



## **CODE OF CONDUCT**

### **Adopted by Council 21<sup>st</sup> August 2019**

#### **1. Introduction:**

- 1.1** Pursuant to section 27 of the Localism Act 2011, Desford Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council
- 1.2** This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

#### **2. Definitions:**

- 2.1** Unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council
- 2.2** A '**co-opted member**' is a person who is not a member of the Council but who is either a member of any Committee or Working Group of the Council, or a member of, and represents the Council on any joint Committee or joint Working Group of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Working Group
- 2.3** A '**meeting**' is a meeting of the Council, any of its Committees, Working Groups, joint Committees or joint Working Groups

#### **3. Member obligations:**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, they have the following obligations:

- 3.1** Members shall behave in such a way that a reasonable person would regard as respectful
- 3.2** Members shall not act in a way which a reasonable person would regard as bullying or intimidatory
- 3.3** Members shall not seek to improperly confer an advantage or disadvantage on any person

- 3.4** Members shall use the resources of the Council in accordance with its requirements
- 3.5** Members shall not disclose information which is confidential or where disclosure is prohibited by law

**4. Registration of interests:** Applies only to councillors

- 4.1** Within 28 days of the member's election they shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A & B
- 4.2** A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it
- 4.3** A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation

**5. Declaration of interests at meetings:**

- 5.1** Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. They only have to declare what their interest is if it is not already entered in the member's register of interests or if they have not notified the Monitoring Officer of it
- 5.2** Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose they have an interest but not the nature of it
- 5.3** Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. They may speak on the matter only if members of the public are also allowed to speak at the meeting
- 5.4** A member only has to declare their interest in Appendix B if it is not already entered in their register of interests or they have not notified the Monitoring Officer of it or if they speak on the matter. If they hold an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, they shall declare the interest but not the nature of the interest
- 5.5** Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. They may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest
- 5.6** On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting, even if they have an interest in Appendices A and B, if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business, or it is in the interests of

the parishioners to allow the member to take part or it is otherwise appropriate to grant a dispensation

## Appendix A

Interests described in the table below.

<b>Subject</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by their spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 4.1 above for expenses incurred by them in carrying out their duties as a member, or towards their 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 member or their spouse or civil partner or the person with whom the member 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 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.
Land	Any beneficial interest in land held by the member or by their spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner 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 member or their spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by their spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.

Corporate tenancies	Any tenancy where (to the member's knowledge):  (a) the landlord is the Council; and  (b) the tenant is a body that the member, or their spouse or civil partner or the person with whom the member 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.
Securities	Any beneficial interest held by the member or by their spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities** of a body where:  (a) that body (to the member'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 member, or their spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a 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.

## Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which they are appointed or nominated by the Council;
- (ii) any body:
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality\* which the member has received by virtue of their office.

*\*Hospitality is defined as the friendly and generous reception and entertainment of guests or strangers*

*This revised document was adopted by Desford Parish Council on 21st August 2019*