



# **BLEADON PARISH COUNCIL**

# **CODE OF CONDUCT POLICY**

**Adopted - 13<sup>th</sup> November 2017**

**Renewed - 20/07/20 - Minute Ref: 334.7.14.b.(iii)**

# Bleadon Parish Council

## Code of Conduct

### INTRODUCTION

This is based on the model template provided by the National Association of Local Councils in 2018.

Pursuant to section 27 of the Localism Act 2011, Bleadon 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.

This Code of Conduct is based on the seven principles of public life:

#### ***Selflessness***

Act solely in terms of the public interest, not in order to gain financial or other material benefits for self, family, or friends.

#### ***Integrity***

Avoid being obliged to people or organizations that might try inappropriately to influence them in their work. Do not act or take decisions in order to gain financial or other material benefits for self, family, or friends. Declare and resolve any interests and relationships.

#### ***Objectivity***

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

#### ***Accountability***

Be accountable to the public for decisions and actions; submit to scrutiny appropriate to the office.

#### ***Openness***

Be as open as possible about all decisions and actions. Give reasons for decisions; restrict information only when the wider public interest demands.

#### ***Honesty***

Observe the duty to declare any private interests relating to public duties; take steps to resolve any conflicts arising in a way that protects the public interest.

#### ***Leadership***

Promote and support these principles by leadership and example.

### DEFINITIONS

For the purposes of this Code:

- 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 sub-committee of the Council, or a member of, and represents the Council on, any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
- A 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to 'you' or 'member of the Council' includes a co-opted member of the Council.

## **MEMBER OBLIGATIONS**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, s/he has the following obligations.

1. S/he shall behave in such a way that a reasonable person would regard as respectful.
2. S/he shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. S/he shall not seek to confer improperly an advantage or disadvantage on any person.
4. S/he shall use the resources of the Council in accordance with its requirements.
5. S/he shall not disclose information which is confidential or where disclosure is prohibited by law.

## **REGISTRATION OF INTERESTS**

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), s/he shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, s/he shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. 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.
9. 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.

## **DECLARATION OF INTERESTS AT MEETINGS**

10. 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. S/he only has

to declare what her/his interest is if it is not already entered in the member's register of interests or if s/he has not notified the Monitoring Officer of it.

11. 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 s/he has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. S/he may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare her/his interest in Appendix B if it is not already entered in her/his register of interests or s/he has not notified the Monitoring Officer of it or if s/he speaks on the matter. If s/he holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, s/he shall declare the interest but not the nature of the interest.
14. 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. S/he 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.

### **Dispensations**

15. 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 s/he has 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 inhabitants in the Council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation.

**Appendix A**  
**DISCLOSABLE PECUNIARY INTEREST**

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by you or your spouse or civil partner (or by the person with whom you live as if you were spouses/ civil partners).
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to you during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by you in carrying out duties as a member, or towards your 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.
Contract	Any contract made between you or your spouse or civil partner or the person with whom you live as if you 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 you or by your spouse or civil partner (or by the person with whom you live as if you were spouses/civil partners) which is within the area of the Council.  'Land' excludes an easement, servitude, interest or right in or over land which does not give you or your spouse or civil partner or the person with whom you live as if you 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 you or your spouse or civil partner or by the person with whom you live as if you were spouses/ civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body that you, or your spouse or civil partner or the person with whom you live as if you were spouses/ civil partners, are a partner of or a director* of or have a beneficial interest in the securities* of.
Securities*	Any beneficial interest held by you, or your spouse or civil partner or by the person with who you live as spouses/ civil partners, in securities* of a body where – (a) that body (to your knowledge) has a place of business or land in the area of the Council; and (b) <b>either</b>

- (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 you, or your spouse or civil partner or the person with whom you live as spouses/ civil partners, have 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**

### **OTHER INTERESTS**

An interest which relates to or is likely to affect:

- (i) any body of which you are in a position of general control or management and to which you 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 you are a member in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which you have received by virtue of your office

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