PRIDE IN PLACE

TERMS OF REFERENCE

BLACKBURN, FAULDHOUSE and WHITBURN NEIGHBOURHOOD BOARD

Version History:

Version Number	Date Agreed	Changes
Version 1	3 July 2026	

1.Introduction

1.1 On 12 December 2025, the areas of Blackburn, Fauldhouse and Whitburn, as shown delineated in black on the plan annexed, were announced as one of the places ('the place') identified to receive funding under the UK Government's Pride in Place programme: Phase 2. A total of £20 million funding will be released to the communities of the place to be invested in the place over a 10-year period.

1.2 The Blackburn, Fauldhouse and Whitburn Neighbourhood Board ('the Board') has been formed to co-produce and take forward the Pride in Place Plan for the place ('the Plan'). The Plan will constitute a 10-year vision and 4-year Investment Plan/s, and delivering in the interests of local people to improve the physical and social infrastructure of their community. The Plan will set out a long-term vision for the place, supported by a defined investment programme. It will identify the priorities of the local communities and the projects and interventions to be delivered, alongside associated funding, timescales and intended outcomes. The Investment Plan/s will include planned projects/interventions, allocated capital and revenue spend, delivery timetable, outputs/outcomes and monitoring/reporting arrangements.

1.3 These Terms of Reference ('the Terms') set out how the Board operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and is both transparent and accountable. They embed appropriate processes and controls for funding, ensuring that mechanisms are in place to empower the Board to realise its role in driving forward a community-led vision for change and facilitating the development of the Plan, and its delivery, whilst establishing the role of the Board as decision-making forum.

1.4 The Terms are informed by guidance produced by the UK Government.

1.5 Any reference to 'the local authority' is to West Lothian Council and its statutory successors. Any obligation or requirement on the local authority to do something will be satisfied if the local authority procures that it is done.

1.6. Copies of all policies and other documents referred to in the Terms can be made available on request to the local authority.

2.Objectives

2.1 The Board will bring together the local communities, the local authority, and elected representatives to work together in partnerships to develop a shared 10-year vision for the place and oversee the delivery of funding across a range of interventions.

2.2 Decision-making will be led by the Board which will drive priorities for investment and steer the long-term vision for the place, in conjunction with the local communities.

2.3 The Board will co-produce, agree and publish the Plan. The Board will review and monitor the milestones, outcomes, and delivery of the Plan and Investment Plan/s. Further Investment Plans will be developed, agreed and published on the expiry of the previous Investment Plan.

2.4 The Plan should recognise and seek to build on work that is underway, or has been undertaken already, in the place. The Plan will be reviewed and updated on an annual basis and approved by the Board.

2.5 The Board will perform its objectives in accordance with guidance issued by the UK Government.

3.Membership

3.1 The Board will have a maximum of 25 Members ('the Board Members'). Reference to Board Members includes the Chair.

3.2 Membership of the Board will be comprised as follows:

3.2.1 As prescribed by the UK Government:

- A chairperson, independent of the local authority and not holding an elected position ('the Chair')
- The relevant local Members of Parliament whose constituencies sit within the boundary of the place (MPs)
- Councillors from each local government ward within the place as determined by the local authority.

3.2.2 The local authority will confirm the appointment of a maximum of two Councillors, one from each local government ward within the place, to the Chair and the Board following completion of its process for the appointment of representatives to outside organisations.

3.2.3 Other membership will be tailored at the Chair's discretion in consultation with the local authority, and the MPs, and can include:

- *Community partners, such as community groups, faith groups, local charities, neighbourhood forum, youth groups, and the Third Sector Interface.*
- *Local businesses and social enterprises*
- *Community and small businesses*
- *Cultural, arts, heritage and sporting organisations*
- *Public agencies and anchor institutions, such as local schools, higher education and further education institutions, relevant government agencies for the place*
- *Relevant local Members of Scottish Parliament (MSPs)*
- *Registered social housing providers*
- *The NHS*
- *Police Scotland*

3.3 Membership of the Board will be compliant with the provision of the Equality Act 2010, as relevant to the Board.

3.4 Membership of the Board will be kept under review by the Chair, in consultation with the local authority, and the MPs, to ensure that it is consistent with UK Government guidance and aligned to achieving the Board objectives.

4.Terms of Appointment

4.1 With the exclusion of the elected membership detailed at paragraph 3.2.1 appointments to the Board will be held until the end of the first Investment Plan, and thereafter until the end of any subsequent Investment Plan. Members, including the Chair, may be reappointed as a Board Member at the end of their term.

4.2 Elected representatives will serve in their elected capacity with their ongoing membership determined by that elected position.

4.3 Notwithstanding the provisions of paragraph 4.1 the Chair may recommend the removal of a Board Member before the end of the Investment Plan. With the agreement of the MPs, and the local authority, the Board Member will be removed.

4.4 The selection of any Board Member sitting to represent a stakeholder organisation will be a matter for each organisation, who should however act to support continuity as far as is possible.

4.5 Membership is on a voluntary, non-paid basis but travel and other reasonable expenses will be covered in line with the local authority's policy on Travel and Subsistence.

4.6 Board Members may resign from the Board by serving notice, in writing, on the Chair. The Chair may resign in accordance with paragraph 5.8.

5. Appointment of Chair

5.1 As the accountable body at the start of the programme the local authority is responsible for the appointment of an independent Chair of the Board, following consultation with, and supported by a letter of endorsement from, the MPs.

5.2 Chairs will be appointed following a public competition to recruit to the role.

5.3 The Chair must be 'from', living or working in the place. The Chair must hold a prominent role in the local communities or have a passion for the place.

5.4 Elected representatives, such as Members of Parliament, Members of the Scottish Parliament or local Councillors, must not chair the Board.

5.5 The role of the Chair is voluntary. The Chair will not normally be entitled to any remuneration. Reasonable expenses incurred in connection with the fulfilment of the role of Chair may be reimbursed in line with the local authority's policy on Travel and Subsistence.

5.6 The appointment of the Chair will be held until the end of the first Investment Plan, and thereafter until the end of any subsequent Investment Plan. The Chair may be reappointed as Chair at the end of their term.

5.7 Notwithstanding the provisions of paragraph 5.6 the local authority may, where the Chair fails to undertake their duties, recommend the removal of the Chair before the end of the Investment Plan, with the agreement of the MPs. Following approval by the Ministry of Housing, Communities and Local Government ("MHCLG") the Chair is removed.

5.8 The Chair can resign by submitting a written confirmation of their resignation to MHCLG, and intimated also to the MPs and the local authority.

6. Appointment of Members of Board

6.1 The Board will have a minimum of 8 members including the Chair. The majority of members should live or work within the boundaries of the place. Representation from non-elected members on the Board will be greater than elected.

6.2 The Chair will lead the recruitment of Board Members. The Chair will be supported by the local authority as the accountable body and the MPs to identify and recruit candidates.

6.3 Board Members will be formally appointed by the Chair.

6.4 The secretariat to the Board will notify MHCLG of any changes to Board Membership.

6.5 Membership will be kept under review by the Chair and the local authority to ensure that it is consistent with guidance from UK Government and aligned to achieving Board objectives.

6.6 Additional Members with specific expertise may be co-opted as agreed by the Board.

7.Roles and Duties

Duties of the Chair

7.1 The Chair should act as a champion for the place and provide leadership for the Board ensuring it is community led and embedded within the place. The Chair should be engaged, collaborative and committed to driving the Plan forward in line with the wishes of the local communities. The Chair should:

- Determine that each Board meeting is properly constituted and that a quorum is present
- Manage the business of the meeting and preserve order
- Confine discussion to the scope of the meeting and the business to be considered
- Determine with advice from the Secretariat whether any proposed motions and amendments are in order
- Ascertain the sense of the meeting by:
    - Putting relevant questions to the meeting
    - where appropriate, taking a vote
- Declare the result of any vote
- Decide upon the admission of any business deemed urgent and not published on the agenda
- Close the meeting

7.2 The Chair, in partnership with the local authority, may appoint a Vice Chair to deputise for them. The Vice Chair will be appointed from the Board membership and shall not be an elected representative, such as a Member of Parliament, Member of the Scottish Parliament or local councillor.

Duties of Members

7.3 To be actively involved in making collective and collaborative decisions about investment in the place and to take part in effective action that ensures the place develops and thrives in a sustainable and inclusive manner, Board Members should:

- Attend Board meetings a minimum of quarterly or more frequently if required by the business of the Board
- Attend workshop sessions as required by the work of the Board
- Attend ad hoc openings/ launches of funded projects, as requested by the Chair
- Attend community meetings as requested by groups/ or required by the work of the Board

7.4 Participate in the business of the Board in accordance with the key provisions of the Model Code of Conduct for Members of Devolved Public Bodies

7.5 Provide input to the Board based on skills and experience, informed by the needs of their sector and their knowledge of the place.

8. Duties of the Local Authority

8.1 The local authority shall, in consultation with the MPs, appoint the Chair of the Board at the inception of the Board and when a vacancy arises.

8.2 The local authority shall be the accountable body.

8.3 The local authority shall provide guidance to Board Members on the Model Code of Conduct for Members of Devolved Public Bodies and the Register of Interests.

9. Declarations of interest

9.1 When accepting membership to the Board members will complete a Register of Interests Form in the format set out in Annex B, or as otherwise subsequently prescribed by the local authority, and submit it to the local authority.

9.2 Where a Board Member is already an elected member of the local authority and has completed the requisite register for the local authority, that will be deemed sufficient providing it has been reviewed and updated as appropriate in the preceding 12 months.

9.3 Each Board Member must ensure that their register of interests is up to date before the start of each Board meeting they attend.

9.4 Each Board Member must complete the register of gifts and hospitality, which is set out in Annex C, and submit it to the Secretariat as required on an ongoing basis.

9.5 Board members are responsible for declaring their interests before the Board considers any decisions.

9.6 The local authority will provide guidance on declaring interest which will be consistent with the guidance applying to members of Devolved Public Bodies.

9.7 If a proposed decision of the Board is concerned with an actual or proposed transaction or arrangement with which a Board Member has an interest that member is not to be counted as participating in the decision making process for quorum or voting purposes. Board Members will declare their interest as early as possible in meetings. Board Members will not remain in the meeting nor participate in any way in those parts of meetings where they have declared an interest.

9.8 A Board Member should notify the Chair of any interests occurring in terms of paragraph 9.7 as soon as the member becomes aware of it. The Board Member should not wait until a meeting of the Board to notify the Chair. The Chair will ensure that details of the interest are notified to the local authority (via the Secretariat) for consideration

9.9 A Board Member who becomes aware of an interest which potentially conflicts with the business of the Board, is not obliged to disclose information that is confidential and where to do so would amount to a breach of confidence. The Board Member will make arrangements with the Chair not to receive documents and information relating to the interest.

9.10 The local authority will record:

- actions taken in response to any declared interest
- any gifts or hospitality given to the Board or individual members

10. Code of Conduct

10.1 Board Members shall subscribe to and comply with the key provisions of the Model Code of Conduct for Members of Devolved Public Bodies. Board members are expected to act in accordance with the Seven Principles of Public Life (the Nolan Principles) as set out in Annex A.

11.Voting

11.1 Wherever possible a consensus of the meeting shall be sought without the need for a formal vote to be taken.

11.2 All Board Members present at the meeting shall have a vote unless they have declared an interest in the item which would preclude them from voting.

11.3 Where a consensus is not possible, voting shall be by a show of hands unless a recorded vote is requested by one quarter of those present, whereupon a vote shall be taken by roll call.

11.4 The Chair will not have a casting vote, and in the event of an equality of votes, the vote is deemed not to have been carried.

11.5 The Board will not be entitled to take any decision that will, or may reasonably be expected to, conflict with the local authority's obligations as the accountable body or the local authority's Section 95 Officer's duties.

11.6 Notwithstanding the establishment of any sub-groups in terms of paragraph 14 authority for any decision of the Board will remain vested in the Board in accordance with the Terms.

11.7 The quorum for a meeting of the Board will be 8 Board Members. The quorum must include the Chair or the Vice Chair.

11.8 A duly convened meeting of the Board at which a quorum is present will be competent to exercise all or any of the authorities, powers and discretion for the time being vested in or exercisable by the Board.

11.9 Officers of the local authority will attend Board meetings to ensure that the local authority's duties as accountable body are met.

11.10 If a Board Member ceases to be a member at a Board meeting, they can continue to be present and to act as a member and be counted in the quorum until the end of the meeting if no other member objects and if otherwise a quorum of members would not be present.

12. Transparency

12.1 The Board will follow the local authority's governance and finance arrangements when considering 'private' or exempt reports, with the default position being that all papers are open to the public.

12.2 The Board will meet at least quarterly. Additional meetings may take place should the need arise at the discretion of the Chair in consultation with the local authority. Board Members may attend meetings in person or by electronic means (including video or teleconference). Participation by such means will constitute attendance at the meeting and members attending remotely will be counted for the purposes of quorum and voting.

12.3 A minimum of 10 days' notice will be given for a meeting of the Board.

12.4 Agenda packs should be published a minimum of five working days before Board meetings.

12.5 The Chair will ensure that minutes of meetings of the Board are made. The minutes will include details of any interest reported to the Board.

12.6 Draft Board Minutes should be published no later than ten working days after each Board meeting and approved minutes no later than ten working days after approval.

12.7 Membership of the Board will be published.

13.Ways of working

13.1 Each individual member must take responsibility for building an inclusive and collaborative culture of partnership among the Board and with wider community and place interests.

13.2 Board Members must act with respect, equity and recognise and value differences in experience and attitude at all times, helping to establish trust across the Board.

13.3 Board Members have a duty to ensure the Board, in leading and driving change, remains action orientated and focused on outcomes, recognising the importance of measuring and evaluating the progress of impacts and being accountable.

13.4 Each meeting of the Board, and any sub-group, will be conducted in accordance with the Model Code of Conduct for Members of Devolved Public Bodies

14. Subgroups

14.1 The Chair, in consultation with the Board, may set up sub-groups of the Board to focus on specific aspects of the Plan.

14.2 Approval of the Chair will be required for the participation of non-board members in any sub- group.

14.3 Sub-groups will report their findings and insights back to the Board. They will not have any decision-making function.

15. Financial, Contractual and Legal Matters

15.1 The management of the Board's financial affairs will be conducted by the local authority in its capacity as the accountable body and will follow the local authority's Financial Regulations.

15.2 The local authority's Chief Financial Officer will submit an annual statement to MHCLG providing written confirmation that they have undertaken to actively apply all necessary checks to ensure the proper administration of the local authority's financial affairs regarding the funding programme.

15.3 The local authority in its capacity as the accountable body will be responsible for compliance with legal responsibilities in relation to subsidy control and public contract regulations. The management of contracts decided by the Board will be conducted by the local authority in its capacity as the accountable body and will follow the local authority's Contract Standing Orders.

15.4 The local authority in its capacity as the accountable body may provide advice and support to the Board regarding the Board's compliance with legal duties and supporting meaningful community engagement.

16. Support and Secretariat

16.1 The local authority, or an alternative organisation such as a community group, if that is agreed between the Chair and local authority as accountable body, should act as Secretariat to the Board.

16.2 The local authority will act as Secretariat to the Board, in the first instance, to support its establishment.

17. Legal Status

17.1 The Board is not a legal entity. It is not the accountable body for the funding.

17.2 The Terms constitute the constitution of the Board

18. Review and Revision of the Terms of Reference

The Terms will be reviewed within one year and every two years thereafter and also upon publication of any further guidance relating to the Plan.

19. Dissolution

The local authority, as accountable body, may, following consultation with the Board and local MPs, dissolve the Board following the end date of the Plan, or where the function of the Board is no longer required.

Annex A

Nolan Principles: The Seven Principles of Public Life

- **Selflessness**: Holders of public office should act solely in terms of the public interest.

- **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.

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

- **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.

- **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.

- **Honesty**: Holders of public office should be truthful.

- **Leadership**: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

ANNEX B

NOTICE OF MEMBERS' INTERESTS

NAME	

The interests I have to register must cover the whole term of my office. If any terms of office are consecutive then it must cover the entire period that I have been a Board Member.

I have read the Model Code of Conduct for Members of Devolved Public Bodies and the Terms of Reference for the Blackburn, Fauldhouse and Whitburn Neighbourhood Board prior to completing this form. I must return this form, completed and signed, to West Lothian Council upon my appointment to the Blackburn, Fauldhouse and Whitburn Neighbourhood Board ('the Board') as a Board Member.

Apart from Category Eight (Close Family Members), I only have to register my own interests.

Even if I do not have to register something I may still have to declare it as an interest at a Board meeting and may have to withdraw.

Where the level of detail required is not specified for a category of interest, I will include the information called for by the principles of selflessness, integrity, openness and honesty and to ensure the public can understand the nature of my interest without having to undertake any research.

1. REMUNERATION

I will register any work for which I receive, or expect to receive, payment or reward, no matter how casual, trivial or small. That means remuneration[1] I receive, by virtue of being:-

(a) employed
(b) self-employed
(c) the holder of an office (including councillor or health board member)
(d) a director of an undertaking[2]
(e) a partner in a firm
(f) appointed or nominated by the Board to another body
(g) engaged in a trade, profession or vocation, or any other work

For an interest as an employee, I must give the full name of my employer, the nature of its business and the nature of the post I hold in the organisation.

For other interests under this category, I must provide the full name of the entity and give details of the nature of the business, organisation, undertaking, partnership or other body, as appropriate, and my position in it.

For a directorship, I must provide the registered name and registered number of the undertaking in which the directorship is held and provide information about the nature of its business.

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[1] Including wages, salaries, share of profits, fees, expenses, other monetary benefits or benefits in kind
[2] (a) a body corporate or partnership (e.g., companies, LLPs, SCIOs); or (b) an unincorporated association carrying on a trade or business, with or without a view to a profit (e.g., clubs, societies, mutual associations)

Where I otherwise undertake a trade, profession or vocation, or any other work, I must include information about the nature of the work and how often it is undertaken (e.g., consultancy, freelance). I must register all such work, no matter how casual or trivial.

I must register any allowances I receive in relation to membership of any organisation under Category One.

I do not have to register these things under this Category:-

- my exact job title
- the level or amount of any remuneration
- pensions I receive
- a position that is not remunerated (but I may have to register an unremunerated directorship under Category Two: Other Roles)
- expenses, allowances or remuneration from the Board for work I undertake in my capacity as a Board member

If there is an overlap with Category Three: Contracts then I will register the interest in both places.

(Fill in the following boxes as appropriate. Score through those that do not apply).

NATURE OF POSITION	DETAILS
Employed	
Self employed	
Holder of an/office	
Director	
Partner	
Board appointment or nomination to another body	
Other trade, profession, vocation or other work	

2. OTHER ROLES

I must register any unremunerated directorships where the body in question is a subsidiary or parent company of an undertaking in which I hold a remunerated directorship.

For any such interest, I must register:-

- The registered name and registered number of the subsidiary or parent company or other undertaking
- The nature of its business
- Its relationship to the company or other undertaking in which I am a director and for which I do receive remuneration
- My remunerated role under Category One

For an outside body appointment where I receive remuneration I must register it under Category One. For an outside body where I receive no remuneration I must register it under Category Seven.

(Fill in the following boxes as appropriate. Score through those that do not apply).

UNREMUNERATED COMPANY NAME, ADDRESS, NATURE OF BUSINESS	REMUNERATED PARENT OR SUBSIDIARY COMPANY NAME, ADDRESS, NATURE OF BUSINESS

3. CONTRACTS

I must register an interest where I personally have made or am in the process of making a contract with the Board, or the council:-

- under which goods or services are to be provided, or works are to be executed; and
- which has not been fully discharged

I must do the same for a firm in which I am a partner, or an undertaking in which I am a director, or an undertaking in which at the relevant date[3]:-

- I own or have an interest in more than 1% of the issued share capital, or
- The market value of shares and securities that I own or have an interest in is greater than £25,000

I must register a description of the contract, including its duration, but I do not have to register the value.

[3] The date of my appointment, and then on 5 April in each year following during my term of office

If there is an overlap with Category One then I will register the interest in both places.

(Fill in the following boxes as appropriate. Score through those that do not apply).

NATURE OF BUSINESS	NAME. ADDRESS, CONTRACT DESCRIPTION
Personal	
Partnership	
Company, directorship held	
Company, shareholding	

4. HOUSES, LAND AND BUILDINGS

I must register any right or interest I have in houses, land and/or buildings which may be significant to, or relevant to, or bear upon the work and operation of the Board. Such rights or interests include being owner or joint owner; being tenant or joint tenant; being a trustee or a beneficiary of a trust which includes houses, land or buildings.

When deciding whether or not I need to register any such interest, I will apply the objective test - whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as being so significant that it could potentially affect my responsibilities to the Board and to the public, or could influence my actions, speeches or decision-making. I understand that I must disclose the address of any such property but that it will not be published as part of my Register.

(Fill in the following boxes as appropriate. Score through those that do not apply).

OWNER/TENANT OR LESSEE	ADDRESS

5. INTERESTS IN SHARES AND SECURITIES

I must register an interest in shares and securities[4] in which at the relevant date[5]:-

- I own or have an interest in more than 1% of the issued share capital, or
- The market value of those shares and securities in one specific body is greater than £25,000

Despite the unqualified terms of the Model Code, I only have to do so where the shares and securities in question are in an entity which is significant to, or relevant to, or bears upon the work or operation of the Board[6].

Those include investments made under self-invested pension plans if, at the relevant date, they are either more than 1% of the issued share capital of a specific company or body or are greater than £25,000.

They also include an interest as a trustee (either as an individual or jointly with other trustees), where I also have an interest as a beneficiary of the trust and where at the relevant date[5] the benefit is greater than 1% of the trust's value or the value of that benefit is greater than £25,000.

When deciding whether or not I need to register any such interest, I will apply the objective test - whether a member of the public, with knowledge of the relevant facts, would reasonably regard the entity as one so significant that it could potentially affect my responsibilities to the Board and to the public, or could influence my actions, speeches or decision-making.

(Fill in the following boxes as appropriate. Score through those that do not apply).

COMPANY NAME, ADDRESS AND NATURE OF BUSINESS

6. GIFTS AND HOSPITALITY

I do not have to register gifts or hospitality since I will not accept them, other than under the limited circumstances allowed by the Code[7].

Where I have previously accepted gifts and hospitality during the period of my appointment and allowed under previous versions of the Code, I will ensure they remain on my register.

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[4] Covers all types of financial investment models, including stocks, bonds, options, investment trusts, other forms of part-ownership including equity and debt ownership

[5] The date of appointment, and then on 5 April in each year after that

[6] On 20 May 2022 the Scottish Government published a letter to all Devolved Public Bodies clarifying that omission in Paragraph 4.20 of the Model Code (regarding Category Six: Interest in Shares and Securities).

[7] If I consider that declining an offer of a gift would cause offence, I will accept it and hand it over to the Board at the earliest possible opportunity and ask for it to be registered (3.19). I will promptly advise the Secretariat if I am offered (but refuse) any gift or hospitality of any significant value and/or if I am offered any gift or hospitality from the same source on a repeated basis, so that the Board can monitor this (3.20).

(Fill in the following boxes as appropriate. Score through those that do not apply).

DONOR	DATE	NATURE AND VALUE OF GIFT OR HOSPITALITY

7. NON-FINANCIAL INTERESTS

I understand it is important that I register other interests where I have no financial interest, e.g., membership of or holding office in public bodies, companies, clubs, societies and organisations such as trades unions and voluntary organisations.

I must register non-financial interests that members of the public with knowledge of the relevant facts might reasonably think could influence my actions, speeches, votes or decision-making in my activities as a Board member, internally or externally. In doing so, I will be as transparent as possible and will err on the side of caution.

(Fill in or score through the following boxes as appropriate. Use additional sheet(s) if necessary).

NAME OF ORGANISATION	DESCRIPTION OF INTEREST OR POSITION

8. CLOSE FAMILY MEMBERS

I must register the interests of any close family member who has transactions[8] with the Board, or council or is likely to have transactions or do business with them. This is the only place I have to register the interests of other people. I will register such an interest in a transaction that means the financial position of the Board, or council may have been or could be affected by it.

I accept that "close family member" will depend on my own individual circumstances. I will consider any relative who may have some control or influence over me or over whom I may have some control or influence.

As a minimum I will enquire about and will register any relevant interests which involve transactions and are held by:-

- My children or other dependants
- My spouse or domestic partner (cohabitee)
- Children or dependants of my spouse or domestic partner
- Any relative of mine that lives with me
- Dependants of any of those listed above

I do not have to register these things under this Category:-

- The other person's name or other personal data
- The name of a company or partnership or employer or the value of the transaction
- Transactions over which there is no discretion or control e.g., payment of council tax, payment of non-domestic rates, receipt of benefits, payment of council house rent
- A relevant person's employment in the Board, or council.

(Fill in or score through the following boxes as appropriate. Use additional sheet(s) if necessary).

FAMILY RELATIONSHIP	NATURE OF TRANSACTION	NATURE OF GOODS OR SERVICES

[8] Transactions are business arrangements or contracts for the provision of goods or services or works. Charging a price is not necessary for there to be a "transaction". It can cover transfer and exchange of assets, provision of services and goods, loans, investments, secondment of staff

I declare the foregoing information provided by me on today's date is accurate and complete to the best of my knowledge.

Date signed	
Signature	

I have received the foregoing information and declaration on behalf of the Board and with their authority.

Date signed	
Signature	
Name and position	

This form should be returned to [ ], West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF.

A completed form with a signature and date is required. That may be a hard copy with a "wet" signature or it may be a scanned copy with a signature sent from the email address used for Board business.

ANNEX C: REGISTER OF GIFTS AND HOSPITALITY

REGISTER OF GIFTS AND HOSPITALITY – **Blackburn, Fauldhouse, and Whitburn Neighbourhood Board ('the Board') Board Members**

I, (full name) (capitals) a Member of the Board GIVE NOTICE, as I am required to do under the Boards Terms of Reference, that I have been offered gifts and/or hospitality (all gifts and hospitality must be disclosed within 28 days)

I will not accept gifts or hospitality, other than under the limited circumstances allowed by the Model Code of Conduct for Members of Devolved Public Bodies.

(Fill in the following boxes as appropriate. Score through those that do not apply).

DONOR	DATE	NATURE AND VALUE OF GIFT OR HOSPITALITY

RECEIPT ON BEHALF OF WEST LOTHIAN COUNCIL

Date received on behalf of the Council	
Signature on behalf of the Council	
Print Name	