

Bradwell Parish Council

The Code of Conduct

for Members and Co-opted Members

Introduction

Pursuant to section 27 of the Localism Act 2011, Bradwell 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 principles of

Selflessness,

Integrity,

Objectivity,

Accountability,

Openness,

Honesty, and

Leadership.

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.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, a reference to a 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, he/she has the following obligations:

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

Registration of interests

- 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), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
- Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
- 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.
- 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

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

- 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 he/she has an interest but not the nature of it.
- Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall 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.
- A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest 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.

Dispensations

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 he/she 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

Interests defined by regulations made under section 29(1) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Carried out by you and/or by your spouse or civil partner for a profit or gain
Sponsorship	Name(s) of any person or body other than the Council, who has made a payment or provision of any other financial benefit to you within the 12 month period preceding this notification in respect of any expenses incurred by you in carrying out your duties as a member or towards your election expenses.
Contracts	Description of any contract under which goods and services are to be provided, or works executed, made between the Council and you and / or your spouse or civil partner or a firm, company or other body in which you and/or your spouse or civil partner has a beneficial interest and which has not been fully discharged
Land	<p>Address or other description of any land in the Council's area in which you and / or your spouse or civil partner has a beneficial interest.</p> <p>You only need to register land in the Council's area. This includes your home if you own it or rent it.</p>
Licences	Address or other description of any land in the Council's area for which you and / or your spouse or civil partner has a licence (alone or jointly with others) to occupy for a month or longer.
Corporate tenancies	Address or other description of any land where the landlord is the Council and in which the tenant is a body in which you and/or your spouse or civil partner has a beneficial interest.
Securities	<p>Name(s) of any person or body who (to your knowledge) has a place of business or land in the Council's area and in whom you and/or your spouse or civil partner has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000; or one hundredth of the total issued share capital (whichever is the lower) or 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 has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.</p> <p>"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.</p> <p>The nominal value of shares is the face value of those shares (the value recorded on the share certificate)</p>

Appendix B

An interest which relates to or is likely to affect:

Subject	Description
Gifts and hospitality	Names of any person or body, other than the Council from whom you have received any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member
Public bodies	Bodies of which you are a member or hold a position of general control or management which exercise functions of a public nature
Charitable bodies	Bodies of which you are a member or hold a position of general control or management which are directed to charitable purposes
Bodies which influence public opinion or policy	Bodies of which you are a member or hold a position of general control or management whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)