

BCN - Roles and Responsibilities of Management and Sub-Group Representatives

BCN representatives have a responsibility to:-

- Complete their Term of office (To be formally agreed)
- Regularly attend meetings –**3 Absences without apologise results in automatic loss of seat at the end of the year.**
- Send apologies for absence at the earliest possible opportunity & nominate substitute to Partnership Officer
- Avoid promoting personal opinions and interests but contribute the wider views and opinions of the VCF sector
- Promote and facilitate partnership working between VCF groups and individuals and with public and private sectors
- Ensure that Code of Conduct of the joined working group is being respected and that discussions/views expressed in confidence remains within the group and not be reported or used for personal gain. Should a member be in breach with the latter by divulging, discussing or using information gained for malicious purpose, he/she will instantly loose their seat on this working group.
- Acquire and maintain an up-to-date knowledge of national issues relating to regeneration and renewal
- Acquire and maintain an up-to-date knowledge of local issues
- Read relevant information and documentation **prior to meetings**
- Submit documentation to meet pre-determined deadlines
- Report back to their own group and sector
- Provide delegate reports in the form specified for all external meetings attended as BCN delegate
- Positively promote BCN and Burnley to other organisations and individuals
- Respect the views and opinions of others and **maintain confidentiality** when appropriate

Conflict of Interest

- Representatives having a financial interest in a matter under discussion, should declare the nature of his/her interest and withdraw from the room, unless he/she has a dispensation to speak. This will be a standing item on the agenda.
- Representatives having any interest in the matter under discussion which creates a real danger of bias, that is, the interest affects him/her, or a member of his/her household, then he/she should declare the nature of the interest.
- If a representative is in any doubt about the application of rules relating to conflict of interest then he/she should consult with the Chair.