



CODE OF CONDUCT FOR PARISH COUNCILLORS 2022-23

This Code of Conduct was adopted by the council at its meeting held on 3rd October 2022.

Introduction

Pursuant to section 27 of the Localism Act 2011, X [Parish/Town/Village/Community/Neighbourhood] 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.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, bullying and harassment and leadership.

As a member or co-opted member of Stoney Middleton Parish Council, he/she has a responsibility to represent the community and work constructively with staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity i.e.

- At formal meetings of the Parish Council, its Committees and Sub-Committees
- When acting as a representative of the Parish Council

He/she is committed to behaving in a manner that is consistent with the following principles to achieve the best for our residents.

SELFLESSNESS: members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, members should make choices on merit.

ACCOUNTABILITY: members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

BULLYING AND HARASSMENT: members must treat others with respect and must not pursue a course of conduct which amounts to bullying or harassment of another.

LEADERSHIP: members should promote and support these principles by leadership and example.

The Act provides for registration and disclosure of interests and in Stoney Middleton Parish Council, this will be done as follows:

1. DISCLOSABLE PECUNIARY INTERESTS

He/she will –

- Comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which he/she has a Disclosable Pecuniary Interest as defined in Appendix A.
- Keep his/her register of interests up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of his/her interests.
- Make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting the member is present at where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

2. SENSITIVE INFORMATION

Where he/she considers that the information relating to any interests in 1 above is sensitive information, and the Parish Council's Monitoring Officer agrees, the information need not be included when registering that interest, or, as the case may be, a change to that interest under section 1.

In this Code "sensitive information" means information whose availability for inspection by the public creates or is likely to create, a serious risk to the member or a person living with the member and may be subjected to violence or intimidation.

3. OTHER INTERESTS

In addition to the statutory requirements, he/she will make verbal declaration of the existence and nature of any other non-disclosable pecuniary interest or non-pecuniary interest at any meeting where an item of business is under consideration, at or before the consideration of the item, or as soon as the interest becomes apparent where –

- A matter arises at a meeting that 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. He/she 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.
- It relates to, or is likely to affect, any of the interests listed in Appendix A to this Code, but in respect of his/her family or friends.

As a Member of Stoney Middleton Parish Council, his/her conduct will in particular address the statutory principles of the Code of Conduct by:

- Championing the needs of residents and putting their interests first.
- Dealing with representations or enquiries from residents, members of the community and visitors fairly, appropriately and impartially.
- Exercising independent judgement and not compromising his/her position by being placed under obligations to outside individuals or organisations who might seek to influence the way he/she performs duties.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making the Parish Councils decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind decisions.
- Respecting the confidentiality of information received as a member of the Parish Council.

- behaving in accordance with all legal obligations, with particular regard to the:
Data Protection Act 2018
Freedom of Information Act 2000
Bribery Act 2010
Equality Act 2010
- Always treating people with respect, including the organisations and public I engage with and those he/she works alongside.

APPENDIX A

DISCLOSABLE PECUNIARY INTERESTS

In accordance with Section 30(3) of the Act a pecuniary interest is a “disclosable pecuniary interest” in relation to a Member, if it is of a description specified below and either

- is an interest of the Member, or
- is an interest of
- the members spouse or civil partner
- a person with whom the member is living as husband and wife, or
- a person with whom the Member is living as if they were civil partners, and the Member is aware that the other person has the interest.

Subject	Prescribed description
Employment, office, trade, profession or vacation	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 relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a)
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority –

	(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 which is within the area of the relevant authority.
Licenses	Any licence (alone or jointly with others) to Part 5 - Page 7 occupy land in the area of the relevant authority for a month or longer
Corporate tenancies	Any tenancy where (to the Member's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest