



## AGENDA ITEM 7

### St George Neighbourhood Partnership Wednesday 24<sup>th</sup> June 2015

**Report of:** Subgroup Champions, Neighbourhood Partnership Co-ordinator.

**Title:** NP Activities- Business Report

#### **Recommendation:**

- 1- **Narrow Estate Roads Budget:** Neighbourhood Partnerships will receive additional funds to add to their Neighbourhood Budgets.
- 2- **Operation Subgroup:** NP to note progress.
- 3- **Environment:** NC to approve proposals to allocate Neighbourhood Budget and Section 106 Money.
- 4- **Traffic and Transport:** NP to note progress.
- 5- **Communications update:** NP to note progress
- 6- **Wellbeing:** NC is asked to approve Wellbeing applications received since March 2015.
- 7- **Citywide Code of Conduct:** NP to consider Citywide Code of Conduct.

## **Part 1: Narrow Estate Roads Budget:**

- 1- Narrow Estate Roads Budget was part of the Devolved Highways Budget. Highways agreed to amalgamate it as part of the Neighbourhood Budgets.
- 2- The St George NP will get a one-off of £7,798 to add to their 2015/16 Neighbourhood Budget, making it £46,445 for this financial year. Thereafter St George NP will receive additional £2,686 to add to their Neighbourhood Budget.
- 3- Hence from 2016/17 financial year the Neighbourhood Budget will increase from £38,647 to £41,329.

## **Part 2: Operation subgroup**

- 4- The Operation subgroup met on Thursday 30<sup>th</sup> April 2015. The group agreed to take on monitoring the progress of the NP Plan themes with no subgroups or champion.
- 5- The next phase of the NP Plan is to start delivering NP Plan priorities. The group acknowledge that the council does not have the capacity to deliver everything in one go and that this is a three year NP Plan. The next stage requires careful negotiations between the NP via theme Champions and Subgroup members and BCC Service managers.
- 6- The group agreed to invite BCC Community Development Team manager to start the negotiations.

## **Part 3: Environment**

- 7- Notes of the Environment Sub-Group meeting held on Thursday 28th May 2015 are on the website at [www.stgeorgenp.org.uk/subgroups/environment](http://www.stgeorgenp.org.uk/subgroups/environment).
- 8- The initial stages of the meeting discussed issues around grass cutting and other maintenance issues in our parks. Following this there were positive discussions around plans for improvements at a number of sites in accordance with the priorities of the St George Neighbourhood Plan. In particular improvements to play areas at Troopers Hill Field and Dundry Park and the entrances to Rodney Road.

- 9- A major part of the meeting then reviewed the development plan for Meadowvale Park and the need to support a proposal to commission a fundraising consultant, who would assist park groups (in particular Friends of Dundridge Park and Meadowvale Park).
- 10- The group supported recommendation to allocate up to £10,000 from the Neighbourhood Budget to commission a consultant, with the view that the consultant would assist the park groups to fundraise to match fund against allocated Section 106. See Appendix 1 for draft brief for the consultant.
- 11- The Neighbourhood Committee is hereby asked to approve the release of the amount shown below from the St George Neighbourhood Budget:

<b><u>2015/16 Neighbourhood Budget available</u></b>			<b><u>£21,084.57</u></b>
<b>NP Plan Priority Ref: Environment</b>	<b>Activity/Description of works</b>	<b>Amount £</b>	<b>Running Balance £</b>
<b>P1 Activity 4 &amp; P3 Activity 2&amp;4</b>	The funding will be used to commission a fundraising consultant to assist Friends of Dundridge Park and Meadowvale as set out in the draft brief shown in appendix 1.	£10,000	£11,084.57
<b>Remaining Neighbourhood Budget</b>			<b>£11,084.57</b>

- 12- Following further detail discussions at the Environment Subgroup, it was agreed to support, in addition to above request the following Parks Section 106 money proposals. The Neighbourhood Committee is hereby asked to approve the release of the amount shown below from the St George Neighbourhood Budget:

<b><u>2015/16 Section 106 Amount available</u></b>			<b><u>£108,244.84</u></b>
<b>NP Plan Priority Ref: Environment</b>	<b>Activity/Description of works</b>	<b>Amount £</b>	<b>Running Balance £</b>
<b>P1 Activity 2</b>	Improvements to Rodney Rd Playing Field entrance- To remove and dispose current maintenance gate and install Chicane Entrance. With slight changes to the quote provided by Landscape as per the Environment subgroup recommendation. See appendix 2 for Landscape Quote.	£6,000	£102,244.84

<b>NP Plan Priority Ref: Environment</b>	<b>Activity/Description of works</b>	<b>Amount £</b>	<b>Running Balance £</b>
<b>P1 Activity 4 P3 Activity 4</b>	Allocate 20% of Phase 1 of Meadowvale Development Plan, which is estimated to cost £118,000, with the help of the consultant, this money will be used by the group to seek match funding.	£23,600	£78,644.84
<b>P3 Activity 4</b>	Ringfence further £56,400 of Section 106, in case match funding for Meadowvale is not secured to complete Phase 1 of the development within a year. (NB: Amount requested by Meadowvale Community Centre is £80,000. Hence to ringfence £23,600 - £80,000 further £56,400 to complete the amount of funding Meadowvale Park's group requested).	£56,400	£22,244.84
<b>P1 Activity 7</b>	Remove rubber surface and tarmac from Gladstone Street green space where redundant children swing was removed from and to reinstate with soil and plant grass seed. This would enable the school and local residents utilise the green space. Figures provided here are based on estimate from Landscapes. Formal quote will be provided at the meeting.	£6,000	£16,244.84
<b>Total</b>		<b>£92,000</b>	
<b>Remaining Section 106</b>			<b>£16,244.84</b>

13- Rob Acton-Campbell was re-elected as Environment Sub-Group Champion.

14- Any final decisions on the use of any of the proposed aforementioned expenditure will be made by the Neighbourhood Committee.

### **Equalities Impact Assessment:**

15- The aims of the schemes set out above are to improve opportunities for children play facilities in the Dundridge Park and Speedwell Areas. Speedwell SOA (Super Output Area) is among the most deprived 20% in England for Multiple Deprivation, with very few local services, play or recreational facilities for residents of all ages. With 20.5%, the St George West ward has higher population of children of the age of 0-15 years than citywide average of 18.7%.

- 16- These schemes are not envisaged to have a negative impact on any of the protected characteristics under the Equalities Act.
- 17- More detailed Equalities Impact Assessments will be produced as the plans for play areas are developed and will be shared with NP members.

#### **Part 4: Traffic & Transport:**

- 18- The Traffic and Transport subgroup met on Tuesday 2nd June 2015.
- 19- Residents and subgroup members were disappointed that there was no representative from Tesco, especially since the new manager agreed to send a representative and they had known about the meeting for a long time.
- 20- The group requested another meeting arranged on site.
- 21- Detail discussion followed about the new cycle track proposal “Keynsham Greenways Project”. This project is aiming to create a cycle path, which connects the River Avon Towpath. The discussion focused on the Conham Road gap and was well received by subgroup members.
- 22- John Richfield explained the council has no funding to progress the scheme at the moment, however at this stage is seeking planning permission, in order to have the scheme ready for implementation. If planning is granted it is hoped the NP would finance the ground works in order to fix the planning permission.
- 23- Although the subgroup members were in favour to recommend any underspend of Section 106 funded Crews Hole Rd scheme to be used to finance the ground works for the scheme. Highways did not provide the final figures of Crews Hole Rd scheme.
- 24- It is hoped Highways will provide the final figures before the next Traffic and Transport meeting so the group will have an opportunity to consider how the NP could support the scheme

## **Part 5: Communications:**

- 25- The first meeting of the Communications SubGroup was held on Tuesday 12 May. This is the first update to the NP from “CommsSub” and includes similar information to that previously provided by the NP’s Web Team. Please refer to the NP Plan update.
- 26- Philip Bird has been elected as the Champion for CommsSub (email: [comms@stgeorgenp.org.uk](mailto:comms@stgeorgenp.org.uk)).

## **Part 6: Wellbeing Grant:**

- 27- The Wellbeing subgroup met on Monday 18<sup>th</sup> of May 2015 and assessed seven Wellbeing applications. The group’s recommendation is summarised in the table shown below “Funding Appraisal Top Sheet”.
- 28- At present the total amount of Wellbeing grant available for the remainder of 2015/16 financial year is £13,660.92, if the NC approves subgroup’s recommendation, there will be £9,291.92 of Wellbeing Grant remaining for the rest of this financial year.

**St George NP Wellbeing Sub-group: Funding appraisal Top sheet 18/05/15**

Name of organisation	Declarations of interest	What's the funding for? Brief summary of project	Amount requested	Amount recommended	Conditions
74 <sup>th</sup> Bristol (St Aidans Church) Rainbows	N/A	To provide initial resources to support the start of a Rainbows group (girls aged 5-7 within the Girl Guiding Movement). Thereafter the unit will be self-funding. 20 girls have been attracted to this project. Resources include tabards protect the girls clothing during messy activities, craft resources, 1 uniform of the 3 available sizes so children can try them for fit before purchase, a noticeboard, books and bags to keep them in.	£500	£500	To include in the monitoring report the numbers of Rainbows from the SGNP area and the number from elsewhere. NP area map to be provided to applicant. £115 listed in the application is to be spent on future purchases, not the items already ordered.
Angel Patch	N/A	Provide resources, funding for events, part payment for an outing and room hire for a newly started group, Angel Patch, providing activities for lone parents and their children. To date 9 adults and 16 children are being supported by a volunteer leader and a volunteer assistant.	£915	£915	To include in the monitoring report the number of adults and children from the St George Neighbourhood Partnership area and the numbers from elsewhere. NP area map to be provided to applicant. Advertising of sessions to be placed in the community noticeboard on the corner of Kingsway and Two Mile Hill Rd.
Crofts End Church	N/A	The group is celebrating its 120 year anniversary. They will do this by organising street party for all ages together with an exhibition of the history of the immediate vicinity. The event will also be used as an opportunity to raise awareness about Croft End Church & Community Hub. Funds will be used to pay Children's bouncy castle, stage hire, PA hire Road closure barriers and signage. A further £900 has been applied for from Greater Fishponds Neighbourhood Partnership Wellbeing Fund.	£900	£900	A Bristol City Council community development officer to be offered the opportunity to run a stall. Church to be reminded of the condition that grants are will not be given to " Organisations seeking to use the grant to promote particular political parties or religious beliefs;"

Name of organisation	Declarations of interest	What's the funding for? Brief summary of project	Amount requested	Amount recommended	Conditions
Friends of Troopers Hill	N/A	To run a family oriented dog show. The aim is to bring all ages in the community together and to improve education about the issues relating to dogs and owners responsibilities. The funds will be used to pay for a PA system, generator, prizes, refreshments, publicity, etc. The application includes a request for the cost of spray paint and dog poo bags to repeat a clear up of all dog faeces on specific paths on Troopers Hill Field and Troopers Hill followed by an audit before and after the show to identify whether dog fouling has improved, deteriorated or stayed the same. The last audit of this type was done by volunteers with support from Bristol City council in February 2014.	£350	£350	Neighbourhood Partnership logo on all publicity as per standard grant conditions.
Meadow Vale Community Association	N/A	To run a Dog show, Summer fair, Halloween Party and Christmas Fair. Funds will be used to pay for publicity, refreshments, raffle prizes, tables for stalls, decorations, etc.	£750	£760	None
Nicholas Wanderers JFC	N/A	Football sessions for children in Reception and Year 1 of their school. Funds will be used to pay for football goals with nets, footballs, a coaching football training course, hiring a sports hall during winter advertising and DBS (Disclosure and Barring Service) checks.	£716	£716	To include in the monitoring report a record of the number of children from the St George Neighbourhood Partnership area and the number from elsewhere. NP area map to be provided to applicant.
St George in Bloom	N/A	10,000 A5 leaflet to publicise the St George in Bloom Open day being held on Saturday 18 <sup>th</sup> July 2015. The group will also advertise via facebook, twitter, websites and press releases.	£228	£228	None



29- The following table sets out the principal benefits to Equalities groups and groups with protected characteristics as described in Section D of the application form.

PROJECT	CONTRIBUTION TO EQUALITIES
74 <sup>th</sup> Bristol (St Aidans Church) Rainbows	The question regarding equalities was missing from the application form submitted (question 9). Rainbows operate within the girl guiding ethos of welcome all girls regardless of faith or background.
Angel Patch	All participants in the equalities groups will be made welcome and fully supported, naturally as the project is for lone parents, facilities are not provided for couples.
Crofts End Church	All participants in the equalities groups will be made welcome and fully supported with activities for children and young people, history information for older people and music within the programme for older people
Friends of Troopers Hill	This project will be open to all, young, old and of any ethnic background and ability. The site is wheelchair accessible. Advertising will be in local noticeboards and shop windows, the group's newsletter, facebook and twitter. Local schools will be encouraged to promote the event.
Meadow Vale Community Association	All participants in the equalities groups will be made welcome and fully supported
Nicholas Wanderers JFC	Equality will be promoted by playing football regardless of race, gender or background.
St George in Bloom	All participants in the equalities groups will be made welcome and fully supported

30- As part of the Wellbeing Subgroup members Judith Price, Philip Bird, Lorraine Millard and Susan Acton Campbell assessed the Wellbeing Grant applications.

31- Lorraine Millard did not participate in the assessment of the St George in Bloom application and Susan Acton Campbell did not participate in the assessment of the Friends of Troopers Hill application. Both left the meeting room during those specific discussions.

32- The group were also informed about a Wellbeing Process review that the Neighbourhood Partnership Co-ordinator is doing. The purpose of the review is to improve the Wellbeing process and make it user friendly

in order to encourage small grass root community groups to access the Wellbeing Grant. The outcome of this review along with full picture of the Wellbeing expenditure across the NP area will be reported to the Neighbourhood Partnership meeting scheduled in September 2015.

### **Part 7: Citywide Code of Conduct**

- 33- A key recommendation at the Neighbourhood Partnership Conference held in February 2015 is that all NPs should adopt and operate a common Code of Conduct so that there is a shared practice throughout the City, see appendix 3.
- 34- A working group of residents has developed the NP Code of Conduct and all NPs are now being asked to include it as part of their new Terms of Reference. This will be discussed at the next Operation subgroup meeting.

# **Freelance Fundraising Consultant Brief**

## **APPENDIX 1**

### **Introduction:**

We are seeking an expression of interest for an experienced Freelance Fundraising Consultant to work with Meadowvale Community Association/Steering Group and Friends of Dundridge Park to secure match funding for the following local community projects:

- A- Meadowvale Community Centre
- B- Meadowvale Green Plan and
- C- Children Play facility for Dundridge Park.

### **Background:**

Meadowvale (Whiteway) is one of the 20% most deprived areas in England with very few local services, play or recreational facilities for residents of all ages in the area. The Community Association is working hard developing plans to regenerate the Community building and the Park area behind the building so that a comprehensive range of services and recreational facilities will be available for local people. Over the past two years the association has recruited new committee members to the Community association and a steering group has been formed to drive forward plans for the new community building. Support is now needed to develop the skills of new committee members to complete funding applications and write a business plan to secure funding for the ambitious projects planned.

Dundridge Park is located in St George East ward. Friends of Dundridge Park Group is relative a new group made up of local residents with lots of passion for the park. The park lacks facilities and is in the NP Plan as a local priority. March 2015 the group secured £15,000 from the NP Section 106. They are seeking funds to match fund against in order to upgrade the children play facility. The group have completed their first consultation to gather evidence and identify need.

### **Aim & Objectives**

The aim is to assist the Meadowvale Community Association & Steering group to fundraise for both the redevelopment of the Meadowvale Community Centre and the Meadowvale Green Space development plan. It is also to assist Friends of Dundridge Park to fundraise match funding for Children Play Facility at Dundridge Park.

- Fundraise for new Children Play Facility for Dundridge Park
- Fundraise for Meadowvale Green improvements.
- Work with Friends of Dundridge park and Meadowvale Community Association to train and support group members to write funding applications.
- Write applications to relevant Trusts and Foundations, minimum of 8-10 applications to be completed including at least 4 major applications to the value of £50,000 or more.
- To provide a detailed progress update/handover report to the panel once the contract has come to an end. Including updated on Trusts and Foundations applied to, successful and unsuccessful applications.

### **Timescales:**

- Deadline for submit expression of interest XXXXXX.
- Start date – ideally July/August 2015

## **Key skills:**

### Required

- Ability to work under pressure
- Experience in partnership working.
- Proven fundraising experience with evidence of securing grants and donations.
- Proven experience of securing funds from both trusts and foundations and major donors.
- A background and a good understanding of the community/voluntary sector.

## **Behavioural Competencies**

### Required

- Strong organisational skills.
- Ability to prioritise effectively.
- Outgoing, friendly personality with excellent customer service and interpersonal skills.
- Committed team worker with the ability to engage with individuals at all levels.
- High levels of energy, self-motivation and personal initiative.
- Ability to work effectively in a mutually supportive, enabling and collaborative team environment.
- Flexible and committed approach to work.
- Excellent written communication with the ability to make the case effectively to a range of audiences.
- Excellent communicator, with good influencing, negotiation and presentation skills.
- Excellent problem-solving skills.

### Desirable

- Understanding of Neighbourhood Partnership.

## **Additional info:**

1. MVCC is currently let to Meadow Vale Community Association on concessionary terms under an expired lease, with the Association considered to be 'holding over'.
2. Aspirations exist to use the existing footprint of MVCC to provide activities for young people, particularly in connection with the use of the adjacent public open space for informal sporting activities
3. Meadowvale Green Development Plan
4. Background information that is available on request:
  - MVCC's funding application to The People's Millions competition (2008)
  - Survey results of community consultation (2008)
  - Report of Access Audit (2004)
  - Report of Condition Survey (2006)
  - Report of Asbestos Survey (2006)
  - Contacts list for local organisations and groups
  - St George Neighbourhood Partnership Plan.
  - Local deprivation & population statistics may be downloaded from: [www.bristol.gov.uk/statistics](http://www.bristol.gov.uk/statistics)
  - Details of other community facilities in Bristol can be found at: [www.bristol.gov.uk/communityvenues](http://www.bristol.gov.uk/communityvenues)
5. Dundry Park Consultation results.

**To apply:**

Please submit your expression of interest to XXXXXXXXXX with the following:


- CV with at least two referees.
- Portfolio of at least two or more similar projects, in particular partnership working.
- Hourly rate
- Any additional information you feel would support your expression of interest.

If you wish to discuss this specification and the commission in more detail, please contact:

XXXXX, Role XXXXX

Address

Contact number:

<b>LT</b>	<b>Bristol City Council Landscapes Team</b>  Environment & Leisure Bower Ashton Depot Kennel Lodge Road Bower Ashton, Bristol BS3 2JT	T: (0117) 352 1923 E: <a href="mailto:landscapes@bristol.gov.uk">landscapes@bristol.gov.uk</a>	
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## QUOTATION

<b>Customer details:</b>	Abdulrazak Dahir
<b>Our Ref:</b>	LSCQ1502021
<b>Date:</b>	20 <sup>th</sup> May 2015

Thank you for giving us the opportunity to provide you with a quotation.

**SITE / ADDRESS: Rodney Road Open Space, St George**

**TO: Supply all necessary labour, material, equipment and transport to:**

- **Remove and dispose of current maintenance gate**
- **Clear and dispose of approx. 3m of hedgerow to allow for chicane**
- **Supply and install a maintenance gate with an adjoining pedestrian chicane**
- **Construct a 16m<sup>2</sup> tarmac surface for under pedestrian chicane**

**For the sum of £5,472.00 plus VAT where applicable at the prevailing rate.**

### Conditions of Quotation

1. This price is valid for a period of 30 working days from the date above; the quotation will be kept live for a period of no longer than 6 months from date of issue.
2. Please be advised that any specific materials will need to be ordered in from the manufacturer and may incur a lead in time of several weeks.

Should you wish to proceed with these works, please complete the attached Works Request Form and send to [landscapes@bristol.gov.uk](mailto:landscapes@bristol.gov.uk).

In the meantime, if you require further information, please do not hesitate to contact us.

**Jon Kitching**  
Landscape Co-ordinator

<p><b>1. Values</b></p>	<p><b>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</b></p> <p><b>Accountability</b> – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, Bristol City council (BCC) (councillors and officers), service providers, the media, and any other interested party.</p> <p><b>Integrity and honesty</b> – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.</p> <p><b>Transparency</b> – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.</p> <p><b>Equality</b> - All members of the NP agree to eliminate discrimination, harassment, victimisation, and advance equality of opportunity between people from different groups and foster good relations between people from different groups in the Neighbourhood Partnership area.</p> <p><b>Councillors Code of Conduct for Members.</b> This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p><b>6. Code of Conduct</b></p> <p>6.1 Neighbourhood Partnership councillors shall comply with the Bristol City Council Elected Members’ Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (eg. officer member protocol).</p> <p>Full code of conduct can be found:  <a href="http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf">http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</a></p>
<p><b>2. General Conduct at all Neighbourhood Partnership-related meetings and events</b></p>	<p><b>Anyone attending NP-related meetings and events should – :</b></p> <ul style="list-style-type: none"> <li>• Be courteous to all others during the meeting and allow each other the opportunity to speak</li> <li>• Speak through the Chair and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> <li>• Follow the guidance of the Chair in the conduct of the meeting</li> </ul> <p><b>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable.</b> Substantial breach of any of these</p>

	points will result in the offender being asked to leave the meeting by the Chair or NPC.
<b>3. NP Members and members of NP sub-groups - Conduct at meetings</b>	<p><b>NP and subgroup members agree to:</b></p> <ul style="list-style-type: none"> <li>• Abide by agreed governance procedures and practices</li> <li>• Support the person chairing the meeting to do their job and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> <li>• Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others</li> <li>• Not bully or intimidate any other member of the NP.</li> <li>• Accept a councillor vote on devolved budgets as decisive and final</li> </ul>
<b>4. NP Members and members of NP sub-groups - Conflicts of Interest</b>	<p><b>Conflicts of interest:</b></p> <ul style="list-style-type: none"> <li>• All members of the NP will act in the best interests of the NP.</li> <li>• All members of the NP will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.</li> <li>• All members will submit to the judgement of the NP and do as it requires regarding potential conflicts of interest</li> <li>• NP members must not personally gain, materially or financially, from their role as member of the NP.</li> </ul>
<b>5. NP members - Protecting the reputation of the NP</b>	<p><b>Protecting the reputation of the NP – members:</b></p> <ul style="list-style-type: none"> <li>• Shall not misrepresent the decisions and discussions of the NP. Where a decision requires clarification, it shall be provided by the chairperson. Where a member's statement or position is unclear or disputed, that member must be consulted for clarification through the chairperson before any other member discusses it with any public forum (including the media).</li> <li>• Must strive to uphold the reputation of the NP when speaking as a private citizen</li> <li>• Must respect organisational and individual confidentiality.</li> <li>• Must own decisions made by the NP, and do not publicly criticise other NP members.</li> <li>• must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP meeting</li> </ul>
<b>6. Email and Social media</b>	<b>When using email or social media, all of the above codes of conduct apply</b>



	<p><b>All communications</b> should be simple, factual and formal, and not emotive, defensive or accusing. Direct communications to the appropriate person and avoid multiple 'copies to'. Remember that email is a formal method of communication and avoid sending emails in haste or in anger.</p> <p>You must not use emails or social media to:</p> <ol style="list-style-type: none"> <li>1. defame or disparage the NP or any person</li> <li>2. harass, bully or unlawfully discriminate against any person</li> <li>1. make false or misleading statements; or impersonate anyone</li> <li>2. You must not express opinions on behalf of the NP using emails or social media, unless expressly authorised by the NP in a public meeting</li> <li>3. You must not post comments of a sensitive nature,</li> <li>4. You must not reveal any confidential information</li> </ol>
<p><b>7. NP members – Good Practice</b></p>	<p><b>Good practice. NP members should:</b></p> <ul style="list-style-type: none"> <li>• Strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend</li> <li>• Study the agenda and read all NP papers sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting</li> <li>• Continually seek ways to improve good practice at meetings</li> <li>• Strive to establish respectful and courteous relationships with all people (internal and external to the NP) they come into contact with in their role as an NP member</li> <li>• Inform the chairperson in advance, in writing, if they wish to resign from the NP</li> <li>• Participate in NP training and development</li> </ul>
<p><b>8. In the event of a Breach to this Code of Conduct.</b></p>	<p><b>Breaching the Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• If a member of the NP breaches the code of conduct at a meeting the Chair or the relevant Bristol City Council Officer will intervene and may ask the member to leave the meeting.</li> <li>• If a member of the NP should know of, or become aware of, any breach of this Code of Conduct by another member they should notify the Chair or the NPC.</li> <li>• Breaches of the Code of Conduct may also be brought to the attention of NP by others who are not members of NP.</li> <li>• Any breach of the Code of Conduct brought to the attention of the NP, or of which NP becomes aware, will be considered under the NP Complaints and Grievances process</li> </ul> <p><b>Complaints and Grievances Process.</b></p>

**NP Members**

- Complaints and grievances relating to conduct can be raised with the Chair of the NP, the Neighbourhood Partnership Coordinator (NPC) and/or the Area Neighbourhood Manager (ANM).
- Complaints and grievances will be considered and investigated by the NP Chair, the NPC and/or the ANM. Investigation will include exploration with all relevant parties.
- If the complaint is about the Chair, they may be asked to stand down for the duration of the investigation.
- The party who the complaint is against will then be sent details of the alleged breach in writing and will be given 14 days to respond to the NP.
- The NP shall meet after this time to consider the breach and decide whether the member should stand down.

**Subgroup/working members**

- If the complaint is regarding a subgroup/working group member's behaviour the Chair of that meeting together with the Neighbourhood Partnership Coordinator will investigate and hold a three way meeting with the person whom the complaint is about. Every effort will be made to reach a satisfactory resolution but if this is not possible they may be required to resign from the subgroup/working group.

**Councillors**

- If the complaint is regarding a Councillor then the BCC complaints procedure will need to be followed this can be found at
- <http://www.bristol.gov.uk/page/council-and-democracy/mayorcouncillors-how-complain-or-comment>
- All complaints raised and their resolution should be reported at a subsequent NP meeting