

ADOPTED 9 MAY 2024

Next Review: May 2025

COLLINGHAM *Parish Council*

Councillor Code of Conduct

Joint Statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to understand our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) Is a member of any committee or sub-committee of the authority, or;
- b) Is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of the committee or sub-committee."

For the purposes of this Code of Conduct, “local authority” includes county councils, District councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you whenever you are acting in your capacity as a member of the Parish Council, including:-

- 1.1 at formal meetings of the Council, its Committees and Sub-Committees
- 1.2 when acting as a representative of the Parish Council
- 1.3 at briefing meetings with officers and
- 1.4 at site visits
- 1.5 when corresponding with the Parish Council other than in a private capacity

General Conduct

You must:-

- 1.6 provide leadership to the Parish Council and communities within its area, by personal example and
- 1.7 respect others and not bully any person
- 1.8 recognise that the Clerk (and other officers of the Council) is/are employed by and serve the Council as a whole
- 1.9 respect the confidentiality of information which you receive as a member:-
 - 1.9.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and overriding public interest in doing so; and
 - 1.9.2 not obstructing third parties' legal rights of access to information
- 1.10 not misconduct yourself in a manner which is likely to bring the Parish Council into disrepute
- 1.11 use your position as a member in the public interest and not for personal advantage
- 1.12 accord with the Parish Council's reasonable rules on the use of public resources for private and political purposes
- 1.13 exercise your own independent judgement, taking decisions for good and substantial reasons
- 1.14 ensure that the Parish Council acts within the law

Disclosable Pecuniary Interests

You must: -

- 1.15 comply with the statutory requirements to register, disclose and withdraw from participating (unless you have obtained a dispensation) in respect of any matter in which you have a Disclosable Pecuniary Interest
- 1.16 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your Disclosable Pecuniary Interests
- 1.17 make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any Meeting at which you are present at which 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 (unless the interest is a sensitive interest in which event you need not disclose the nature of the interest)
- 1.18 "Meeting" means any meeting organised by or on behalf of the Parish Council, including:-
 - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee
 - 3.4.2 any briefing by officers; and
 - 3.4.3 any site visit to do with business of the Parish Council

Other Interests

- 4.1 In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a "non-disclosable pecuniary interest" or "personal interest" in that item, you must make verbal declaration of

the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

4.2 You have a “non-disclosable pecuniary interest” or “personal interest” in an item of business of your Council where:-

4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well being or financial standing of you, or a member of your family, or a person with whom you have a close association to a greater extent than it would affect the majority of the inhabitants of the electoral area for which you have been elected or otherwise of the Council’s administrative area, or

4.2.2 it relates to or is likely to affect any of the interests listed in Appendix A, but in respect of a member of your family (other than your spouse, civil partner or person with whom you are living as spouse or civil partner) or a person with whom you have a close association.

and that interest is not a Disclosable Pecuniary Interest

Gifts and Hospitality

5.1 You must within 28 days of receipt, notify the Clerk in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the Council.

5.2 The Clerk will place your notification on a public register of gifts and hospitality.

Appendix A

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. [Any unpaid directorship]
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you 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.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a firm in which such a 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 <ul style="list-style-type: none"> (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 Council's area. "Land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – <ul style="list-style-type: none"> (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest

Subject	Description
Securities	Any beneficial interest in securities* of a body where – (a) that body (to your knowledge) has a place of business or land in the Council’s area 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 you, your spouse or civil partner or person with whom you are living as a spouse or civil partner 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.

Table 2: Other Registerable Interests

Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;

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 and political party or trade union)

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