

**ASHFIELD DISTRICT COUNCIL**



**Ashfield**

DISTRICT COUNCIL

Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## Agenda

# Discover Ashfield - Board Meeting

Date: **Wednesday, 8th January, 2020**

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Time: **10.00 am**

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Venue: **Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield**

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For any further information please contact:

**Lindsey Kenworthy - 01623 457201 / Ext 4201**

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# DISCOVER ASHFIELD - BOARD MEETING

## Attendees

### **PRESENT:**

Martin Rigley	(MR)	Lindhurst Engineering <b>(CHAIR)</b>
Darron Ellis	(DE)	Community Advocate
Fardad Amirsaeedi	(FA)	Mansfield District Council
Liz Barrett	(LB)	Academy Transformation Trust FE
Kathryn Stacey	(KS)	Citizens Advice Bureau
Theresa Hodgkinson	(TH)	Ashfield District Council
Katherine Green	(KG)	Ashfield District Council
Cllr Matthew Relf	(MaR)	Ashfield District Council
Andrea Stone	(AS)	Ashfield District Council
Pete Edwards	(PE)	Health & Wellbeing
Sarah Daniel	(SD)	Ashfield District Council
Carol Cooper-Smith	(CC-	Ashfield District Council
Cllr Helen-Ann Smith	(H-AS)	Ashfield District Council
Simon Martin	(SM)	Academy Transformation Trust
Rachel Quinn	(RQ)	D2N2 LEP
Nicola McCoy-Brown	(NM)	Notts County Council
Louise Knott	(LK)	West Notts College <b>(VICE CHAIR)</b>
Edward Johnstone	(EJ)	Portland College
Trevor Middleton	(TM)	Ashfield District Council
Fiona Anderson	(FiA)	NTU
Chloe O'Donnell	(CO)	Idlewells Centre
Paul Tyler	(PT)	McArthur Glen
Gary Baird	(GB)	Disability Nottinghamshire
Jon Ball	(JB)	Ashfield Chad
David Ainsworth	(DA)	NHS

### **MINUTES:**

Lindsey Kenworthy	(LiK)	Executive Project Assistant
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## **AGENDA**

**Page**

- 1. Welcome/Introductions - Martin Rigley**
  
- 2. Minutes of Previous Meeting 18 December 2019 and Matters Arising - Martin Rigley** 5 - 10
  
- 3. Towns Funding - Sarah Daniel** 11 - 22
  - Draft Terms of Reference
  - Draft Constitution
  - Draft Code of Conduct
  
- 4. Date of Next Meeting**
  - 26<sup>th</sup> February 2020 – 9.00/9.15am start venue Portland College
  - 22<sup>nd</sup> April 2020 – 9.00/9.15am start venue Ashfield District Council
  - 24<sup>th</sup> June 2020 – 9.00/9.15am start venue TBC
  - 26<sup>th</sup> August 2020 – 9.00/9.15am start venue Ashfield District Council
  - 28<sup>th</sup> October 2020 – 9.00/9.15am start venue TBC
  - 23<sup>rd</sup> December 2020 – 9.00/9.15am start venue Ashfield District Council this date could change due to being close to Christmas

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## MINUTES OF DISCOVER ASHFIELD BOARD MEETING

**Meeting held in Community Room, ADC**

**On Wednesday 18<sup>th</sup> December 2019 at 09:15**

### PRESENT:

Martin Rigley	(MR)	Lindhurst Engineering ( <b>CHAIR</b> )
Darron Ellis	(DE)	Community Advocate
Fardad Amirsaedi	(FA)	Mansfield District Council
Liz Barrett	(LB)	Academy Transformation Trust FE
Kathryn Stacey	(KS)	Citizens Advice Bureau
Theresa Hodgkinson	(TH)	Ashfield District Council
Katherine Green	(KG)	Ashfield District Council
Cllr Matthew Relf	(MaR)	Ashfield District Council
Andrea Stone	(AS)	Ashfield District Council
Pete Edwards	(PE)	Health & Wellbeing
Sarah Daniel	(SD)	Ashfield District Council
Carol Cooper-Smith	(CC-S)	Ashfield District Council
Cllr Helen-Ann Smith	(H-AS)	Ashfield District Council
Simon Martin	(SM)	Academy Transformation Trust
Rachel Quinn	(RQ)	D2N2 LEP
Nicola McCoy-Brown	(NM)	Notts County Council

### MINUTES:

Lindsey Kenworthy (LiK) Executive Project Assistant

### APOLOGIES:

Louise Knott	(LK)	West Notts College
Edward Johnstone	(EJ)	Portland College
Trevor Middleton	(TM)	Ashfield District Council
Fiona Anderson	(FiA)	NTU
Chloe O'Donnell	(CO)	Idlewells Centre
Paul Tyler	(PT)	McArthur Glen
Gary Baird	(GB)	Disability Nottinghamshire
Jon Ball	(JB)	Ashfield Chad
David Ainsworth	(DA)	NHS

	Action	Lead
<b>1</b>	<b>Wellbeing at Work – Lucinda Davidson Notts County Council</b>	
	Due to unforeseen circumstances Lucinda Davidson could not attend the meeting. AMS to liaise with Lucinda on another date for the presentation to be carried out. Agreed presentation to be shared when circulating next meetings papers.	LiK
<b>2</b>	<b>Welcome / Introductions / Commitments</b>	
	MR welcomed everyone to the meeting and introductions were made. All apologies were received and noted.	
<b>3</b>	<b>Minutes from the Previous Meeting and any Matters Arising</b>	
	Minutes from the previous meeting, held on Wednesday 23 <sup>rd</sup> October 2019 were agreed as a true record with the following being noted:	

	<ul style="list-style-type: none"> <li>Minute item 5.1.2 More to Discover - ID Badge to be added to the rolling action plan.</li> </ul>	<b>SD</b>
	All other actions discussed under the relevant agenda item.	
<b>4</b>	<b>Towns Funding Update and Proposal – Sarah Daniel</b>	
	SD provided a synopsis on the Town Centres Funding and Proposal paper which has been circulated prior to the meeting; the following was agreed and noted:	
	<ul style="list-style-type: none"> <li>All noted the difference between the Future High Streets Funding and Towns Fund following SD's explanation.</li> </ul>	
	<ul style="list-style-type: none"> <li>There is a need to establish a Board for the Town Funds and due to the variety of representatives on the Discover Ashfield Board it was proposed that this Board oversees such matters. This was moved and seconded, and put to the vote, with the whole Board in agreement with this course of action.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was proposed that the Chairman's term of office be extended for a further twelve months and having been moved by Theresa Hodgkinson, and seconded by Councillor Relf, the Board voted and agreed with the course of action.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was proposed that the Board requires further membership from other authorities/agencies which are outlined in the paper. This was moved and seconded with the whole Board in agreement with this course of action.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was raised by Councillor Smith that there is a need for a young representative on the Board. The Board voted and agreed with the course of action. Youth Council member Callum Parr Year 10 to be approached.</li> </ul>	<b>H-AS</b>
	<ul style="list-style-type: none"> <li>It was proposed to the Board that new members; Rachel Quinn, Nicola McCoy-Brown and David Ainsworth be accepted as full members of the Board. This was moved and seconded with the Board being in agreement with this course of action.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was also agreed that the Local MPs will also be invited to these meetings. SD to arrange.</li> </ul>	<b>SD</b>
	<ul style="list-style-type: none"> <li>Terms of Reference, Discover Ashfield Constitution and Code of Conduct documents will be drafted and sent out prior to the meeting on 8<sup>th</sup> January 2020 so that these can be agreed in time for the Full Council meeting in February.</li> </ul>	<b>SD</b>
	<ul style="list-style-type: none"> <li>It was noted that there will need to be an AMG which will also review the constitution of the Board.</li> </ul>	
	<ul style="list-style-type: none"> <li>At the meeting on 8<sup>th</sup> January will focus solely on Towns Funding and getting the required documents approved. Will then revert to the standard Discover Ashfield agenda with Towns Funding as a standing item. LiK to sort.</li> </ul>	<b>LiK</b>
<b>5</b>	<b>Reports Back from Delivery Group</b>	
<b>5.1</b>	<b>Action Plan/Updates on Themes</b>	
<b>5.1.1</b>	<b>A Place to Succeed - Business</b>	
	MR and FD provided the following update on A Place to Succeed with the following being noted:	
	<ul style="list-style-type: none"> <li>Sherwood observatory – MR has been asked to become a Board Representative which MR has accepted. MR has also asked LB to join to help provide education knowledge and experience. The observatory are looking for a £4M investment package; with £1.5M being bid for from the Heritage Lottery Funding. They will be looking for letters of support and it was agreed that members of the Board are happy to support this. There is a video presentation showing what the observatory will look like should funding be obtained/granted. Agreed to invite Steve to a Board meeting. LiK to liaise with Steve and invite to the February meeting.</li> </ul>	<b>ALL LiK</b>

	<ul style="list-style-type: none"> <li>MA2020 Business Awards – ‘Let’s All Eat’ won it. Which is another accolade for Discover Ashfield with it being part of Sutton Academy.</li> </ul>	
<b>5.1.2</b>	<b>More to Discover - DE</b>	
	DE reported on the following:	
	<ul style="list-style-type: none"> <li>Discover Ashfield Website – DE liaising with SD over the updating of the website information and this will then be launched.</li> </ul>	<b>DE/SD</b>
	<ul style="list-style-type: none"> <li>Sherwood Observatory – DE working with Steve and this is moving forward. The profile of the observatory has been raised and it is an exciting project to be involved in.</li> </ul>	
	<ul style="list-style-type: none"> <li>Remembrance Service Sutton – DE informed that the feedback received for the remembrance service has been good so need to build on that as it was such a great turn out.</li> </ul>	
	<ul style="list-style-type: none"> <li>Town Centre Light Switch On – DE informed that this was a great event at Sutton, in fact the best to date. TH informed that Councillors made a commitment to deliver on good town centre lighting and this has happened. The feedback on all the Town Centre lights has been positive; in particularly Kirkby area. TH thanked everyone officially.</li> </ul>	
	<ul style="list-style-type: none"> <li>Railway – DE informed that the Mansfield and Pinxton Railway line is the longest running railway and something we should be promoting. DE to look into how to do this.</li> </ul>	<b>DE</b>
	<ul style="list-style-type: none"> <li>Heritage Visitor Centre Sutton – DE informed that he is working with Chloe at Idlewells and it has been agreed that the Visitors Centre in Idlewells will be moving to a bigger unit. This will allow a Hub Style facilities like The Hive in Mansfield.</li> </ul>	
<b>5.1.3</b>	<b>Be Healthy, Be Happy</b>	
	The Theme Lead report was noted with PE and AMS reporting on the following:	
	<ul style="list-style-type: none"> <li>Lammas Health Hub being well received by groups and is fully booked. Hours on offer to be reviewed.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dementia Champion Course will be run so if anyone from the Board would like their company/business to be involved to let Yvonne Hudson of CVS know. MaR asked for the date to be confirmed and he would share at the Mansfield and Ashfield 2020 group. PE informed he believed it would be around March time but would provide the information. Breakfast meeting scheduled for Thursday 19<sup>th</sup> December but MaR would do this at any other meetings.</li> </ul>	<b>PE</b>
	<ul style="list-style-type: none"> <li>It was noted that the Diocese Office no longer have a Dementia Worker so PE has offered to work with them, in return local churches will offer to host events.</li> </ul>	
	<ul style="list-style-type: none"> <li>Broomhill/Butler’s Hill community group – MaR offered help to leaflet drop should this be required.</li> </ul>	
<b>5.1.4</b>	<b>Love Where You Live</b>	
	Theme Lead report received and LB updated on the following:	
	<ul style="list-style-type: none"> <li>Work continues with linking into Croft Primary school who are going to trial a competition which will then roll out next year if successful. H-AS suggested liaising with Idlewells so the local public can vote on the artwork etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>Remembrance parade well attended. Remembrance debrief lead by Carol Hallam and it was noted how well the event was received. Now looking at how we can build on this.</li> </ul>	
<b>5.2</b>	<b>Ambassador Programme</b>	
	FA gave an update on the Ambassador programme with the following being noted:	

	<ul style="list-style-type: none"> <li>The 2<sup>nd</sup> Ambassador Event was held on 9<sup>th</sup> December. The event went well and there was a great deal of activity and discussions. Now need to evolve and there is a need for the event to be more structured. FA and MR have met since and will now develop this further. The Ambassadors are also keen to help with Social Media which just needs to be agreed further. FA thanked LB for arranging the use of The Attic for the event.</li> </ul>	
	<ul style="list-style-type: none"> <li>FA provided an update on Ambassador events and newsletters project: <ul style="list-style-type: none"> <li>Following the meeting with Daryl Statham-Waring from WNC and Martin Rigley we agreed the following for the Ambassador Events and newsletters project delivery by WNC student volunteers. We also discussed limiting the volunteer support to 3 students due to practicality and to ensure capacity for any potential absences or other commitments. The outline below was agreed, <u>subject to commitment to participate</u>: <ul style="list-style-type: none"> <li>There is scope for creative thinking and new ideas are welcome orbiting the basic structure below.</li> <li><b>Events</b> <ul style="list-style-type: none"> <li>4 x combined event for the year to include new Ambassadors and existing.</li> <li>Ideally be in March, June, Sept and Dec (specific date to be recommended by WNC project support subject to availability)</li> <li>Location ideas are: West Notts College (March), Sherwood Observatory (June), Portland College (Sept), Dec (Hucknall TBA). Suggestions for Hucknall venues were; John Godber Centre, Titchfield Park Café. Any further recommendations to be sent to FA.</li> <li>Events content structure (standing order for all events but not exclusively) <ul style="list-style-type: none"> <li>Ambassador Intro's</li> <li>Key project/activities update</li> <li>Key presenter (TBA)</li> <li>Group exercises (TBA)</li> </ul> </li> <li>Typical duration of each event should be no more than 2 hours.</li> <li>Event management and facilitation by WNC project volunteers &amp; them leads</li> </ul> </li> <li><b>Newsletter</b> <ul style="list-style-type: none"> <li>4 x Newsletters for the year to the Ambassadors</li> <li>Delivered in Feb, May, Aug, Nov (specific date TBA)</li> <li>Newsletter content (basic outline): <ul style="list-style-type: none"> <li>Intro</li> <li>News &amp; Updates</li> <li>New ambassadors</li> <li>Focus on.... (feature a business or project)</li> <li>Events/Dates for the diary</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>	ALL
	FA thanked KG for her input into what the newsletter content needs to be. The information for the newsletters needs to come from everyone on The Board not just Theme Leads.	ALL
	PE provided an update following the recent Ambassadors event that Ambassadors need to clearly understand their role, what they are expected to contribute and how they can do this. Although there is some information on the forms when they apply it was noted by TH that maybe they need to sign up to pledges to help them focus. Agreed this would be a good idea.	
	MaR reported that there isn't enough visible focus when entering Ashfield, for example could there be a Discover Ashfield signage on the M1. MaR stated that	



	he would like to see by 2020 all schools and students aware of what Discover Ashfield is all about.	
	FA asked if Theme Leads would be happy for their details to be shared to students at WNC and with Ambassadors. All agreed this would be fine.	<b>FA</b>
<b>6</b>	<b>Board Member Updates - All</b>	
	Nothing further to note.	
<b>7</b>	<b>Any Other Business</b>	
	Nothing further to note.	
<b>8</b>	<b>Date of Next Meeting</b>	
	BOARD MEETING – 8 <sup>th</sup> January 2020 at 10am Ashfield District Council, Committee Room.	

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<b>Terms of Reference</b>	
<b>Project</b>	<b>Discover Ashfield</b>
<b>Role</b>	Place Board
<b>Chair</b>	Martin Rigley - Lindhurst Group
<b>Vice-Chair</b>	Louise Knott - Vision West Nottinghamshire College
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Jane Box - Mansfield and Ashfield 2020</li> <li>2. Darron Ellis - Sutton Community Group Representative</li> <li>3. Robert Orgill - Rolls-Royce</li> <li>4. Chloe O'Donnell - Idlewells Shopping Centre</li> <li>5. Nicola McCoy-Brown - Notts County Council</li> <li>6. Rachel Quinn - D2N2 LEP</li> <li>7. Simon Martin - Sutton Community Academy</li> <li>8. Edward Johnstone - Portland College</li> <li>9. Pete Edwards - Health and wellbeing</li> <li>10. Liz Barrett - Sutton Community Academy</li> <li>11. Gary Baird - Disability Nottinghamshire</li> <li>12. Kathryn Stacey - Citizens Advice Ashfield</li> <li>13. Fiona Anderson - Nottingham Trent University</li> <li>14. Teresa Jackson - Ashfield Voluntary Action</li> <li>15. David Ainsworth - Integrated Care Partnership</li> <li>16. Vicky Dyer, DWP - JobCentre Plus</li> <li>17. Councillor Matthew Relf - Ashfield District Council</li> <li>18. Councillor Helen-Ann Smith – ADC</li> <li>19. Chief Executive - ADC</li> <li>20. Theresa Hodgkinson – ADC</li> <li>21. Katherine Green - ADC</li> </ol>
<b>Direction from</b>	The Constitution of the Discover Ashfield Board Discover Ashfield Board members
<b>Direction to</b>	Discover Ashfield Delivery Group, Discover Ashfield sub- groups
<b>Communication to</b>	Discover Ashfield Delivery Group, Discover Ashfield sub- groups
<b>Meeting Frequency</b>	Every two months
<b>Quorate requirement</b>	5 Members
<b>Minuted by</b>	Ashfield District Council
<b>General Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Creating somewhere where local people have pride to call home.</li> <li>• Creating a great place to live, work and visit.</li> <li>• To work together to create an external perception and profile for Ashfield that people are proud to live in, want to visit, and businesses choose to invest in.</li> </ul>	

**OBJECTIVES**

- To promote Ashfield in a positive manner.
- To create pride and aspiration in our communities.
- To improve the vibrancy of the town centres within Ashfield.
- To encourage and promote inward investment, through education and business to raise the skill levels of the community.
- To support tourism and the visitor economy in the Ashfield area
- To be financially self-sufficient

**POWERS**

- Invite and raise funds, where appropriate, to finance activities which promote the area in a positive manner. (Through sponsorship and funding)
- Act as advocates and ambassadors at a senior level for Ashfield, promoting the Ashfield brand inside and outside of the area.
- Work with other sectors and organisations, e.g. Businesses, County Council, LEPs, Community groups, education to promote and develop the area.
- Continually involve Ashfield District Council as a committed member of the group.

**Approved Date: 8<sup>th</sup> January 2020**



## Constitution

### MISSION

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield.

#### Our collective mission is:

- Promote Ashfield in a positive manner
- Develop pride and aspiration in our communities
- Encourage and promote inward investment with the support of business and educators
- Help people improve their health and wellbeing
- Support tourism and the visitor economy
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.

### POWERS

The Discover Ashfield Board will:

- Invite and raise funds where appropriate to finance activities which promote the area in a positive manner
- Manage any income and expenditure in a responsible manner including complying in a timely and accurate manner with the statutory requirements of Companies House, HMRC or other statutory bodies
- Act as advocates and ambassadors at a senior level for Ashfield
- The nominate Council officer reports to the Place Board via the Chair or Vice Chair for all Board and Ambassador business. The nominated officer can refer to Ashfield District Council HR department for all HR related matters
- Work with other organisations, e.g. County Council, LEP, Community groups to promote and develop the area

### BOARD MEMBERSHIP

- The Discover Ashfield Board will comprise a maximum of 30 members including a minimum of one member from the District Council to represent the public sector plus one member representing the Community and Voluntary Sector
- The board will be chaired by a member from the business community
- Members will declare any conflict of interest in any proposals or projects before discussion. Should any member have direct financial interest they will be excluded from discussions and not have the right to vote on the proposals. In exceptional circumstances the Chair, at his or her discretion, may waive either or both of these requirements. In the event of the Chair having a direct interest,

he or she will hand that part of the meeting to the Vice Chair. Members will conduct themselves in a courteous and professional manner at all times

- In the event of any actions by Board members which are deemed, by the majority of the members, to be detrimental to the Board's remit they may have their membership terminated. In the event of any dispute, a third party, independent arbitrator will be appointed and any decision made shall be binding on all parties
- Whilst the aims of the board are always to have a general consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the Chairman shall have one casting vote
- Board members will hold their post for a term of 2 years but may stand for re-election at the expiry of their term as long as they are nominated and seconded again at the end of their 2-year term
- New members must be nominated and seconded by any Board member and appointed by the Board by majority vote
- Any member wishing to resign before the expiry of their term must notify the Chair in writing giving one months' notice. The Board will, at its discretion, decide whether or not to call a Special Meeting to replace the departing Board member, failing which the matter will be considered at the next Board meeting
- The Chair shall be elected by the Board members
- Where the Chair resigns mid-year, a replacement shall be elected by a majority vote of board members at the Board Meeting following the resignation.

## **OFFICERS and ELECTION OF OFFICERS**

- Formal officers of the Board will be:
  - The Chair
  - The Vice-Chair
  - The Treasurer
- The Secretary- The secretary to the Board shall be the Place Manager or agreed substitute. Officers will be elected by the Place Board.
- The Chair will be elected for a maximum three year period and, to ensure continuity, the Vice-Chair will be elected in an overlapping period of two years. For the first year, therefore the Vice Chair will be elected for one year and thereafter for a period of two years
- The Chair and vice chair may not stand for a third term.

## **MEETINGS**

- The Discover Ashfield Board will meet at least four times a year on a schedule to be agreed by the Board
- All members will be given at least 14 days' notice of any additional meetings outside of the agreed schedule. If there are any items deemed to be urgent,

every effort will be made to arrange a mutually convenient date. In the eventuality that no physical meeting can be arranged, then agreement is to be reached by WRITTEN PROCEDURES (including e-mail). A zero response will be regarded as agreement (yes vote) to any proposal.

- The quorum for any meeting will be 5 members, and the Chair or Vice Chair must be present for decisions on expenditure or changes to the delivery plan
- All meetings shall have action points recorded which will be a public record and posted on the Ashfield District Council and Discover Ashfield web-sites.
- All action points shall be approved (or amended) by the Chair within 5 working days and circulated electronically to other board members by the secretary
- Any agenda items must be sent to the secretary at least 7 working days in advance of a Board Meeting
- Items not on the agenda will only be considered with the consent of the Chair
- The next meeting following the financial year end will include the AGM.

## **FINANCE**

- All monies received, whether by grants or contributions shall be deposited in a bank account in the name of Discover Ashfield CIC
- All expenditure will be approved by a minimum of 3 Board members (including the Chair or Vice Chair and Treasurer) unless a sum has been delegated to the Place Manager by the Board in respect of a particular task or function
- The Place Manager plus, one of either the Chair, Vice Chair or Treasurer can sign all cheques. The Place Manager will get email approval from the Chair, Vice Chair or Treasurer prior to making an electronic payment.
- A financial report will be presented at each Board meeting by the Treasurer or Place Manager
- Annual accounts will be prepared by the Treasurer and independently audited by a non-Board member and published on the Ashfield District Council and Discover Ashfield web-sites.

## **CONDUCT**

- Board members will adhere to the Code of Conduct
- The Board will align with the governance standards and policies of Ashfield District Council including whistle blowing, conflicts of interest and complaints.

## **ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION**

- Changes to the constitution may be proposed by any member in writing to the secretary, and must be agreed by a seventy five percent majority of the Board
- Any member may make a proposal for the dissolution of the Board in writing to the Secretary which will be considered at a Special Meeting of the Board
- Notice of 28 days must be given to members to convene a Special Meeting

- The Board may be dissolved at any time by a resolution passed by a seventy-five per cent majority of those present and voting at a special General meeting of the Board, provided that any property remains after satisfaction of all debts or liabilities. Such property shall, with Board approval, be given or transferred to the successor in deed and title to the Discover Ashfield Board. Where the Board has no successor in deed or title then such property shall, with Board approval, be given or transferred to such other institutions having objects similar to some or all of the objects of the Board.

This Constitution was formally adopted on 8<sup>th</sup> January 2020 at the Discover Ashfield Board meeting.

Signed: Chairperson

Title

Signed: Treasurer

Title

Signed: Vice Chair

Title

Signed: Member

Title

Signed: Member

Title





## CODE OF CONDUCT

### **Introduction**

This Code applies to you as a Member of this Board when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.

You are a representative of this Board and the public will view you as such, therefore your actions impact on how the Board as a whole is viewed and your action can have both positive and negative impacts on the Board.

This Code is based upon the “Nolan Principles – the seven principles of public life” which are set out below:

### **The Seven Principles of 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.

**Interpretation**

In this Code "meeting" means any meeting of:

- a) the Board;
- b) any of the Board's Delivery Group or sub-groups;

whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members.

'Member' - a Board Member.

**Scope**

1.1. You must comply with this Code whenever you:

- (a) conduct the business of the Board; or
- (b) act, claim to act or give the impression you are acting as a representative of the Board; or
- (c) act as a representative of the Board.

and references to your official capacity are construed accordingly.

1.2 This Code does not have effect in relation to your conduct other than where it is in your official capacity.

**General Obligations**

2. When acting in your role as a Member of the Board:

- 2.1 **Do** treat others with respect.
- 2.2 **Do not** conduct yourself in a manner which is contrary to the Board's duty to promote and maintain high standards of conduct by members.
- 2.3 **Do not** bully any person.
- 2.4 **Do not** intimidate or attempt to intimidate any person who is or is likely to be: -
  - (a) a complainant;
  - (b) a witness;
  - (c) involved in the administration of any investigation or proceedings, in relation to an allegation that a Board member (including yourself) has failed to comply with his or her Board's Code of Conduct; or
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Board.

2.5 **Do not** 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:

- (a) you have the consent of a person authorised to give it;
- (b) you are required by law to do so;
- (c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- (d) the disclosure is:
  - (i) reasonable and in the public interest; and
  - (ii) made in good faith and in compliance with the reasonable requirements of the Board; and

2.6 **Do not** prevent another person from gaining access to information to which that person is entitled by law.

2.7 **Do not** conduct yourself in a manner which could reasonably be regarded as bringing the Board into disrepute.

2.8 **Do not** improperly use knowledge gained solely as a result of your role as a board member for the advancement of yourself, your friends, your family members, your employer or your business interests.

3. When using or authorising the use by others of the resources of the Board:

3.1 **Do** act in accordance with the Board 's reasonable requirements;

3.2 **Do** make sure that such resources are not used improperly for political purposes (including party political purposes); and

4.1 Where you have been involved in campaigning in a political role on an issue which does not impact on your personal and/or professional life you should not be prohibited from participating in a decision in your political role as board member,

however **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your role.

4.2 When making a decision, **do** consider the matter with an open mind and on the contents before the meeting at which the decision is to be taken. When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

- (a) Ashfield District Council's Chief Finance Officer; or
- (b) Ashfield District Council's Monitoring Officer, where that officer is acting pursuant to his or her statutory duties.

### Interests

- 5. As a board member, your role, may, at times, overlap with your personal and/or professional life and interests, however, when performing your role as a board member, **do** act solely in terms of the public interest and **do not** act in a manner to gain financial or other material benefits for yourself, your family, your friends, your employer or in relation to your business interests.

### Disclosable Pecuniary Interests

- 6. The Regulations detailing the precise nature and circumstances where a specified pecuniary interest must be disclosed are set out in Appendix A of this Code.
- 7. **Do** make a verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event you need not disclose the nature of the interest).

### Disclosable Personal Interests

- 8. You have a Disclosable Personal Interest where you are a member of any body which is a private club or society, such as the Freemasons, a recreational club, working men's club or private investment club.
- 9. You must publically disclose the Disclosable Personal Interest on the Register of Interests and make a verbal declaration of the existence and nature of that Interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event you do not need to disclose the nature of the interest).

### Non Disclosable Pecuniary/Other Interests

- 10. You have a "Non Disclosable Pecuniary Interest" or "Other Interest" in an item of business of the Authority where:
  - (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you, or a member of your family, or a person with whom you have a close association to a greater extent than it would affect the majority of the District administrative area; or

- (b) it relates to or is likely to affect any of the interests listed in Appendix A to this Code, but in respect of a member of your family (other than your spouse, civil partner or person with whom you are living as spouse or civil partner) or a person with whom you have a close association.

and that interest is not a Disclosable Pecuniary Interest.

- 11. You are required to declare and register any gifts and hospitality accepted in excess of an estimated value of £50.00 (Fifty Pounds). You are required to declare gifts/hospitality over this amount but which were declined.

### **Registration of Interests**

- 12. Within 28 days of this Code being adopted by the Board, or your election as a Member (where that is later), you must register all interests which fall within the category of Disclosable Pecuniary Interests and Disclosable Personal Interests.
- 13. Upon your re-election as a board member, you must within 28 days, re-register any interests within the category of Disclosable Pecuniary Interests and Disclosable Personal Interests.
- 14. You must register any change to a Disclosable Pecuniary Interest, a Disclosable Personal Interest or new interest within 28 days of becoming aware of it.
- 15. You need only declare any interest you believe to be a “sensitive interest”. A sensitive interest is one which, if disclosed on the public register, could lead to you or a person connected with you being subject to violence or intimidation.

### **Sanctions**

- 16. If you are found to have been in breach of this Code the Board may impose one or more of the following sanctions:
  - (a) Censure or reprimand the member;
  - (b) Publish its findings in respect of the member’s conduct;
  - (c) Recommend to the Chair that he/she be removed from any or all sub-groups
  - (d) Recommend to the Chair that the member be removed from the Board, or removed from the Delivery Group;
  - (e) Recommend to the Board that the member be replaced as Chair or Vice-Chair

## APPENDIX A

### SCHEDULE OF DISCLOSABLE PECUNIARY INTERESTS

Subject	Prescribed Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit made or provided within the relevant period in respect of any expenses incurred by the board member in carrying out duties as a member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (c52).</p>
Contracts	<p>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:</p> <ul style="list-style-type: none"> <li>(a) under which goods or services are to be provided or works are to be executed; and</li> <li>(b) which has not been fully discharged.</li> </ul>
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	<p>Any tenancy where (to the board member's knowledge):</p> <ul style="list-style-type: none"> <li>(a) the landlord is the relevant authority; and</li> <li>(b) the tenant is a body in which the relevant person has a beneficial interest.</li> </ul>
Securities	<p>Any beneficial interest in securities of a body where:</p> <ul style="list-style-type: none"> <li>(a) that body (to the board member's knowledge) has a place of business or land in the area of the relevant authority; and</li> <li>(b) either: <ul style="list-style-type: none"> <li>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>(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.</li> </ul> </li> </ul>