GLASGOW COMMUNITY
PLANNING PARTNERSHIP
www.glasgowcpp.org.uk

Governance Framework

November 2024

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Code of Conduct for Glasgow Community Planning Partnership

1. Introduction

1.1. This document has been prepared and approved by the Strategic Partnership of Glasgow Community Planning Partnership ("the Partnership"). It aims to ensure a consistent approach to the governance of the Glasgow Community Planning Partnership.

1.2. Community planning is about how public bodies work together and with the local community to plan for, resource, and provide or secure the provision of services which improve local outcomes in a local authority area, with a view to reducing inequalities.

1.3. The Community Empowerment (Scotland) Act places a statutory responsibility on five partner agencies to facilitate community planning in Glasgow:

1.3.1. Glasgow City Council
1.3.2. NHS Greater Glasgow & Clyde
1.3.3. Scottish Enterprise
1.3.4. Police Service of Scotland
1.3.5. Scottish Fire and Rescue Service

1.4. The Community Empowerment (Scotland) Act also specifies a list of statutory partner agencies to participate in community planning in Glasgow:

1.4.1. Glasgow Colleges Regional Board
1.4.2. Glasgow City Health & Social Care Partnership
1.4.3. Strathclyde Partnership for Transport
1.4.4. Scottish Environment Protection Agency
1.4.5. Scottish Natural Heritage
1.4.6. The Scottish Sports Council
1.4.7. Skills Development Scotland
1.4.8. VisitScotland
1.4.9. Historic Environment Scotland

1.5. Public Sector partners are bound by the Public Sector Equality Duty, under the Equality Act 2010. This duty requires public bodies to set out how they intend to eliminate unlawful discrimination, victimisation and harassment; advance equality of opportunity; and foster good relations. The Partnership will operate under the Equality Act 2010.

1.6. The aims and objectives of the Glasgow Community Planning Partnership are outlined below. By approving this document, partners agree to commit to the aims and objectives and to participate in the Glasgow Community Planning Partnership in the manner specified in this Governance Framework.

2. Aims and Objectives of the Partnership

2.1. Partners will work together within the framework set by the Community Empowerment (Scotland) Act and associated statutory guidance to:

2.1.1. Develop a clear and shared long term vision for the city that sets out joint priorities, performance indicators, and targets.

2.1.2. Develop joint approaches to improving service delivery and the quality of life for the citizens of Glasgow, recognising that for some citizens there are additional barriers to participation in public life and that partners need to work together to remove these barriers.

2.1.3. Ensure that partnership working in the city is co-ordinated and cohesive.

2.1.4. Negotiate directly and collectively with the Scottish Government and other bodies on national policy and resource issues.

2.1.5. Support the development of active and informed communities, and communities of interest, that can engage with and have an influence on the community planning process.

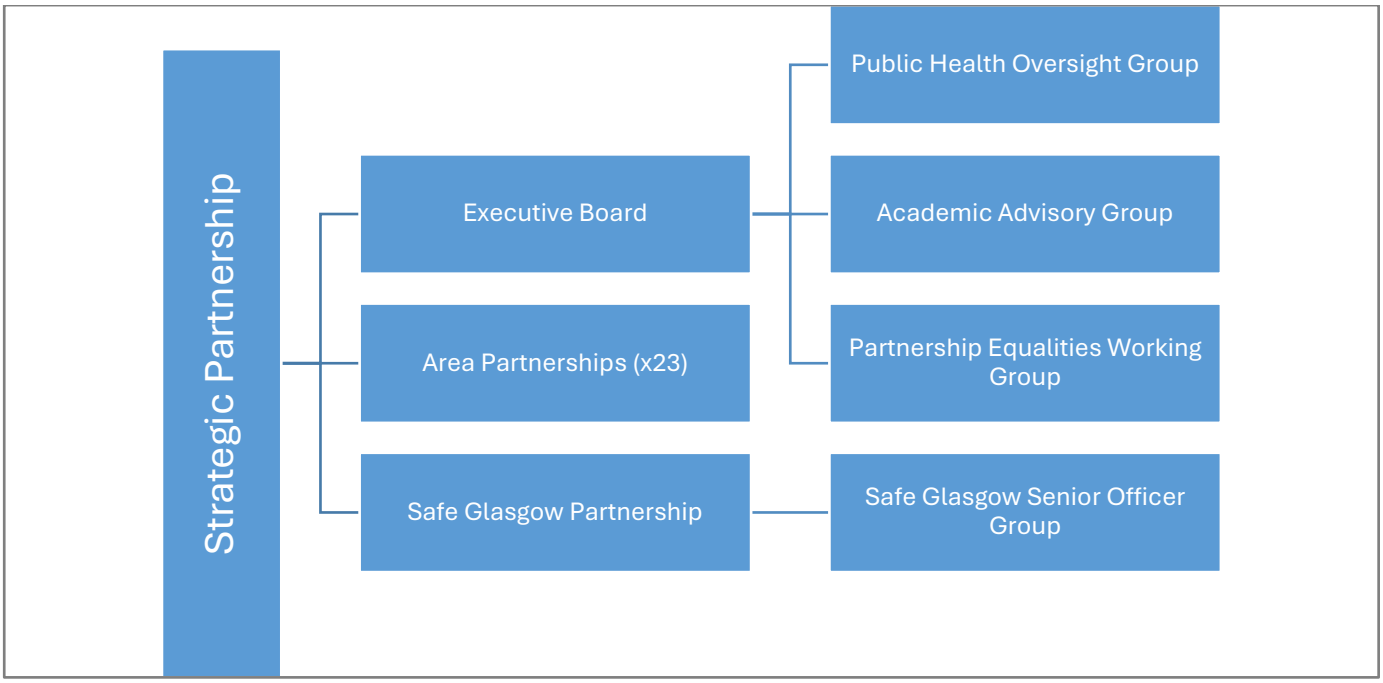
2.1.6. Develop ways of working within the Partnership that support the values of openness, parity between partners, and achieving progress through consensus.

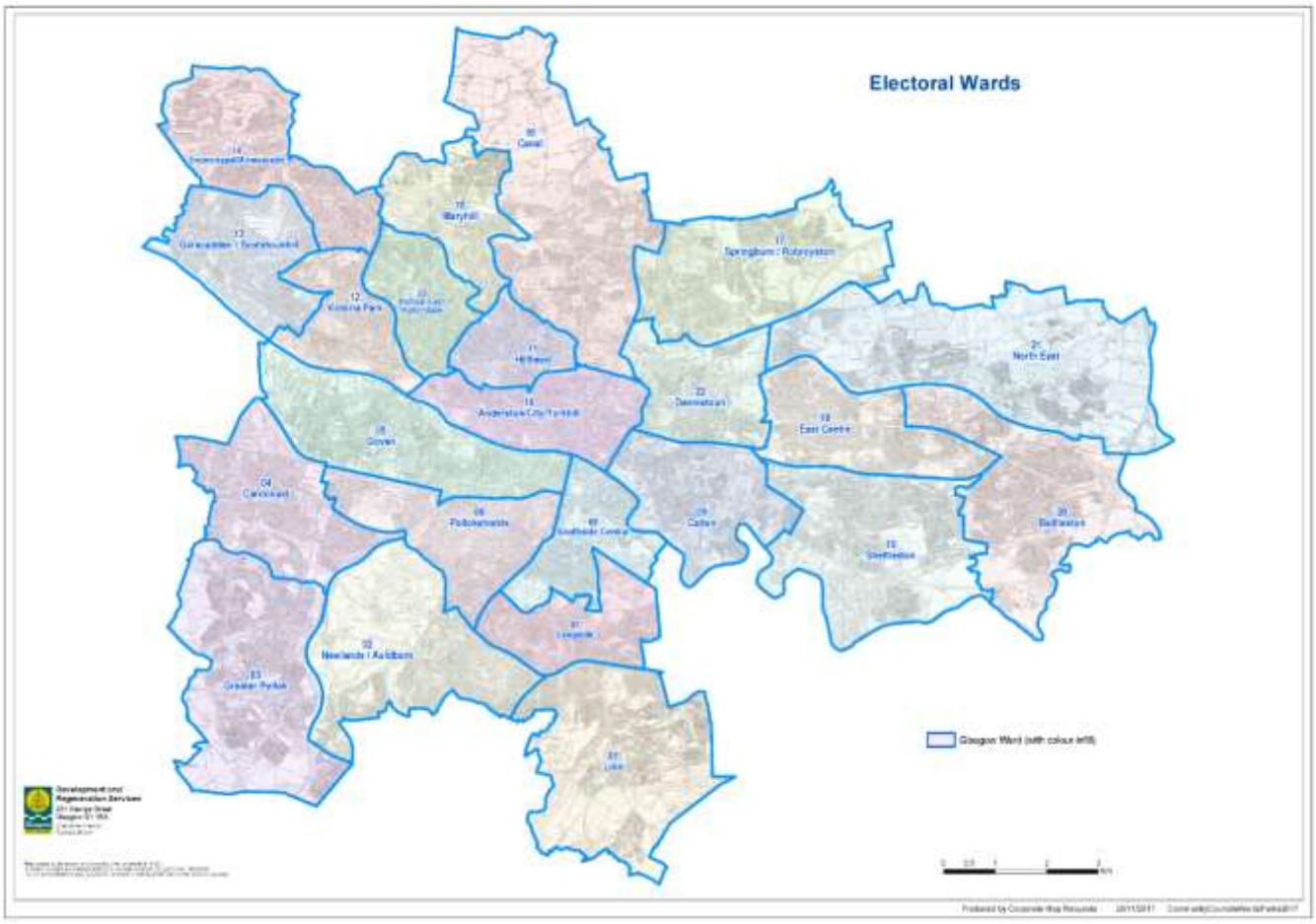
2.1.7. Make best use of partners' resources in pursuit of shared objectives.

3. Partnership Structure

3.1. A number of structures have been put in place to support the delivery of effective community planning in Glasgow. The structures have evolved as community planning in the city develops and this evolution process may continue as appropriate to ensure work is carried out efficiently and effectively. A hierarchy is in place that ensures decisions are made at the correct level through clear channels of communications between structures.

3.2. The structure is visualised below with a Strategic Partnership supported by the Executive Board. The Safe Glasgow Partnership is supported by a Safe Senior Officer Group. 23 Area Partnerships cover all electoral wards in the city. The Partnership Equalities Working Group provides support, advice, training, and guidance to the Partnership in relation to equalities, The Public Health Oversight Group aims to enhance the collective impact of the Partnership on the health of citizens. The Academic Advisory Group aims to curate relevant research to inform decision-making by the Partnership.


Strategic Partnership
Executive Board
Area Partnerships (x23)
Safe Glasgow Partnership
Public Health Oversight Group
Academic Advisory Group
Partnership Equalities Working Group
Safe Glasgow Senior Officer Group


Electoral Wards

4. Role Profiles

4.1. All members of Partnership structures will be committed to working together and with others, and will uphold and put into practice the following:

4.1.1. Be committed to the principles for effective community planning; community participation and co-production, tackling inequalities, shared leadership, governance and accountability, understanding of local communities' needs, circumstances and opportunities, focus on key priorities, focus on prevention, resourcing improvement and effective performance management.

4.1.2. Be committed to the Seven Principles of Public Life published by the Committee on Standards in Public Life.

4.1.3. Be committed to the 'Key Principles and General Conduct' contained within the Code of Conduct.

4.1.4. Be committed to the National Standards for Community Engagement.

4.1.5. Be committed to and to the principles of the Equalities Act (2010).

4.1.6. Promote the Partnership generally and within their nominating bodies.

4.1.7. Work in a way that demonstrates the values of openness, respect, parity between partners and which achieves progress through reaching consensus and positively promotes shared decision-making.

4.1.8. Contribute to promoting, developing and/or maintaining strong links with wider partners and structures, community organisations, and communities.

4.1.9. Contribute to ensuring that partnership working, is co-ordinated and inclusive, especially in relation to accepting shared responsibility for agreed actions.

4.1.10. Promote the aims, principles, and actions of Partnership priorities.

4.1.11. Work together and with others to support the Partnership structures to identify local or strategic priorities.

4.1.12. Provide clarification as appropriate when contributing to final decision-making, whether views expressed are as an individual or on behalf of their nominating body.

4.1.13. At all times act in the best interests of the Partnership, setting aside any personal interests.

4.1.14. Co-operate and participate in monitoring frameworks that meet the requirements of the Community Empowerment (Scotland) Act.

5. Terms of Reference

5.1. The Terms of Reference of each of the bodies contained in the formal Glasgow Community Planning Partnership structure are detailed below.

5.2. Strategic Partnership

5.2.1. To produce a Glasgow Community Plan (as the Local Outcomes Improvement Plan) that describes the shared long term vision for Glasgow and how it shall be achieved.

5.2.2. To ensure Locality Plans are produced that describes the shared long term vision for areas disadvantaged by inequalities in socioeconomic outcomes and how it shall be achieved.

5.2.3. To report and seek views on progress towards the vision for Glasgow on an annual basis.

5.2.4. To monitor progress and amend Plans as required.

5.2.5. To agree and develop structures for community planning at a local level.

5.2.6. To establish clear linkages between the various levels of community planning and other relevant structures within the city.

5.2.7. To explore and maximise opportunities for joint working and promote the development of integrated services.

5.2.8. To establish effective mechanisms for community engagement with a view to enabling communities to participate in community planning structures, and to service design and delivery.

5.2.9. To establish effective mechanisms for third sector engagement with a view to enabling third sector organisations to participate in community planning structures in the city.

5.3. Safe Glasgow Partnership

5.3.1. To consider and comment upon the local operating arrangements for the Police Service of Scotland and the Scottish Fire and Rescue Service.

5.3.2. To consider the draft Police Plan for Glasgow, and draft Fire and Rescue Plan for Glasgow, and having consulted the partners in the Glasgow Community Planning Partnership to make recommendations on the Plans to Glasgow City Council.

5.3.3. To scrutinise the Police Service of Scotland and Scottish Fire and Rescue Service involvement with the work of the Glasgow Community Planning Partnership and their contribution towards the achievement of the Glasgow Community Plan.

5.3.4. To scrutinise the delivery of services by the Police Service of Scotland and the Scottish Fire and Rescue Service against the Police Plan for Glasgow, and Fire and Rescue Plan for Glasgow.

5.3.5. To request and receive information and reports from the Local Police Commander and Local Fire and Rescue Senior Officer on any area or aspect of the service as deemed appropriate.

5.3.6. To receive and comment on performance reports from the Local Police Commander and Local Fire and Rescue Senior Officer, in order to monitor and assess performance against local and national performance frameworks and to make recommendations for improvements.

5.3.7. To oversee the discharge of the Police Service of Scotland and Scottish Fire and Rescue Service consultative and community engagement responsibilities in Glasgow.

5.3.8. To receive overview reports on complaints about Police Service of Scotland and Scottish Fire and Rescue Service and how these are dealt with.

5.3.9. To consider reports from appropriate external agencies in relation to Police Service of Scotland and Scottish Fire and Rescue Service.

5.3.10. To consider, engage in, and respond to consultations on strategic Police and Fire and Rescue priorities and plans.

5.3.11. To receive and comment on biannual reports from Glasgow Violence Against Women Partnership and Glasgow Hate Crime Working Group in relation to their activity and progress on the city wide strategic plans.

5.3.12. To receive and consider annual reports from One Glasgow on activity of the One Glasgow Reducing Offending workstream and progress towards strategic aims.

5.3.13. To receive, review and approve any amendments or updates to the Community Justice Outcomes Improvement Plan for Glasgow.

5.3.14. To receive and consider regular reports from Community Justice Glasgow on activity and progress towards meeting the actions set out in the Community Justice Outcomes Improvement Plan.

5.3.15. To receive and comment on biannual reports from the Youth Justice Strategy Group.

5.3.16. To provide and receive feedback, and to facilitate engagement with relevant bodies within the Partnership and the broader Safe Glasgow landscape, developing formal reporting lines as appropriate.

5.4. Area Partnerships

5.4.1. Develop and oversee the delivery of ward level action plans which complement the Glasgow Community Plan.

5.4.2. Input to the development and oversee the delivery of Locality Plans at neighbourhood level.

5.4.3. Monitor implementation of the above plans on an ongoing basis, report annually on progress, and amend Plans as required.

5.4.4. Promote joint working on agreed priorities at a local level between organisations and between structures.

5.4.5. Foster collaboration, transparency, and maximizing citizen participation in resource allocations, and design and delivery of services at ward level.

5.4.6. Encouraging and providing support for the views and inputs from all sections of the community, including community focussed groups and organisations, to inform decision making, whilst identifying and advocating for the removal of any systemic barriers to participation.

5.4.7. Be a central communications 'Hub' at a local level for information sharing, training, development, networking, and capacity building.

5.4.8. Be a consultative body for relevant policies and plans that may affect the physical environment or communities served by the Area Partnership or its priorities.

5.4.9. Make decisions on any grant funding devolved to the Area Partnership.

5.4.10. To contribute to the city's priorities for open, modern, responsive and agile Government at a local level.

6. Composition and Membership

6.1. The members of the Glasgow Community Planning Partnership shall consist of individuals appointed by recognised partners, and recognised community networks.

6.2. Partnerships can also appoint co-opted members, as detailed. Co-opted member are not able to vote on any decision of the Partnership but otherwise have the same rights as members..

6.3. Strategic Partnership

6.3.1. 4 Elected Members of Glasgow City Council

6.3.2. One member from each of the following partners:

6.3.2.1. Glasgow Chamber of Commerce
6.3.2.2. Wheatley Homes Glasgow
6.3.2.3. NHS Greater Glasgow & Clyde
6.3.2.4. Police Service of Scotland
6.3.2.5. Scottish Fire and Rescue Service
6.3.2.6. Glasgow and West of Scotland Forum of Housing Associations
6.3.2.7. Glasgow Colleges Regional Board
6.3.2.8. Glasgow City Health & Social Care Partnership
6.3.2.9. Scottish Enterprise
6.3.2.10. Skills Development Scotland
6.3.2.11. Strathclyde Partnership for Transport
6.3.2.12. VisitScotland
6.3.2.13. The Scottish Sports Council
6.3.2.14. Scottish Natural Heritage
6.3.2.15. Historic Environment Scotland

6.3.3. 3 members from Glasgow Third Sector Interface Network

6.4. *Safe Glasgow Partnership*

6.4.1. 10 Elected Members of Glasgow City Council

6.4.2. One member from each of the following partners:

6.4.2.1. Wheatley Homes Glasgow
6.4.2.2. NHS Greater Glasgow & Clyde
6.4.2.3. Glasgow City Health & Social Care Partnership
6.4.2.4. Police Service of Scotland
6.4.2.5. Scottish Fire and Rescue Service
6.4.2.6. Glasgow Third Sector Interface Network
6.4.2.7. Glasgow City Council – Neighbourhoods, Regeneration and Sustainability

6.5. Area Partnerships

6.5.1. All elected members of Glasgow City Council from within the local electoral ward

6.5.2. All active Community Councils with at least 50% of their electorate contained in the relevant Area Partnership boundary. Any Community Council which has less than 50% of its electorate in one Area Partnership boundary shall itself determine which Area Partnership it wishes to be represented on; once that determination is made it shall not be revised for the remainder of the Community Council term.

6.5.3. Community representation as deemed appropriate and determined by the Area Partnership up to 11, which includes Community Councils as above.

6.5.4. One member from each of the following partners:

6.5.4.1. Police Service of Scotland
6.5.4.2. Scottish Fire & Rescue Service
6.5.4.3. Glasgow City Health & Social Care Partnership
6.5.4.4. Third Sector Organisation (in conjunction with, and to represent, Glasgow Third Sector Interface Network)

6.5.5. Up to four co-opted members as deemed appropriate and determined by the Area Partnership.

6.6. *Officer Groups*

6.6.1. The Executive Board will include one member from each partner on the Strategic Partnership, and others as deemed appropriate by the Executive Board. All other officer groups will determine their own membership.

6.6.2. All officer groups will determine their own arrangements for Chairing responsibilities.

6.7. Partners may appoint a named substitute to attend and participate at meetings of the Partnership at which that member is not present. One named substitute member may be appointed for each member of the Strategic Partnership, the Safe Glasgow Partnership, and Area Partnerships.

6.8. Partners must submit in writing (including electronic mail) to the Clerk notification of permanent changes to appointed members or substitutes.

6.9. Subject to approval by the Chair, where both the appointed member and their substitute are unable to attend a meeting of the Partnership, partners may submit in writing (including electronic mail) to the Clerk authority for a further named person to attend and participate in the meeting.

6.10. Substitute members shall be issued with papers for Partnership meetings but shall be entitled to attend (other than as general member of the public) or participate in a meeting only in the absence of the appointed member.

6.11. In order to facilitate the proper conduct of the Partnership's functions, the Strategic Partnership shall require to satisfy itself as to all matters concerning (a) the adoption of procedures for appointment, nomination or election of Partnership members and (b) the approval of any individual as a member - but only where it considers (acting reasonably) that the adoption of that procedure or the approval of that individual would be at variance with the principles set out in this Governance Framework, would be likely to prejudice the proper conduct of the Partnership's functions or would be likely to bring the Partnership into disrepute.

6.12. An individual ceases to be a Partnership member if the nominating body withdraws his/her nomination.

7. Appointment and Role of Chair

7.1. Glasgow City Council shall appoint the chair of each of the Strategic Partnership (and the entire Glasgow Community Planning Partnership), Safe Glasgow Partnership, and Area Partnerships. All officer groups will determine their own arrangements for Chairing responsibilities.

7.2. The role of the Chair will be to ensure the efficient conduct of each meeting of the Partnership to ensure that these rules of procedure are adhered to, to preserve order, to ensure fairness between Members and to determine all questions of order and competence. In relation to matters of conduct, the ruling of the Chair shall be final and not be open to question or discussion. In the event of misconduct at a meeting (in the opinion of the Chair), whether by a Partnership member or by a member of the public, the Chair shall be entitled to demand that the individual concerned desist in the misconduct and/or, at the discretion of the Chair, to demand that the individual concerned leave the meeting.

7.3. An individual shall not be eligible to serve as Chair unless they are a member of the Partnership. The Chair shall cease to hold office if they cease to be a member or if they resign by written notice to that effect.

7.4. The Chair shall, by notice in writing (including electronic mail) to the Clerk, be entitled to nominate another member as substitute chair who will act as chair at a Partnership meeting where the Chair is absent, unable to attend, or is otherwise unable to act (for example, where the Chair has a conflict of interest).

8. Quorum

8.1. Meetings of the Partnership will not take place unless a quorum is achieved.

8.2. The quorum requirements for each level of the Partnership are as follows:

8.2.1. Strategic Partnership – one quarter of the appointed membership of the Partnership, which must include a minimum of 2 elected members appointed by Glasgow City Council.

8.2.2. Safe Glasgow Partnership – one quarter of the appointed membership of the Partnership, which must include a minimum of 4 elected members appointed by Glasgow City Council.

8.2.3. Area Partnerships – one quarter of the appointed membership of the Partnership, which must include a minimum of 1 elected members appointed by Glasgow City Council.

8.3. Substitute members, when attending a meeting on behalf of the appointed member, shall be counted in determining whether a quorum is present.

8.4. Co-opted members shall not be counted in determining whether a quorum is present.

8.5. If a quorum is not met ten minutes after the time appointed for the start of the meeting the meeting will be adjourned. After a meeting has started, if the number of members present falls below the quorum the Clerk will draw this to the attention of the Chair. If after five minutes a quorum is not met, the meeting will immediately adjourn. No business may be transacted at a meeting of the Partnership unless a quorum is present.

9. Working Arrangements

9.1. The Partnership will use their best efforts to operate by broad consensus; should broad consensus on any issue not be achievable, decisions will be made by a vote as undernoted, with all members having an equal vote.

9.2. Where, in the opinion of the Chair, consensus cannot be achieved, any member of the Partnership may move a motion on a course of action. Any such motion must be seconded by another member of the Partnership. Any member who wishes to propose an alternative course of action may move an amendment to that effect, which must be seconded by another member of the Partnership. Thereafter a vote will be taken by a show of hands and the proposal receiving the support of at least two-thirds of the members present and voting shall be the decision of the Partnership.

9.3. The mover of an amendment which is not seconded may have his/her dissent to the decision minuted.

9.4. At a meeting of the Partnership, individual items of business, including all discussions, should be considered and, as applicable, decisions made within 30 minutes. Once the 30 minute threshold has been reached, the Clerk will bring this to the attention of the Chair, who may determine to continue the item or move to the next item. The limit of time specified above may be exceeded, in exceptional circumstances, with the consent of a majority of the members present and the Chair may determine without taking a vote whether such consent has been obtained.

10. Frequency of Meetings

10.1. Meetings of the Partnership will be held at such place and frequency as they may determine. The Partnership should take into consideration the resources of individuals, partners, and partnership support when determining the frequency of meetings.

10.2. The times of day at which meetings of the Partnerships are held, and the locations at which such meetings are held, shall be set in such a way as to facilitate attendance by members and the general public within the community which the Partnership serves.

11. Partnership Support

11.1. Glasgow City Council, will be responsible for providing the primary support and advisory function for the Glasgow Community Planning Partnership. Other partners will provide assistance where appropriate.

11.2. Any concerns of Partnership members regarding the conduct or performance of staff supporting the work of the Partnership should be referred to the Head of Communities, Glasgow City Council.

12. Notice of Meetings

12.1. A full set of papers (including an agenda) will be issued to all members of that Partnership at least 3 working days before each meeting.

12.2. Any partner, body, or member submitting a paper to the Partnership, and already agreed for inclusion on the relevant agenda, should ensure that it is submitted to Glasgow City Council at least 10 working days before the papers are due to be issued.

12.3. Any partner, body, or member wishing to submit a paper not previously agreed for inclusion on the agenda, should submit the report along with reasons why it requires to be considered at a particular meeting to the Head of Communities, Glasgow City Council, who will be responsible for briefing the relevant Chair.

12.4. At a meeting of the Partnership, only business that has been specified on the agenda will be considered, except where the Chair considers the matter to be urgent. Matters of urgency will be at the Chair's sole discretion in line with 12.3 above or, if tabled at the meeting, with the reasons for the items consideration being detailed in the minutes.

12.5. All papers should indicate clearly what action members are being asked to take (e.g. note, consider, approve) and provide clear timetables for action or decision.

13. Access to Information

13.1. Although Glasgow Community Planning Partnership structures are not subject to the provisions of the Local Government (Access to Information) Act 1985, the Partnership should operate on that basis wherever possible in the interests of accountability and transparency. Access to information will only be restricted in cases of commercial confidentiality, where there would be an impact on personal privacy, or where exceptional circumstances apply.

13.2. Meetings of the Partnership, excluding officer groups, will be open to the public. Members of the public may speak only at the invitation of the Chair. The Chair of the meeting will, however, be entitled to direct that there should be no further contributions from members of the public in relation to any particular issue or to direct that members of the public leave the meeting where they consider that this is required for the proper conduct of the business of the meeting.

13.3. The Chair of the meeting may seek the agreement of the Partnership to exclude members of the public when certain items of business are being discussed by the Partnership on the basis that they consider that there is an element of commercial confidentiality, personal privacy, or that exceptional circumstances apply.

13.4. Minutes shall only be taken by the Clerk. Minutes of each meeting of the Partnership will be circulated in advance of the subsequent meeting.

13.5. Partnership papers will be published on Glasgow City Council's website as soon as reasonably possible after the papers are issued to Partnership members.

13.6. No sound, film, video, or photographic recording of the proceedings of any meeting of the Partnership may be made without the prior approval of the Partnership concerned.

14. Observance of Governance Framework

14.1. Partners should recognise that members are required to always act in the best interests of the Partnership.

14.2. All members agree to observe and abide by the Code of Conduct.

14.3. On receipt of a complaint or allegation that a member or members have acted in breach of the Partnership's Governance Framework or Code of Conduct, such complaint or allegation shall be referred to the appropriate partner that the member complained about represents.

14.4. In the event of any dispute regarding whether or not such a complaint or allegation has been appropriately dealt with, the matter shall be referred to the Chair of the Glasgow Community Planning Partnership, who shall seek advice from the Head of Communities, Glasgow City Council, prior to making a determination on the matter, which shall be final.

15. Amendments

15.1. Any amendments to this Governance Framework, must be considered and formally approved by the Strategic Partnership.

15.2. This Governance Framework will be considered for amendments by the Strategic Partnership at least once per calendar year.

Code of Conduct

1. Introduction

1.1 The Scottish public has a high expectation of those who serve on the boards of public bodies and Partnerships and the way in which they should conduct themselves in undertaking their duties. You must meet those expectations by ensuring that your conduct is above reproach.

1.2 As a member of Glasgow Community Planning Partnership, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct.

1.3 You must observe the rules of conduct contained in this Code. You must not at any time advocate or encourage any action contrary to the Code of Conduct.

1.4 The Code has been developed in line with the key principles listed in Section 2 and provides additional information on how the principles should be interpreted and applied in practice. No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should seek advice from support officers from Glasgow City Council.

2. Key Principles

2.1 The general principles upon which this Code of Conduct is based are:

Public Service
You have a duty to act in the interests of the Glasgow Community Planning Partnership of which you are a member and in accordance with the core tasks of that body.

Selflessness
You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

Integrity
You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Objectivity
You must make decisions solely on merit when carrying out your duties.

Accountability and Stewardship
You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others.

Openness
You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty
You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public's trust and confidence in the integrity of the Glasgow Community Planning Partnership and its members in conducting public business.

Respect
You must respect fellow members of your Partnership and support staff, and the role they play, treating them with courtesy at all times.

Further information can be found at http://www.public-standards.org.uk/

3. General Conduct

Relationship with Support Staff

3.1 You will treat any support staff with courtesy and respect. It is expected that employees will show you the same consideration in return.

Personal Conduct of Partnership Members

3.2 All Partnership members must:

3.2.1 be prepared to account for their actions in an open and transparent manner

3.2.2 be prepared to accept responsibility for upholding Partnership decisions

3.2.3 avoid situations or actions which others could reasonably consider to involve improper conduct

3.2.4 not engage in any activities which could be detrimental to the interests of the Glasgow Community Planning Partnership or which could bring it into disrepute

3.3 Partnership members must conduct themselves in a professional, respectful and courteous manner during Partnership meetings, and during all other meetings attended in connection with, or on behalf of, the Glasgow Community Planning Partnership.

3.4 No Partnership member shall at any time act in an aggressive or offensive manner towards another Partnership member or member of support staff, or otherwise act in a manner likely to bring the good name of the Glasgow Community Planning Partnership into disrepute.

3.5 Partnership members must act in a way which is consistent with preserving and enhancing public confidence in the integrity of the Glasgow Community Planning Partnership.

3.6 Partnership members must exercise authority in an even-handed way and avoid any behaviour which could reasonably be considered to amount to harassment, bullying, or discrimination.

Allowances

3.7 You must comply with any rules of your nominating body regarding remuneration, allowances, and expenses.

Gifts and Hospitality

3.8 You must never canvass or seek gifts or hospitality.

3.9 You are responsible for your decisions connected with the offer or acceptance of gifts or hospitality, and for avoiding the risk of damage to public confidence in your Glasgow Community Planning Partnership. As a general guide, it is usually appropriate to refuse offers except:

(a) isolated gifts of a trivial character the value of which must not exceed £50;

(b) normal hospitality associated with your duties and which would reasonably be regarded as appropriate; or

(c) gifts received on behalf of the Glasgow Community Planning Partnership.

3.10 You must not accept any offer by way of gift or hospitality which could give rise to a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a Partnership of which you are a partner, can or would influence your judgement. The term "gift" includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public. You must not accept repeated hospitality or gifts from the same source.

3.11 You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision your body may be involved in determining, or who is seeking to do business with your organisation, and which a person might reasonably consider could have a bearing on your judgement.

Confidentiality Requirements

3.12 There may be times when you will be required to treat discussions, documents or other information relating to the work of the Glasgow Community Planning Partnership in a confidential manner. You may receive information of a private nature which is not yet public, or which perhaps would not be intended to be public. There are provisions in legislation on the categories of confidential and exempt information and you must always respect and comply with the requirement to keep such information private.

3.13 It is unacceptable to disclose in any manner any information to which you have privileged access, for example derived from a confidential document. In the case of other documents and information, you are requested to exercise your judgement as to what should or should not be made available to outside bodies or individuals. In any event, such information should never be used for the purpose of personal or financial gain, or used in such as way as to bring the public body into disrepute.

4. Registration Of Interests

4.1 Members of Glasgow Community Planning Partnership are bound by the Conflicts of Interest rules in Section 5. Failure to declare a material interest will be considered as a breach of these rules and of the Code of Conduct.

4.2 Glasgow City Council staff shall maintain a register of Partnership members' interests drawn up on the basis of notifications provided by Partnership members. The entries in that register will include the name of any:

- voluntary sector
- public sector
- commercial organisation

in relation to which a Partnership member (or his/her spouse or partner, sibling, son/daughter or other close relative) is:

- a director
- a management committee member
- a trustee
- an employee
- a voluntary worker
- a substantial shareholder
- An elected representative

4.3 Each of the members of the Partnership will be expected to ensure that the entries against their name in that register are at all times accurate, comprehensive and up-to-date.

4.4 The members of the Glasgow Community Planning Partnership have a responsibility to ensure that they adopt a decision-making process which reflects the underlying principles of the Partnership and is best suited to advance the Partnership's priorities. In addition, it is essential that the process should be structured in such a manner as to minimise the risk of decision-making being distorted - or being seen to be distorted - through conflicts of interest.

4.5 A Partnership of this kind seeks to involve members who can offer expertise and experience from other organisations, whether in the public sector, the commercial sector, or the third sector.

4.6 The knowledge, skills, and experience which members acquire through their involvement in other organisations enhance the effectiveness of the Glasgow Community Planning Partnership. For this reason, it would be inappropriate to impose provisions which unnecessarily exclude anyone from participation in the Partnership. Rather, the intention is to ensure that the existence of any conflict of interest (by reference to a wide definition) is identified at an early stage. This will allow proper consideration to be given to the level of materiality of any potential conflict of interest in the particular circumstances.

4.7 If a Partnership member is then considered to be subject to a material conflict of interest, this will affect the manner in which the decision relating to the particular matter at issue will require to be taken. In particular, to ensure that the decision is seen to have been made properly, there should be no input from the member or members who have a material conflict of interest in the matter.

4.8 All members of the Partnership will be expected to adhere both to the letter and the spirit of this Code of Conduct.

5. Conflicts and Declaration of Interests

5.1 Any Partnership member who has in any way, whether directly or indirectly, an interest in any project or activity for which the Partnership is proposing to procure funding (or any other funding streams that the Glasgow Community Planning Partnership is responsible for) must declare the nature of their interest at a meeting of the Partnership. In a similar manner, any member who is in any way, whether directly or indirectly, interested in the provision of research, consultancy, or other services must also declare such an interest at a Partnership meeting.

5.2 Such a declaration of interest should be made at the Partnership meeting at which the question of procuring funding, or the commissioning of services, is first considered. In the event that their interest only arose after the Partnership meeting at which the matter was first considered, the declaration of interest must be made at the next Partnership meeting. The declaration of interest will be recorded in the minutes.

5.3 A Partnership member should be regarded as having an interest in a project or activity (or in the provision of services) if:

(a) their spouse or partner, sibling, son/daughter, or other close relative; or

(b) any firm of which they are a partner, or any company of which they are a director or substantial shareholder or employee; or

(c) any organisation of which they are a management committee member, trustee, employee, voluntary worker or elected representative

has an interest in that project or activity (or, as the case may be, the provision of those services).

5.4 For these purposes, an interest may exist either directly or indirectly by virtue of some contractual relationship (e.g. a contract for the provision of consultancy or other services in relation to that project or activity).

5.5 In this context, perceived conflicts of interest may well extend beyond circumstances in which the Partnership member derives direct or indirect financial benefit. In recognition of this, the above provisions should be taken to require disclosure of any connection which a Partnership member has with another organisation whose interests may conflict with those of the body which carries on, or is proposing to carry on, the relevant project or activity. By way of example, this provision shall apply where a Partnership member has a connection with another organisation that is in competition with the body under discussion, in relation to a bid to develop a particular project. This is subject to the exception that the Partnership member shall not be required to disclose confidential information (but will require to disclose the existence of the conflict) where the connection involves a professional relationship in relation to which a duty of confidentiality subsists.

5.6 While advice may be sought from officers, it is the responsibility of individual members to decide whether or not a declaration should be made. Where a declaration is made the member should take no part in discussions and deliberations by the Partnership in relation to the matter at issue. The member concerned should consider the nature of the interest and decide whether it would be appropriate to leave the meeting during such discussions and deliberations relating to the matter at issue.

5.7 While an individual member may feel able to state truthfully that an interest would not influence their role in discussion or decision-making, they must always comply with the objective test, which is

whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice the discussion or decision-making by the member.

5.8 In the interests of proper record keeping, the minutes of any meeting at which a disclosure of interest is made shall record that disclosure. The minutes shall also (if applicable) record the fact that the Partnership member concerned had not taken part in discussions or deliberations upon the matter at issue.

6. Lobbying

Introduction

6.1 In order for the Glasgow Community Planning Partnership to fulfil its commitment to being open and accessible, it needs to encourage participation by organisations and individuals in the decision-making process. Clearly however, the desire to involve the public and other interest groups in the decision-making process must take account of the need to ensure transparency and probity in the way in which the Glasgow Community Planning Partnership conducts its business.

6.2 You will need to be able to consider evidence and arguments advanced by a wide range of organisations and individuals in order to perform your duties effectively. Some of these organisations and individuals will make their views known directly to individual members. The rules in this Code set out how you should conduct yourself in your contacts with those who would seek to influence you. They are designed to encourage proper interaction between members of the Glasgow Community Planning Partnership, those they represent, and interest groups.

Rules and Guidance

6.3 You must not, in relation to contact with any person or organisation that lobbies, do anything which contravenes this Code of Conduct or any other relevant rule of the Glasgow Community Planning Partnership.

6.4 You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon the Glasgow Community Planning Partnership.

6.5 Where any individual or organisation approaches and/or attempts to unduly influence any decisions or recommendations that the Glasgow Community Planning Partnership has to make, you should inform support staff from Glasgow City Council.

6.6 If you have concerns about the approach or methods used by any person or organisation in their contacts with you, you must seek the guidance from support staff from Glasgow City Council.