.
 - being a key partner in the delivery of significant and agreed elements of the Plans.
 - making the necessary submissions and returns to MHCLG on behalf of the Board.
- 2.9 Responsibility for approval of the Plans lies with the Neighbourhood Board. Prior to submission, the Plan must have been reviewed and approved by the Board. The Chief Financial Officer from East Lindsey District Council acting as accountable body, or an individual with responsibility for finance where an alternative governance arrangement is in place, must also review the Plan and confirm that funds will be used appropriately and in accordance with the requirements set by MHCLG. There is no requirement for approval or sign-off from elected members.
- 2.10 Mablethorpe Neighbourhood Board will respect the East Lindsey District Council internal process as Accountable Body for agreement of those elements of the Plans for which East Lindsey District Council is the delivery partner.
- 2.11 East Lindsey District Council (acting as Accountable Body) will be responsible for:

- Maintaining an effective delivery team, delivery arrangements and agreements.
- Ensuring transparency requirements are met – through publication of information on their website or a Neighbourhood Board specific website (where further reference is made in this guidance to publication on the Accountable Body’s website this includes Neighbourhood Board specific websites).
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties.
- Subsidy Control and Public Procurement matters.

3. MEMBERSHIP

3.1 The independent Chair of the Neighbourhood Board shall be appointed by East Lindsey District Council in consultation with the local Member of Parliament and in line with guidance.

3.2 Elected representatives, such as MPs or local councillors including Parish Councillors, must not chair the Neighbourhood Board. Elected official representation on the Board must be kept to a minimum.

3.3 The Chair shall:

- lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working.
- provide effective leadership at Board meetings, enabling appropriate debate, consensus and decision making ensuring that decisions are made by the Board in accordance with good governance principles.
- approve the agenda and papers (prior to circulation) for meetings of the Neighbourhood Board enabling them to be distributed at least 5 working days before the meeting;
- approve the draft minutes of the meeting allowing them to be distributed no more than 10 working days after the meeting.
- undertake actions and make decisions outside Board meetings where delegated by the Board;
- establish and maintain a collaborative working relationship with East Lindsey District Council;
- provide clear direction and support for the Delivery Team to ensure appropriate reporting and actions to enable effective use of Board time and to take forward the Neighbourhood Board agenda;
- work with East Lindsey District Council to agree appropriate resourcing.

- 3.4 The Chair may be removed at any time by East Lindsey District Council, in consultation with the local Member of Parliament and following appropriate process, should it be determined that he or she:
- a) has failed to uphold the required code of conduct (Nolan Principles).
 - b) has failed to provide effective leadership of the Neighbourhood Board.
 - c) has failed to provide the necessary direction and support to the Delivery Team;
 - d) has failed to maintain an appropriate relationship between the Neighbourhood Board and East Lindsey District Council, frustrating the process to agree delivery requirements (where ELDC is the delivery partner) or unlock funding.
 - e) or in the case that his/her background is no longer suitable to the evolving role (e.g. after transition).
- 3.5 In the case of resignation or removal of the Chair full consideration shall be given to continuity and smooth transition. The Deputy Chair (if appointed) shall assume the role on an interim basis until a new Chair is appointed.
- 3.6 A Deputy Chair of the Neighbourhood Board may be appointed by the Chair of the Board.

Other Board Members

- 3.7 Board Membership shall be established to ensure appropriate and balanced representation, reflecting the broad community of Mablethorpe as well as a balance of skill sets and experience. Board Membership shall reflect, and where necessary be altered to reflect, government guidance relating to the funding streams.
- 3.8 It is required that the relevant local MP sits on the Neighbourhood Board.
- 3.9 It is required that Elected Official representation on the Board is kept to a minimum. East Lindsey District Council will be represented on the Board by a Ward Councillor from within the Mablethorpe Pride in Place Programme investment boundary and the Portfolio Holder for Communities and Aged Living thus providing the link between the Council and the Board.
- 3.10 Wider Membership (i.e. excluding Chair, Deputy Chair, MP and Ward Councillor)

of the Board will be through appointment by the Chair in consultation with East Lindsey District Council and Members of the Neighbourhood Board and in line with guidance.

3.11 The period of office of the Neighbourhood Board Members including the Chair and any Deputy shall be for an initial period of 3 years starting from their appointment to the Board following adoption of these Terms of Reference. A Member shall be eligible to be re-appointed at the end of a three-year term.

3.12 A Board Member shall cease to be a member of the Board if he or she;

- has served a term of at least 3 years.
- gives written notice of resignation to the Chair;
- is removed by the Chair in consultation with East Lindsey District Council on the basis that they are proven to have failed to uphold the Code of Conduct;
- is removed by the Chair in consultation with East Lindsey District Council on the basis that they have failed to adequately commit to, support and champion the working of the Neighbourhood Board or brought the Board into disrepute.
- is removed by the Chair in consultation with East Lindsey District Council on the basis that they have failed to attend 3 consecutive meetings, or attended less than 51% of meetings in a 12-month period.
- is removed on the basis that his/her background no longer reflects the requirements of the Board (e.g. after transition).

3.13 In the absence of both the Chair and Deputy Chair (if appointed) at a formal meeting of the Board, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.

3.14 The Neighbourhood Board may establish sub-group(s) to expedite a specific matter that requires focused activity or where a more specialist membership is required. The sub-group will report directly to the Neighbourhood Board. The Neighbourhood Board will set out the sub-group's terms, remit, membership and period of operation.

4 ATTENDANCE AT MEETINGS

4.1 The Board will meet at least once a quarter at a frequency that enables it to discharge its responsibilities.

4.2 Formal Board meetings will take place privately where all formal decisions of the

Board will be taken. With advance notice, key partners or stakeholders may be invited to attend as Observers by the Chair in accordance with clause 4.4. Where a Board Member gives their apologies for a Board meeting, Board members may send a representative to attend in the capacity of an Observer with the advance prior approval of the Chair.

4.3 At least one meeting per year shall be open to the Public.

4.4 Informal Board Meetings may take place from time to time. These will be private and not open to the public. Key partners, stakeholders and external advisors may be invited by the Chair in advance to attend all or part of any meeting, as and when appropriate, in the role of observers. Observers shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

4.5 With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment. Participation in a meeting in this manner shall be deemed to constitute presence in person with vote entitlement and be counting in a quorum.

5 NOTICE OF MEETINGS

5.1 Meetings of the Board shall be called by the secretariat support to the Board at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair and circulated to Board Members five working days in advance of the meeting.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than five working days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) and at the same time published on the Board website, including meeting minutes. Subject to the agreement of the Chair, late papers on urgent matters may be circulated to the Board after the five working days deadline.

5.3 The agenda, minutes and any reports (that are not exempt or redacted under legislative arrangements) shall be published on the Board website within ten working days of the meeting.

5.4 There will be occasions when the business of the meeting will be subject to

confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third-party information that is subject to common law duty of confidentiality. This list is not exhaustive. On such occasions, the notice of the meeting will highlight the reason for confidentiality pertaining to a particular agenda item. At the appropriate time of the meeting, in the event where there are members of the public present, the Chair will request those members of the public leave the meeting before that item is discussed and voted upon.

6 QUORUM

- 6.1 Quorum shall be five Board Members present in person or in accordance with clause 4.5.

7 DECLARATION OF INTEREST

- 7.1 Neighbourhood Board Members are required to follow the Board's Code of Conduct and adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life.
- 7.2 Neighbourhood Board members must complete a declaration of interest form, which the Accountable Body will then hold.
- 7.3 Neighbourhood Board members are responsible for declaring their interests before the Neighbourhood Board considers any decisions.
- 7.4 The Board must inform the Accountable Body (ELDC) who must record:
- actions taken in response to any declared interest.
 - any gifts or hospitality given to the Neighbourhood Board or individual members.

8 VOTING ARRANGEMENTS

- 8.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board in person, or in accordance with clause 4.5.
- 8.2 A proxy vote shall not be given by another Board member on behalf of and with the permission of, the absent Board member in accordance's with the Board agreed procedure.

- 8.3 Decisions will be made on the basis of a majority.
- 8.4 Where a conflict of interest exists as set out in the Board's Code of Conduct, a Board Member may not vote.
- 8.5 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.
- 8.6 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

9 REPORTING

- 9.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board. Draft minutes of each meeting will be circulated promptly to all Members of the Board.
- 9.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.
- 9.3 Draft minutes of the Board shall be published on the Mablethorpe Neighborhood Board website within 10 working days of the meeting date with the exception of minutes relating to items deemed confidential.
- 9.4 The Board shall produce an annual report about its activities.

10 GENERAL MATTERS

- 10.1 Board Members shall duly sign and return the Board's Declaration of Interests (Appendix 1) and Code of Conduct (Appendix 2) and on an annual basis. Board members are responsible for updating their declarations of interests as they change.

- 10.2 The Board may be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis.
- 10.3 The Board will have access to Accountable Body officer resources in order to carry out its duties subject to agreed terms setting out the resourcing and recharging mechanisms.
- 10.4 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.
- 10.5 The Board shall give due consideration to all laws and regulations as appropriate and follow any Guidance issued.
- 10.6 The Board will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect.
- 10.7 The Board will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Such requests will be serviced by East Lindsey District Council in accordance with East Lindsey District Council policies and procedures.
- 10.8 Members of the public may wish to contact the Board. Any such contact will be managed by the Board Secretary and contact details will be published on the Board website. The Board Secretary will, where appropriate, engage with the Chair and/or wider Board.
- 10.9 Any Board member accepting any gift or hospitality as related to their membership of the board should declare this to the Chairperson and Accountable Body within seven days.
- 10.10 The Accountable Body shall maintain a register of gifts and hospitality received where the value received by any Board Member as related to their membership of the board exceeds £25.

11 Review

11.1 The Government may publish further guidance on the operation and function of relevant funding streams, and these Terms of Reference must be reviewed in accordance with any such guidance and updated accordingly.

11.2 The Accountable Body will provide support and suggest appropriate amendments for the Board to adopt.

11.3 The Board may amend these Terms of Reference at any time providing that amendments are not contrary to the guidance, and they will be reviewed on an annual basis and from time to time as guidance is updated.

Appendices

Appendix 1: Declaration of Interests

Appendix 2: Code of Conduct

Appendix 1: Declaration of Interests

MABLETHORPE NEIGHBOURHOOD BOARD REGISTER OF INTERESTS

Each member shall review their individual register of interests before each Board meeting and, where applicable, submit any necessary revisions to the Secretary of the Board at the start of the meeting.

In the absence of a Board meeting taking place, a member must still provide written notification to the Secretary of the Board of that revision within 28 days of becoming aware of any change to the interests specified below.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	DECLARATION
1.1	NAME OF: YOUR EMPLOYER ANY BUSINESS CARRIED OUT BY YOU ANY OTHER ROLE IN WHICH YOU RECEIVE RENUMERATION (THIS INCLUDES REMUNERATED ROLES SUCH AS COUNCILLORS)	
1.2	DESCRIPTION OF EMPLOYMENT OR BUSINESS ACTIVITY	
1.3	THE NAME OF ANY FIRM IN WHICH YOU ARE A PARTNER	
1.4	THE NAME OF ANY COMPANY FOR WHICH YOU ARE A REMUNERATED DIRECTOR	
SECTION 2	CONTRACTS	DECLARATION

2.1	ANY CONTRACT FOR GOODS, WORKS OR SERVICES WHICH HAVE NOT BEEN FULLY DISCHARGED BY ANY ORGANISATION NAMED AT 1.1	
2.2	ANY CONTRACT FOR GOODS, WORKS OR SERVICES ENTERED INTO BY ANY ORGANISATION NAMED AT 1.1 WHERE EITHER PARTY IS LIKELY TO HAVE A COMMERCIAL INTEREST IN THE OUTCOME OF THE BUSINESS BEING DECIDED BY THE MABLETHORPE NEIGHBOURHOOD BOARD (MNB) IN THE FORTHCOMING MEETING.	
SECTION 3	LAND OR PROPERTY	
3.1	ANY BENEFICIAL INTEREST YOU OR ANY ORGANISATION LISTED AT 1.1 MAY HAVE IN LAND OR PROPERTY WHICH IS LIKELY TO BE AFFECTED BY A DECISION MADE BY THE NEIGHBOURHOOD BOARD IN THE FORTHCOMING MEETING. THIS WOULD INCLUDE, WITHIN THE AREA OF THE PRIDE IN PLACE BOUNDARY FOR MABLETHORPE, ANY BENEFICIAL INTEREST IN ANY LAND INCLUDING YOUR PLACE(S) OF RESIDENCY. FOR PROPERTY INTERESTS, PLEASE STATE THE FIRST PART OF THE POSTCODE AND THE LOCAL AUTHORITY WHERE THE PROPERTY RESIDES. IF YOU OWN/LEASE MORE THAN ONE PROPERTY IN A SINGLE POSTCODE AREA, PLEASE STATE THIS.	
SECTION 4	SECURITIES	DECLARATION
4.1	ANY INTEREST IN SECURITIES OF AN ORGANISATION IN 1.1 WHERE: - (A) THAT BODY (TO MY KNOWLEDGE) HAS A PLACE OF BUSINESS OR LAND IN THE AREA OF THE PRIDE IN PLACE BOUNDARY FOR MABLETHORPE; AND (B) EITHER (i) THE TOTAL NOMINAL VALUE OF THE SECURITIES EXCEEDS £25,000 OR ONE HUNDRETH OF THE TOTAL ISSUED SHARE CAPITAL OF THAT BODY; OR (ii) IF THE SHARE CAPITAL OF THAT BODY	

	IS OF MORE THAN ONE CLASS, THE TOTAL NOMINAL VALUE OF THE SHARES OF ANY ONE CLASS IN WHICH HAS A BENEFICIAL INTEREST EXCEEDS ONE HUNDRETH OF THE TOTAL ISSUED SHARE CAPITAL OF THAT CLASS	
SECTION 5	GIFTS AND HOSPITALITY	DECLARATION
5.1	ANY GIFTS AND/OR HOSPITALITY RECEIVED AS A RESULT OF MEMBERSHIP OF THE NEIGHBOURHOOD BOARD (ABOVE THE VALUE OF £25)	

OTHER INTERESTS: MEMBERSHIP OF ORGANISATIONS

I am a member of, or I am in a position of general control, a Trustee of, or participate in the management of:

- 1) Any Body exercising functions of a public nature: e.g. School governing body):

- 2) Any Body directed to charitable purposes:

- 3) Any Body, one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union):

- 4) Any Local Authority (please state any interests you hold as Local Authority (LA) Leaders/Cabinet Members, LA Land, Resources and the LA's commercial interests):

- 5) Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role:

NEIGHBOURHOOD BOARD MEMBER'S DECLARATION AND SIGNATURE:

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge:

DATE:

MEMBER'S NAME (PLEASE PRINT):

MEMBER'S SIGNATURE:

RECEIPT BY NEIGHBOURHOOD BOARD DELIVERY TEAM:

DATE RECEIVED:

CHAIR'S NAME (PLEASE PRINT):

SIGNATURE OF THE CHAIR:

Appendix 2: Code of Conduct

MABLETHORPE NEIGHBOURHOOD BOARD CODE OF CONDUCT

Mablethorpe Neighbourhood Board have agreed to comply with this Code setting out the expected behaviours required of its Members, acknowledging that they each have a responsibility to represent the community and work constructively with Accountable Body staff and partner organisations to secure better social, economic and environmental outcomes for all. The Mablethorpe Neighbourhood Board expects its members to discharge their duties in line with the General Principles of Public Life set out in this Code.

In accordance with the Localism Act 2011 ('the Act') when acting in their official capacityⁱ all Members must be committed to behaving in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Council. For clarification, the Code of Conduct does not apply to what Members do in their private lives.

It is the personal responsibility of each member to comply with the Code and to seek advice from the Accountable Body, East Lindsey District Council (ELDC), in any cases of doubt that may arise in respect of such compliance. |

GENERAL PRINCIPLES OF PUBLIC LIFE

Members should behave in a way that is consistent with the following principles:

SELFLESSNESS: Members 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: Members 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 duties.

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

ACCOUNTABILITY: Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role.

OPENNESS: Members 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: Members 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. This is in addition to any duty to declare and/or withdraw on account of having a Disclosable Pecuniary Interest (DPI).

PERSONAL JUDGEMENT: Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

RESPECT FOR OTHERS: Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Local Authority's Statutory Officers, Chief Executive, Chief Finance Officer (Section 151 Officer), the Monitoring Officer and of all other officers.

DUTY TO UPHOLD THE LAW: Members should uphold the law, and on all occasions, act in accordance with the trust that the public is entitled to place in them.

STEWARDSHIP: Members should do whatever they are able to do, to ensure that the Mablethorpe Neighbourhood Board use their resources prudently and in accordance with the law.

LEADERSHIP: Members should promote and support these principles by leadership and example and act in such a way so as to preserve and promote public trust and confidence in public affairs in general and the Mablethorpe Neighbourhood Board in particular.

GENERAL OBLIGATIONS

1. In addition to the General Principles of Public Life, members of the Mablethorpe Neighbourhood Board are expected to comply with the General Obligations set out below:

1.1 Members must lead by personal example when serving the Mablethorpe Neighbourhood Board.

1.2 Members must treat others with respect and must not discriminate or treat any person unfavourably on account of race, age, gender, disability, sexual orientation or religious belief.

Members must not:

(a) do anything which may cause the Mablethorpe Neighbourhood Board to breach the Equality Act 2010 or any equality law that is subsequently enacted.

(b) bully, harass or be abusive to any person and should treat all people with respect.

(c) intimidate or attempt to intimidate any person who is or is likely to be:

(i) a complainant

(ii) a witness

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her Authority's code of conduct

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of the Mablethorpe Neighbourhood Board.

1.3 Members must not:

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- (i) you have the consent of a person authorised to give it.
- (ii) you are required by law to do so.
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; and/or you have consulted the Local Authority's Monitoring Officer prior to its release.

(b) prevent another person from gaining access to information to which that person is entitled by law.

1.4 Members:

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of the Mablethorpe Neighbourhood Board:

- (i) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986. A copy of the Code of Recommended Practice on Local Authority Publicity can be found at:

<http://www.communities.gov.uk/publications/localgovernment/publicitycode2011>

1.5 When reaching decisions on any matter Members must have regard to any relevant advice provided to you by:

(a) the Section 151 Officer, or

(b) the Monitoring Officer,

where those officers are acting pursuant to their statutory duties.

1.6 Members must give reasons for decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Local Authority.

DISCLOSABLE PECUNIARY INTERESTS

The Act further provides for registration and disclosure of what are termed as 'Disclosable Pecuniary Interests'. Under the Mablethorpe Neighbourhood Board, this will be done as follows:

On taking up membership, Members must, within 28 days of becoming such, notify the Local Authority's Monitoring Officer of any 'Disclosable Pecuniary Interests' as are prescribed by the Secretary of State and set out in the table below.

On re-appointment, a Member must, within 28 days, notify the Monitoring Officer of any 'Disclosable Pecuniary Interests' not already included in his or her Register of Members Interests which is lodged with the Local Authority's Monitoring Officer.

It is the personal responsibility of each Member to keep their Register of Members Interests up to date by notifying the Local Authority's Monitoring Officer in writing of any change within 28 days of such a change taking effect.

If a Member is aware that they have a 'Disclosable Pecuniary Interest' in a matter which is already registered in the Register of Members Interests, they MAY disclose it in the meeting AND in all cases (whether registered in the register or not) they must not participate in any discussion or vote on the matter at a meeting, as to do so is a criminal offence under section 34 of the Localism Act 2011. The Mablethorpe Neighbourhood Board has adopted the Lead Authority's Procedure Rules requiring a Member with a Disclosable Pecuniary Interest' to withdraw from the meeting while any discussion or vote on any matter relating to it takes place.

If a Member is aware of a 'Disclosable Pecuniary Interest' in a matter under consideration at a meeting but such interest is not already on the Member Register of Interests or in the process of entry onto the register having been already notified to the Local Authority's Monitoring Officer, the Member **MUST** disclose the 'Disclosable Pecuniary Interest' to the meeting and register it within 28 days of the meeting at which it is first disclosed.

The duties to register, disclose and not to participate in respect of any matter in which a Member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

Interest	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Authority - (a) under which goods or services are to be

	provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) - (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Disclosable Pecuniary Interests – Definitions

Disclosable Pecuniary Interest means ‘a pecuniary interest defined in the above table if it is an interest of yourself, your spouse/civil partner, a person you live with as husband or wife, or a person you live with as a civil partner, if in all cases you are aware the other person has the interest.’

Securities means any beneficial interest in securities of a body where:

- (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
- (b) either:
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest.

“director” includes a member of the Committee of management of an industrial and provident society.

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.

“M” means a Member of a relevant Authority; “Member” includes a co-opted Member; “relevant Authority” means the Authority of which ‘M’ is a member.

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act.

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act.

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

SENSITIVE INTERESTS

If the nature of an interest is such that you AND the Local Authority’s Monitoring Officer consider that disclosure of the details of your interest could lead you or a person connected with you, being subjected to violence or intimidation, the interest must not be included in any published version of the Register of Members Interests, and must not be entered onto a copy of the register that is kept for public inspection. In such instances the published register may state that the detail of such an interest is withheld under section 32(2) of the Localism Act 2011. In the event that the Member discloses such an interest at any meeting, the Member shall be obliged only to confirm that a disclosable pecuniary interest in any matter exists, rather than giving the detail thereof.

OTHER INTERESTS

(1) In addition to the Disclosable Pecuniary Interests notifiable under the Localism Act 2011, you must, within 28 days of:

(a) your membership to the Board (where that is later),

notify the Local Authority’s Monitoring Officer in writing of the details of your other personal interests, where they fall within the description set out in paragraph (2) below for inclusion in the Register of Interests:

(2) You have a personal interest which is likely to affect: -

a) **membership of**, or in a position of general control, a trustee of, or participate in the management of, anybody directed to charitable purposes.

(3) You must, within 28 days of becoming aware of any new interest or change to any interest registered under paragraph 2 above notify the Local Authority’s Monitoring Officer of the details of that new interest or change.

In accordance with the General Principles of Public Life enshrined within the Code of Conduct, (in particular the principles of Honesty and Openness) Members are required to declare at any meeting any personal interest (other than and in addition to any Disclosable Pecuniary Interest) (whether it be an interest in any land, contract, proposed contract, business, membership of any club or body that is considered to be relevant to any matters under discussion). The Member will then wish to consider whether any person who was in full knowledge of the facts would consider that interest as likely to prejudice their judgement of the public interest, and if he/she so

concludes, shall refrain from debate and voting on the matter and shall withdraw from the room (including the public gallery) whilst the matter is being debated.

Whilst not obligated to do so, any member is able to request that their entry in the Register of Members of Interests be updated by the Local Authority's Monitoring Officer so as to include any interests that would not constitute a Disclosable Pecuniary Interest.

Members are advised to seek advice and clarification from the Local Authority's Monitoring Officer in cases of doubt.

GIFTS & HOSPITALITY

Members are required to notify the Local Authority's Monitoring Officer in writing of any single gift, hospitality (or offer of the same) with an estimated value of £25 or more within 28 days so that the details can be recorded in the Register of Members Gifts and Hospitality. No notification is required in the event that such matters arise in relation to family members.

If a matter comes before the Local Authority in relation to the above, then the Member of the Mablethorpe Neighbourhood Board must declare any such gift, hospitality (or offer of the same) at the meeting that the matter arises, and consider in all the circumstances whether it is appropriate to take part in debate on the matter and vote, having regard to the principles set out in this Code of Conduct and the importance of perception in protecting the reputation of and confidence within public affairs generally and East Lindsey District Council in particular. Appropriate advice should be sought from the Local Authority's Monitoring Officer on such occasions.

BREACH OF THE CODE OF CONDUCT

A decision of the Mablethorpe Neighbourhood Board will not be invalidated just because something that occurred in the process of decision making involved a failure to comply with this Code.

Any complaint relating to an alleged failure to observe the Code, shall be dealt with by the Local Authority's Monitoring Officer in accordance with the Monitoring Officer Protocol.

DISPENSATIONS

Any Member may request in writing (to the Local Authority's Monitoring Officer) to be granted a dispensation relieving them from the restriction of not participating in or voting upon any matter in which they have a Disclosable Pecuniary Interest. Such dispensations will only be granted by the Local Authority's Monitoring Officer if in accordance with section 33 Localism Act 2011.

I accept the Mablethorpe Neighbourhood Board Code of Conduct:

Full Name:

Signature:

Date: