PRIDE IN PLACE

LED BY YOU – BACKED BY UK GOVERNMENT SE28

Conflict of Interest Policy

Pride of Place – Thamesmead Birchmere Place

Neighbourhood Board

Version: Adopted

Date: 22 September 2026

Signed by the Chair (John Okungbaiye) on behalf of Thamesmead Birchmere Park Neighbourhood Board

1 Background

1.1 The Pride in Place – Thamesmead Birchmere Park programme places a major emphasis upon an effective Neighbourhood Board entrusted with the local decision-making for the successful application of up to £20 million over ten years. This requires the Board and its members to operate with full transparency and to avoid actual, and perceived conflicts of interest through the process of Board activity and decision-making. This policy and an associated register of Board member interests will support the clarity and transparency.

2 Purpose of this Policy

2.1 This policy explains how conflicts of interest will be identified, declared and managed for the Neighbourhood Board ("the Board").

2.2 It aims to

2.2.1 make sure decisions are fair and in the best interests of the neighbourhood

2.2.2 help Board members understand what to do if a conflict arises

2.2.3 support openness, transparency and trust in the Board's work and decision-making

3 Scope

3.1 This Policy applies to:

3.1.1 all members of the Neighbourhood Board;

3.1.2 the Chair and any Vice-Chair;

3.1.3 any deputies attending on behalf of Board members.

3.2 This Policy should be read alongside:

3.2.1 the Board's Terms of Reference;

3.2.2 the Code of Conduct; and

3.2.3 the Nolan principles

4 What is a Conflict of Interest?

4.1 A conflict of interest arises where a Board member's personal, professional, financial or organisational interests could, or could be seen to, influence their role on the Board.

4.2 Conflicts may be:

4.2.1 actual – a direct conflict exists;

4.2.2 potential – a conflict could arise in the future; or

4.2.3 perceived – a reasonable person could believe a conflict exists, even if it does not.

4.3 Conflicts may include, but are not limited to:

4.3.1 financial or commercial interests;

4.3.2 employment or consultancy roles;

4.3.3 positions held in community, voluntary or private organisations;

4.3.4 involvement in project delivery funded by the Programme;

4.3.5 receipt of gifts or hospitality related to Board business.

4.4 Board members should seek to avoid situations that could give rise to conflicts of interest wherever reasonably possible.

5 Declaration

5.1 All Board members must declare any actual, potential or perceived conflicts of interest, including gifts and hospitality, in accordance with this Policy.

5.2 Board members must declare any conflicts:

5.2.1 when they join the Board

5.2.2 when their circumstances change

5.2.3 at the start of a meeting where a conflict is relevant or could arise.

5.3 All declared interests will be recorded in the minutes and the Register of Interests by the Secretariat (Accountable Body).

5.4 Board members are responsible for ensuring their declared interests are accurate and kept up to date.

5.5 Board minutes and the Register of Interests will be made available in line with the transparency arrangements set out in the Terms of Reference.

6 Elected Members

6.1 Elected Members serving on the Board must also comply with:

6.1.1 statutory requirements relating to interests; and

6.1.2 the Local Authority Members' Code of Conduct.

6.2 Where an Elected Member has a disclosable pecuniary interest in a matter being considered, they must withdraw from the meeting for that item unless a dispensation has been granted through the Council's process.

7 Managing Conflicts During Meetings

7.1 If a conflict of interest relates to a specific item:

7.1.1 the member must not take part in the discussion or decision;

7.1.2 they may be asked to leave the meeting for that item.

7.2 In some cases, the Chair may allow the member to stay to provide factual information only, but they must not take part in discussion or decisions. This should be managed transparently and without influencing the discussion or decision.

7.3 Where a member withdraws due to a conflict of interest, they will not be counted as present for quorum or voting purposes for that item, in line with the Terms of Reference.

8 Project Delivery and Dual Roles

8.1 Where a Board member is nominated as a lead officer, project sponsor, or is otherwise involved in the delivery of a project funded through the Programme, this must be declared as a conflict of interest.

8.2 This is particularly important where Board members or organisations they are connected to may benefit from programme funding or delivery opportunities.

8.3 In such cases, the member may attend the Board meeting for the relevant item only to:

8.3.1 present factual updates or information; and

8.3.2 answer questions of clarification.

8.4 The member must not:

8.4.1 participate in deliberations;

8.4.2 influence recommendations; or

8.4.3 be present for any decision-making relating to that project.

9 Gifts and Hospitality

9.1 Board members must not accept gifts or hospitality that could influence, or be seen to influence, their role on the Board. Any such offers must be declared in line with this Policy

10 Breaches of this Policy

10.1 Failure to declare or appropriately manage a conflict of interest will be treated seriously.

10.2 Examples of a breach may include:

10.2.1 not declaring a relevant interest

10.2.2 taking part in a discussion or decision where a conflict exists

10.2.3 attempting to influence a decision where there is a conflict

10.2.4 failing to withdraw from a meeting when require

10.3 Where a breach occurs, this may be addressed through:

10.3.1 advice or guidance from the Chair

10.3.2 removal from the discussion or decision

10.3.3 referral to the Code of Conduct process

10.3.4 in serious or repeated cases, removal from the Board, and

10.3.5 in line with the Board's governance arrangements and, where appropriate, in partnership with Royal Borough of Greenwich removal from the programme.

10.4 All actions will be fair, proportionate and consistent with the Board's wider governance arrangements.

11 Review of the Policy

11.1 This policy will be reviewed regularly to make sure it remains clear, proportionate and fit for purpose.

Register of Interests Form

Register of Interests - Pride in Place Neighbourhood Board

Board Member Name: _____

Role on Board: _____

Date of Appointment: _____

Date Register Completed/Updated: _____

Employment and Professional Interests

Please declare any current employment, self-employment, consultancy work, directorships, partnerships, or other professional appointments.

Organisation	
Role or Position	
Date employed from	
Nature of potential Interest **(if any)**	

Membership of Organisations

Please declare membership of any boards, committees, charities, voluntary organisations, political organisations, or professional bodies that may be relevant to the work of the Board.

Organisation	

Role or Position	
Date from	
Nature of potential Interest **(if any)**	

Organisation	
Role or Position	
Date from	
Nature of potential Interest **(if any)**	

Add more if necessary

Financial Interests

Please declare any financial interests that could reasonably be perceived as influencing decisions made by the Board.

Organisation	
Nature of Financial interest	
Organisation	

Nature of Financial interest	

Property and Land Interests

Please declare ownership, leasehold, or significant interests in land or property within the Pride in Place area or where there may be a connection to Board decisions.

Land or Property Interest	
Address or Location	
Land or Property Interest	
Address or Location	

Contracts, Grants and Funding

Please declare any organisation with which you are associated that may seek or receive funding, grants, contracts, or other support connected to Pride in Place activities.

Organisation	
Relationship to you	
Potential connection to Board activities	
Organisation	

Relationship to you	
Potential connection to Board activities	

Close Family or Personal Connections

Please declare any close family members, partners, or household members who may have interests relevant to the Board's work.

Name	
Nature of Connection	
Potential Interest	
Name	
Nature of Connection	
Potential Interest	

Other Interests

Please declare any other interests that a reasonable person might consider relevant to your role on the Board.

Description of Interest	

Possible connection to Board activities	

Declaration

I declare that the information provided in this Register of Interests is, to the best of my knowledge, accurate and complete. I understand that I must update this register promptly if my circumstances change and that I must declare any conflicts of interest at Board meetings.

Name: _____

Signature: _____

Date: _____