



Community Resilience Fund: Code of Conduct, Conflict of Interest & Confidentiality

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Introduction

These documents were sent to all participants ahead of the decision-making meetings to set out the values, principles and behaviours which were agreed to and followed by everyone taking part. A code of conduct ensured a respectful and cohesive environment was maintained throughout the process.

Participants were asked to declare any conflict of interest with applying organisations. If a participant was a staff member or a trustee of an applying organisation, they were still able to take part but were assigned to a decision-making group in a different area of the city to avoid any bias and conflict of interest.

Code of Conduct

What is a code of conduct?

A code of conduct is a document which sets out a set of rules, values, principles and behaviours which are agreed to and followed by everyone taking part in an activity. It's important to have a code of conduct so that everyone knows how they are expected to behave and how they can expect to be treated while taking part. During the first meeting with your group, you will discuss together how you'd like to work together and treat each other.

General Conduct at all Community Resilience Fund (CRF) decision making meetings

Anyone participating in the CRF decision making meetings should:

- Be polite to others during meetings and allow each other the opportunity to speak
- Be friendly, welcoming and patient with all other participants. Diversity is an important part of this process and we ask that you are fair and equal in the way you treat each other
- Respect the Lead and Support Facilitators and follow their guidance
- Keep focused on the subject being discussed
- Attend all meetings, letting the meeting organisers know ahead of time if you're not able to attend
- Act appropriately. Personal attacks, harassment, bullying, offensive and abusive language are not acceptable and will not be tolerated. Persistent and/or significant use of any of these will result in being asked to leave the meeting
- Try to understand that people disagree. Help each other find solutions rather than blaming people for being different or holding

a different view. Diversity and varied knowledge/ experiences are strengths which will help us make better decisions.

Conflicts of interest:

We know people will have connections to their communities - using services, volunteering for local organisations, having friends who work for organisations etc. **Conflict of Interest** refers to situations where personal interests (which may include financial interests) may compromise or appear to compromise judgement. For example, being a trustee or staff member of an organisation which has applied for CRF.

- All participants will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, at the start of the decision making process and as soon as it arises afterwards
- Participants must not personally gain, materially or financially, from their role as participants of the Community Resilience Fund decision making group

Confidentiality:

At the first decision making meeting, all participants will be asked to sign a confidentiality agreement. All participants must:

- Treat all information and documents under conditions of strict confidentiality (this means the information is private and not to be shared outside of the meetings)
- Not to share, make copies of, or discuss any information that you receive or is discussed with any person who is not a participant of the CRF decision making
- To return any documents to the Lead Facilitator of the meetings at the end of the final decision making meeting

Although we ask that you do not share any details about decisions being made and funding being awarded, you are welcome to share that you are part of an exciting new pilot project. Use the

hashtag #crf on social media if you post anything about your experience.

If you have any questions or concerns, or do not feel comfortable at any time during your involvement, please let one of your facilitators know. They will do their best to help you and ensure that the meetings are a safe space where we can make good decisions.

Conflict of Interest Declaration

Conflict of Interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of Bristol City Council.

Examples of conflicts of interest include: *(This list doesn't include all possible examples)*

- Having a financial interest (e.g. holding shares or options) in a potential tenderer or any entity involved in any grant application consortium
- Being employed by (as staff member or volunteer) or providing services to any potential grant applicant
- Being a member of a potential grant applicants management/executive board
- Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any grant applicant or its representatives
- Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
- Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
- Having any other close relationship (current or historical) with any potential grant applicant

It is your responsibility to tell the group's Lead Facilitator or a member of BCC staff about conflicts of interest. We ask that you do this before the first meeting if you have not done so already. Most conflicts of interest will not stop you being involved, but you will be asked to share them with the group to make sure the process is transparent and open. The group's lead facilitator may ask you to step out of the room for conversations relating to applications you have a minor conflict of interest in. For example, if you sometimes volunteer for an organisation who have applied for funding.

If you have a major conflict of interest (for example, you work for an organisation which has applied for funding, and the application is being discussed by your decision making group) you will not be able to take part. The decision as to whether the conflict is major enough to exclude someone from participating will be made jointly by the group's Lead Facilitator and the CRF Project Manager.

Option 1:

"I do not have any conflicts of interest that will stop me from taking part fairly and openly in the Community Resilience Fund decision making process.

I will inform the group's Lead Facilitator immediately if this changes and I have a new conflict of interest to share."

Signature	Date
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Option 2:

"I do have a conflict of interest to declare, which is relevant to the Community Resilience Fund decision making process. The nature of this conflict of interest is described below:

I will inform the group's Lead Facilitator as soon as possible if this changes."

Signature	Date
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If you're not sure how to complete this form, or whether you have a conflict of interest, please let us know.

Confidentiality Agreement

“**Decision making** process” means meetings and related discussions related to the deliberation over the awarding of Community Resilience Fund money.

“**Information**” means all information, facts, data, applications, personal details, financial details etc which are shared and discussed while taking part in a CRF decision making group.

“**Documents**” means all draft, introduction information, documents and any other material in either paper or electronic/ email form, which I access as a participant in the CRF decision making. Also, any records or notes made by me relating to information or documents are treated as Confidential Documents.

“**Confidential**” means private or secret. “Confidentiality” means keeping sensitive information or personal information private unless you have the permission of the person the information belongs to.

I agree:

1. To treat all information and documents as confidential.
2. Not to share outside the group, make copies of, or discuss any received information with any person who is not a participant of a Community Resilience Fund decision making group (without the prior written approval of the Lead Facilitator).
3. Not to use (or let any other person to use) information and documents other than for the purpose of my participation in the Community Resilience Fund decision making group.
4. To return documents to the Lead Facilitator at the end of the final decision making meeting.

This agreement applies until:

- Final grant decisions are made by the group
- Decisions are signed off by Bristol City Council
- Applicants have been told the outcome of their applications
- And decisions are announced to the public on the Bristol City Council Website