

Item 5a: The Canvey Island Neighborhood board TOR – Update for approval



**The Canvey Island
Neighbourhood Board**

Terms of Reference

DRAFT

Content

- 1 The ~~Plans~~ for Neighbourhoods
- 2 Purpose of the ~~Town~~ Neighbourhood Board
- 3 The Chair and Membership of the Neighbourhood ~~Town~~ Board
- 4 The Neighbourhood ~~Town~~ Board Governance Requirements
- 5 The Accountable Body and Assurance Framework
- 6 Exclusions

Appendices

1 The Long-Term Plan for Towns

- 1.1 The Plan for Neighbourhoods' Pride in Place Programme is a continuation of the Long-Term Plan for Towns was launched by the Prime Minister on 1st October 2024. The Government has allocated £1.5 billion towards community led regeneration of, to date, 75 towns in the United Kingdom, including Canvey Island.
- 1.2 Canvey Island was identified as a recipient in the Spring Budget on 6th March 2024. As a recipient area, the relevant local authority is required to establish a Town Neighbourhood Board, which is independent of the Council and made up of representatives from the local community, as well as statutory bodies.
- 1.3 Each Neighbourhood Board (previously Town Board) will be required to prepare a long-term vision and an Investment Plan on how they will use £20 million of endowment funding over a ten-year period on three main themes of investment:
- Safety and security
 - High streets, heritage and regeneration
 - Transport
 - Housing
 - Work, productivity and skills
 - Cohesion
 - Health and wellbeing
 - Education and opportunity
 - Community Power

The Government has pre-approved a number of interventions that the Neighbourhood Board can invest in. These are referenced in the guidance which is annexed to this this Terms of Reference. (cross-ref to para 1.7 below?).

- 1.4 The Accountable Body¹ for the endowment² investment fund is Castle Point Borough Council. Therefore, any decisions on how the fund is to be used must be in accordance with local government finance law and regulations. The Council's Section 151 Officer will have to be satisfied that the regulations have been complied with.
- 1.5 The Government has stressed the importance of engagement in the preparation of a long term vision for the future of Canvey, and an Investment Plan, which sets out how the fund could be used towards achieving that vision, and the on-going engagement on projects that emerge. To facilitate this and technical work to support

¹ The Accountable Body in this instance is determined by the Government as being the Local Council – i.e. Castle point Borough Council. The Accountable Body receives the funding from the government solely for the purposes of the project and is responsible for ensuring that the funding is used appropriately.

² An endowment fund is one that is payable as set amount instalments over the funding period.

project development and delivery, 25% of the fund can be used as revenue funding for resources – project management, consultants, engagement materials, community grants etc. The remaining 75% will be capital funding for spending on, for example, physical projects.

- 1.6 The Government issued guidance on the Long-Term Plan for Towns and how to establish a Neighbourhood Town Board in December 2023, and this was updated in May 2024. Guidance on the Plan for Neighbourhoods, which follows the same principles was issued in March 2025 and updated in December 2025. These Terms of Reference are based on the latest Guidance issued. ~~-And as~~ new guidance is issued, these Terms will need to be reviewed to ensure compliance with the government's requirements.
- 1.7 If the Neighbourhood Board and projects do not comply with the government's requirements, there is a risk that funding may be withheld or withdrawn, which will mean that the Neighbourhood Board could not provide the benefits for the local community.
- 1.8 Throughout this Terms of Reference there are hyperlinks to various documents and guidance. These are shown in blue and underlined. Furthermore, a list of relevant documents is set out in **Appendix One**.

2.0 Purpose of the Neighbourhood Board

- 2.1 In the [Long-Term Plan for Towns Guidance](#) published in December 2023. It states that:

'While the local authority remains the accountable body for funding and executing plans, Town Boards are responsible for developing the Long-Term Plan, working closely with local people.

The independent chair of Long-Term Plan for Town Boards should be invited by the local authority, considering who is best placed to convene partners and is a respected figure in the community with an obvious passion for the place. The local MP should be engaged as part of the process. Consideration should be given to the length of tenure for the chair, given the nature of the Long-Term Plan including a 10-year vision, it may be the case that towns wish to consider succession planning, for example by appointing one or more deputy chairs. If a town already has a Town Deal Board in place, or a similar such structure – for example, an appropriate subset of a Community Planning Partnership in Scotland – we strongly encourage the utilisation of that forum to act as the Town Board, to avoid unnecessary duplication and allow towns to move quickly to draw up their Long-Term Plan. If an existing forum is to be repurposed, it is incumbent on the chair, supported by the

local authority, to ensure the right people are around the table to fully reflect the priorities of the town - this may require further appointments, if deemed appropriate.

Town Boards must be chaired by a local community leader or local businessperson. The chair should act as a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role...

Elected representatives, such as MPs, MSPs, MSs or local councillors, must not chair the Town Board.'

As there ~~is was~~ no existing structure in Canvey Island that ~~has had~~ the independence required, a new Neighbourhood Board ~~is was~~ established.

- 2.3 Following Guidance, Castle Point Borough Council identified and appointed an interim Neighbourhood Board Chair (the Chair). ~~A long term Chair will be appointed later in the year~~ Recruitment and appointment of a long term Chair will take place, following the submission of the long-term vision and Investment Plan
- 2.4 In accordance with the Guidance, and in consultation with the interim Chair, the Council ~~has~~ subsequently appointed the Neighbourhood Board membership. The current membership has noted that depending on the long-term vision and Investment Plan, future appointments or co-options to the Board may be made. It will be for the Neighbourhood Board, led by the Chair, to make future appointments with support from the Local Authority and local MP.
- 2.5 The role of the Neighbourhood Board is:
 - a. To consider strategic issues facing Canvey Island and the borough of Castle Point and to prepare a 10-year Regeneration Plan for the area, which includes a long-term vision statement and a four-year investment plan outlining where funding will be spent. The four-year Investment Plan will be the subject of regular review by the Board.
 - b. To engage with the local community and organisations on the preparation of the long-term Vision for Canvey Island and Investment Plan, and subsequent projects and Investment Plan reviews.
 - c. To identify the evidence for the preparation and implementation of the Investment Plan.
 - d. To ensure local ownership and add value to develop project ideas, working with key partners including Castle Point Borough Council, Essex County Council and Essex Police and ensure that local community, business and voluntary groups are appropriately engaged in the overall scheme and are beneficiaries of its outputs and outcomes.
 - e. Working alongside the Accountable Body, to take decisions on the funding of projects and ensure the best use of resources and long-term community benefits from the investment.

- f. Working alongside the Accountable Body, to make sure that all appropriate financial, budgetary and planning processes are in place to ensure public funds are appropriately administered, invested and reported on, in line with the long-term vision and Investment Plan.
- g. To agree to the brief for the appointment of any consultants or others engaged in the planning or delivery of the overall scheme.
- h. To ensure that the Board is sustainable and of appropriate constitution at all times.
- i. Consider any amendments to these Terms of Reference and governance arrangements as the need arises, in particular in response to any changes to the Government's requirements.
- j. Establish, at any point, any sub-groups or task and finish committees it deems appropriate in the execution of its duties.
- k. Liaise with other relevant partnerships, groupings or individuals in the borough of Castle Point and beyond, as may be deemed appropriate.
- l. To adhere to the Seven Principles of Public Life ([the Nolan Principles](#)).
- m. To agree to a Communications and Engagement Plan.

3 The Chair and Membership of the Neighbourhood Board

- 3.1 ~~Each Neighbourhood Board will be led by an independent Chair, appointed and approved by the local MP and local authority. The Chair or interim Chair of the Neighbourhood Board is appointed by Castle Point Borough Council, and, thereafter, by the Neighbourhood Board.~~
- 3.2 The Chair must be independent of any political organisation and must not be a Councillor from Castle Point Borough Council, Essex County Council, Canvey Island Town Council or the Member of Parliament. The current Government guidance states that "the Chair should be someone who is 'from', living or working in the area, holds a prominent role in the community or has a passion for the place, such as: the head of a local charity/a local campaigner/a community leader/a faith leader/a teacher/a local GP/a director of a football club". The person specification for the Chair is set out in **Appendix Two** of these terms of reference.
- 3.3 The Chair will sit for an initial three year term. This term may be extended by a total, not exceeding, an additional three years if agreed on by both the Chair and the Board.
- 3.4 The Chair will be the lead contact between the Neighbourhood Board and Castle Point Borough Council as the Accountable Body
- 3.5 They will chair the meetings in accordance with these Terms of Reference.
- 3.6 They will act as an advocate for the Neighbourhood Board, the programme and the local community.

- 3.7 A Vice-Chair will be appointed by the Chair from existing Board membership, who will deputise for the Chair in their absence
- 3.8 Other members of the Board will include:
- One Councillor from Castle Point Borough Council, for example the Leader, Deputy leader or relevant Cabinet Portfolio Holder.
 - One Councillor from Essex County Council, for example the Leader, Deputy leader or relevant Cabinet Portfolio Holder.
 - ~~One Councillor from Canvey Island Town Council, who is not also a Councillor at another tier of local government.~~ A representative from Canvey Island Town Council and as appointed by the Town Council and who is not a councillor at another tier of local government.
 - Essex Police.
 - Community Groups.
 - Faith Groups.
 - Local Charities.
 - Youth Groups.
 - The Council for Voluntary Services.
 - Local businesses.
 - Cultural, arts, heritage and sporting organisations.
 - Anchor institutions, such as local schools, college, and or integrated care board.
- 3.9 The number of members on the Board should be determined by the Board, but optimally should be around fifteen. Government guidance states a minimum of eight members. The Board must ensure there are more residents and people who live or work in the area on the Board than there are elected representatives. The majority (at least 51%) of members should live or work within the boundaries of the neighbourhood, ensuring that the Board is resident-led.
- 3.10 The Neighbourhood Board may establish sub-groups or task and finish groups if necessary to focus on the themes for investment to facilitate wider engagement. In doing so, the Neighbourhood Board must agree on the purpose of the sub-group, its terms of reference and membership. Any sub-group would report to the Neighbourhood Board and any decision on recommendations of the sub-group will be made by the Neighbourhood Board only.
- 3.11 Members will serve an initial three year term with a view for future years, by agreement of the Chair and Board, of up to three years.
- 3.12 Members of the Board, including the Chair, will not remunerated. Travel expenses and other expenses as may have been incurred in the legitimate discharge of their duties as a Board member, can be reimbursed.

3,13 Meetings of the Neighbourhood Board will be attended by officers from the Accountable Body and local councils and may include officials from the government's relevant Local Area Team.

4 The Neighbourhood Board Governance Requirements

4.1 The Neighbourhood Board will meet at least quarterly, with the option to call additional meetings if required subject to one month's notice and paragraph 4.2 below. ~~The quarterly meetings will be held in:~~

- July
- October
- January
- April

Formatted: Indent: Left: 0 cm, Hanging: 1.27 cm, Add space between paragraphs of the same style, No bullets or numbering

4.2 In accordance with Government guidance, the Neighbourhood Board will publish the following. Such publication will be electronic and via one or more relevant websites hosted by or linked to that of the Accountable Body.

- *'A documented decision-making process outlining the voting rights of the Board (these Terms of Reference will act as that document)*
- *Profiles of the Board Members*
- *All Board papers including Minutes of the previous meeting, in advance of the Meeting within 5 working days*
- *The Board Register of Interests.*
- Full use of capacity funding, including amount of remuneration and/or expenses reimbursed, if applicable

Formatted: Font: Not Italic

Formatted: Space After: 7.5 pt, Add space between paragraphs of the same style, Line spacing: single, Pattern: Clear (White)

Formatted: Font: Italic, Font color: Custom Color(RGB(11,12,12))

4.3 Meetings will be held in person or by Teams.

4.4 The Neighbourhood Board will seek consensus, but in the event of a vote, each member of the Neighbourhood Board will hold equal voting rights, with the Chair holding a casting vote if necessary. Should the Chair not be present for any meeting, the casting vote will go to the Deputy Chair.

4.5 A meeting shall be deemed quorate if a minimum of 60% Board members are in attendance.

4.6 There shall be no Alternates, except for the three Councils and Essex Police, who shall each nominate an Alternate to ensure representation from the statutory authorities at all meetings, and the Alternate will have the same voting rights.

- 4.7 Officers from the Councils, and other statutory bodies who may be present at Board meetings to observe and contribute to the discussions, will not hold voting rights.
- 4.8 The Neighbourhood Board may ask other community representatives or advisors to attend meetings, where it is relevant for them to do so and to contribute to the discussion. Those representatives or advisors will not hold any voting rights.
- 4.9 All Board members shall sign up to a code of conduct based on the Seven Principles of Public Life. This code is set out in **Appendix Three**.
- 4.10 Board members must complete a Register of Interest. Board members will be furnished with a copy of the Register and, once complete, the responsibility to keep each Register up to date rests with the individual Board member. The Chair will remind Board members of conflict at the outset of Board meetings and any additional interests or conflicts identified will be noted and added to the relevant Board member's Register. These Registers will be kept on file for the Board by the Board secretariat. Guidance on declarations of interest will be provided by Castle Point Borough Council or the Chair if required. An extract on Declarations of Interest from the Council's Constitution (May 2024) is set out in **Appendix Four**.
- 4.11 In addition to the Register of Interests, Board members are also required to notify the secretariat of any gifts or hospitality offered or received (even if refused) and this will also be kept on file. Guidance on the declaration of gifts and hospitality will be provided by Castle Point Borough Council or the Chair if required.
- 4.12 The secretariat³ for the Neighbourhood Board will be provided by Castle Point Borough Council. This will be reviewed by the Board on an annual basis.

5 The Accountable Body and Assurance Framework

- 5.1 Castle Point Borough Council is the Accountable Body for the programme and the funding and will hold the fund for the Government on behalf of the Neighbourhood Board.
- 5.2 The fund will be ring-fenced and will not be considered as part of the Council's General Fund. However, if required, the Council may borrow capital funding against the fund – for example to make an early capital investment in a project agreed by the Board, the repayment of which would be through future year funding.

³ The Secretariat means the administration of meetings – i.e. agendas, minutes, arranging meeting dates and venues

- 5.3 The Council will provide regular financial and budgetary reporting to the Neighbourhood Board alongside an annual Budget and Financial Statement..
- 5.4 The Council will have to perform its own governance in relation to the Investment Plan and programme funding, in addition to engagement with the Board, to ensure compliance and as part of the Assurance Framework.
- 5.5 The Council will appoint a ~~Programme Director~~Regeneration Officer, who will be funded by the Plan for Neighbourhoods Fund, who will provide support to the Board and coordinate activity. The Council's ~~Director of Place and Communities~~Economic Development and Regeneration Manager will act as line manager and ensure performance management.
- 5.6 In accordance with the Government's current Guidance, the Council's Section 151 Officer (the Assistant Director for Finance and Resources) will be required to submit an annual Statement to MHCLG. This will provide written confirmation that they have undertaken to actively apply all the necessary checks to ensure proper administration of its financial affairs regarding the funding programme, particularly in respect to financial administration and transparency of governance, be required to submit to the Department for Levelling Up, Housing and Communities (DLUHC) a Statement of Grant Usage and an Assurance Letter. These assurance documents will also include 'compliance checks to ensure the governance requirements around the Town Board are being met.'
- 5.7 ~~The Assurance and Compliance Team within DLUHC~~MHCLG will undertake a range of checks, on a risk and sample basis, which the Council will be required to engage with and support this process.
- 5.8 ~~The Government's Internal Audit Agency~~MHCLG's independent auditors will act as a third line of assurance on the overall ~~DLUHC~~ programme.
- 5.9 The Council will administer the Investment Fund in accordance with its Financial Regulations as set out in its Constitution
<https://castlepoint.cmis.uk.com/castlepoint/Documents/PublicDocuments.aspx>

6.0 Exclusions

- 6.1 The Neighbourhood Board will not:
- Establish itself as a legal entity at this time.-
 - Directly hold funding or act as the delivery vehicle for funded projects at this time.-
 - Comment on or influence any planning or regulatory decisions of statutory body.
 - Act in the capacity as a planning policy authority and all plans, master plans or policy statement associated with the programme, will, as is normal, be approved by the local planning authority.

DRAFT

Appendix One

Canvey Island Pride in Place Board

Chair: Purpose of the Role and Person Specification

1. Background and context

In March 2024, the Government announced £20 million of endowment funding over 10 years in Canvey Island. Now firmly part of the national Pride in Place project, an independent Board has been established to plan and drive forward the investment of the funding, and

attract additional funding, into the community of 40,000 people.

The Board was established in 2024, and has since agreed its terms of reference, key objectives, Vision and the Regeneration and Investment Plans required to set out how the funding could be used.

In doing so, the Board Members have established a unified and strong bond that is demonstrating clear leadership and openness to ideas. It has engaged with the local community and is committed to keep doing so. It has also fostered a strong relationship with Government officials and attracted media attention.

The Chair of the Board is an appointment made by Castle Point Borough Council and the Member for Parliament, but this role is accountable to the Pride in Place Board.

The Chair's role is about leadership and positive management that continues the work to date, whilst also delivering real benefits for local people and being the public face for this exciting project.

2. Purpose of Role

1. To lead the Canvey Island Pride in Place Board in the delivery of the Vision and Investment Plan for Canvey Island that sets out how the £20 million of Government Funding will provide sustained benefits for the community and have positive impact on the wider economic landscape.
(<https://www.castlepoint.gov.uk/pride-in-place-canvey-island>)
2. To be the lead advocate of this Pride in Place programme at a local, regional and national level.
3. To Chair the Canvey Island Pride in Place Board and drive the debate and discussion to ensure that decisions are made in a timely manner, that pace of delivery is maintained and that engagement with our communities is robust and an embedded part of the Board's programme.

4. To work closely with officers at Castle Point Council, who are the Accountable Body for the £20m funding, to ensure strong governance and transparency around the fundings use.
5. To work closely with Council officers and other Board Members with a local delivery function to identify strategic opportunities for making the most effective use of the funding.
6. To ensure that the Board Members are neutral and conflicts of interest are identified and addressed.
7. To ensure that the Board is dynamic, focussed on the purpose and allows for transparency upholding Nolan principles of public life:

<https://www.gov.uk/government/publications/the-7-principles-of-publiclife/the-7-principles-of-public-life--2>

8. To uphold the Terms of Reference of the Canvey Island Pride in Place Board.
9. To represent the brand of the Canvey Island Pride in Place Board and be the face of the Board within the local community, the media and with partners.

3. What sort of person is the Board looking for?

There is no set profile for this Chair role. Your knowledge of Canvey Island and its communities, your ability to 'get stuff done' and a real passion for making meaningful change for Canvey Island will be key. Alongside this, you will need to demonstrate leadership qualities to help keep the Board on track, collaborate with the Council as the programme's 'Accountable Body' and act as a senior ambassador for the programme.

You might fall into one of these categories locally:

- a business person
- the head of a local charity
- a local campaigner
- a philanthropist
- a representative from a school or further education college
- a representative from the NHS Trust

- a representative from a football or other sports club
- a leading arts or cultural practitioner
- an innovator

Or you might not. We have no fixed idea about your role in the community or your profession or job. What we do want is someone who is completely up for helping to lead us on this amazing journey. Note, the chair of the Pride in Place Board cannot be an elected government representative.

4. Person specification

- You are dynamic and have a real energy and passion for all things Canvey.
- You understand the need to keep up pace between meetings as well as being clear and coherent in them.
- You have a clear focus on the job in hand and will get things done.
- You display the drive and ambition for the benefit of the local community.
- You have a track record of partnership working, potentially including chairing or leading meetings.
- You have strong advocacy skills and strong leadership, including conflict resolution.
- You demonstrate confidentiality, respect and trust.
- You are brave, honest and trustworthy.
- You are not an MP or Councillor.

5. Terms

This role is unremunerated however costs or expenses incurred in discharging your duties as Chair can be reimbursed. Such costs may include travel, childcare or other and will comply with the Council's relevant expenses policy directives. It is important to us that this role is accessible to everyone and that no-one is put off considering applying because of financial concerns that executing the role might mean.

The time commitment is anticipated to be in the region of two days per month.

The initial term of appointment will be for three years with an additional three years possible, with the consent of Chair and Board.

Meetings will, for at least the first six months, be monthly. The timings and locations of Board meetings will be agreed by the Chair and Board with the Council.

DRAFT

Chair Person Specification

Purpose of the Role

- To lead the Neighbourhood Board in the preparation and delivery of the Investment Plan that will set out how the investment of £20 million of Government Funding will provide sustained benefits for Canvey Island and the impact on the wider Borough
- To be the lead advocate of the programme at a local, regional and national level
- To chair the Neighbourhood Board and drive the debate and discussion to ensure that decisions are made in a timely manner and the programme is maintained
- To guide and work with a programme director on the strategic use of the £20 million funding working closely with the local Council as the Accountable Body, and oversight of the project programme
- To support the appointment of Board members in consultation with the Neighbourhood Board and ensure that the Board members' conflicts of interest are identified and addressed
- To ensure that the Board is dynamic, focussed on the purpose and allows for transparency upholding Nolan principles of public life (<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life-2>)
- To uphold the Terms of Reference of the Neighbourhood Board
- To represent the brand of the Neighbourhood Board and be the face of the Board within the local community, the media and with partners

Person specification

- You display the drive and ambition for the benefit of the local community
- You are an established and respected leader within the borough of Castle Point, preferably Canvey Island
- You have a track record of partnership working including chairing meetings
- You have strong advocacy skills and strong leadership, including conflict resolution
- You are not an MP or Councillor
- You demonstrate confidentiality, respect and trust
- You have the capacity

- ~~You have experience of providing oversight of complex budgets~~

DRAFT

Appendix Two

Code of Conduct for Board Members

Members are expected to adhere to the Seven Principles of Public Life ("The Nolan Principles"). These principles, set out below, ensure that the Board members conduct themselves to the highest public standards.

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

DRAFT

Appendix Three

Register of Interest

Members of the Neighbourhood Board must declare any interests which they consider could impact on decisions and their role on the Board. Castle Point Borough Council has a declaration of interest policy in place as set out in the Council's Constitution (May 2024).

This is set out below.

If a member of the Neighbourhood Board believes they do have a conflict, they should consult with the Council's Monitoring Officer.

'Registering and Disclosing Interests'

*Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories of **Disclosable Pecuniary Interests** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories of **Other Registerable Interests**.*

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **Table 1** below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. *You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.*
2. *A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.*
3. *Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.*

Non participation in case of disclosable pecuniary interest

4. *Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have*

been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. *Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.*

Disclosure of Other Registerable Interests

6. *Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.*

Disclosure of Non-Registerable Interests

7. *Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.*

8. *Where a matter arises at a meeting which affects –*

- a. your own financial interest or well-being;*
- b. a financial interest or well-being of a relative or close associate; or*
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2***

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

9. *Where a matter (referred to in paragraph 8 above) affects the financial interest or*

well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or that is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial

Subject	Description
	<i>interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</i>
Land and Property	<i>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</i>
Licences	<i>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</i>
Corporate Tenancies	<i>Any tenancy where (to the councillor's knowledge) – (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</i>
Securities	<i>Any beneficial interest in securities* of a body where (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a</i>

Subject	Description
	beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.'

Item 6b: The Canvey Island PiP Risk log



Pride in Place: Canvey Island - Risk Log

Project Title	<i>Pride in Place: Canvey Island Board Risks</i>	
Document Ref:	Version no. 01	Date completed/updated: 16/03/2026

No.	Description of risk	Impact	Risk Assessment		Risk rating (LxI)	Mitigations
			Likelihood	Impact		
CI PiP RR001	There is a risk that the programme objectives are unclear and not aligned with the vision	Delays in benefits and commissioning	2	3	6	Clear governance/ risk management process, programme and project management, standing agenda items
CI PiP RR002	There is a risk that the level of governance does not meet the required standard to support the Board decision making or programme delivery	Records/ decisions Delays	2	3	6	Strong consistent secretariat provision, governance processes and timings, agenda setting, report provision etc
CI PiP RR003	There is a risk that there is no partner or organisation to deliver a project causing delays or issues	Project delivery delays	3	4	12	Clear commissioning process, outlined requirements
CI PiP RR004	There is a risk that partners, suppliers or contractors underperform causing issues or project failure	Project delays or failure Reputational risk	2	4	8	Project monitoring, assurance and planning corrective actions
CI PiP RR005	There is a risk that project outcomes or benefits are not met or measurables	Failure to deliver programme vision	2	4	8	Project monitoring, assurance and planning corrective actions
CI PiP RR006	There is a risk that inter-project dependencies are not managed,	causing delays	2	3	6	Project monitoring, assurance and planning corrective actions

CI PiP RR007	There is a risk that there are resource shortages (skills or capacity) across projects,	causing delays to commissioning or completion	3	4	12	Clear commissioning process, outlined requirements, procurement management
CI PiP RR008	There is a risk that the programme timeline is unrealistic or overly ambitious	Exacerbates resource issues creating delays	3	3	9	Programme management, understanding requirements and scheduling
CI PiP RR009	There is a risk that a failure to engage will impact public confidence	Reputational risk	2	4	8	Effective engagement strategy and timetable
CI PiP RR010	There is a risk that stakeholders are resistant to the programme	Reputational risk	3	3	9	Integrated communications strategy alongside governance transparency and engagement process

Further explanatory notes

Risk Log

Purpose: The purpose of the Risk Log is to capture and summarise all Project Risks. .

5x5 Risk Matrix Example

		Impact Measures the potential severity of the risk's consequences.				
Probability Measures how likely it is that a risk will occur.		Insignificant (1)	Minor (2)	Significant (3)	Major (4)	Severe (5)
	Almost Certain (5)	5	10	15	20	25
	Likely (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Unlikely (2)	2	4	6	8	10
	Rarely (1)	1	2	3	4	5