LONG TERM PLAN FOR TOWNS – ARBROATH

Town Board governance requirements as provided by UK Government Guidance

1.   Transparency

In line with the principles of public life, the operations of the Town Board must be transparent.

The Town Board should publish membership and governance arrangements (including minutes of meetings and decision logs) on the lead council's website.

We expect Town Boards to meet quarterly and to publish:

- • a documented decision-making process outlining the voting rights of the board

- • profiles of board members

- • all board papers in advance of the meeting within 5 working days

- • draft minutes of meetings following the meeting within 10 working days

- • final minutes, once approved by the board within 10 working days

- • any conflicts of interest reported, within the published minutes

Town Boards should follow lead council governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

2.   Code of conduct

All Town Board members should sign up to a code of conduct based on the Seven Principles of Public Life (the Nolan Principles). There should be clear processes for managing conflicts of interests (both commercial, actual, and potential) in decision making, which apply to all involved with the work of the Town Board.

3.   Declaration of interests

The lead council should provide guidance on:

- • the financial and non-financial interests individuals must declare

- • the process Town Board members must follow for declaring interests

- • the process for requesting an exemption

Town Board members must then complete a declaration of interests, which the lead council will then hold. This can be in a format the lead council already uses. Town Board members are responsible for declaring their interests before the Town Board considers any decisions.

The lead council must record: -

• actions taken in response to any declared interest

• any gifts or hospitality given to the Town Board or individual members