

## **Code of Conduct for Parish Councillors**

(Approved at 1<sup>st</sup> May 2019 Annual Parish Council Meeting, Minute Reference 19.338.10)

*Note: Weston on the Green Parish Council has agreed to adopt the Code of Conduct of Cherwell District Council, North Oxfordshire. The text has been augmented following review of the NACL model code of conduct 2018. The revised text is as follows:*

1. This code of conduct is adopted pursuant to the council's duty to promote and maintain high standards of conduct by members and co-opted members<sup>1</sup> of the Council.
2. This code applied to you as a member or co-opted member of this council when you act in that role and it is your responsibility to comply with the provisions of this code.

### **Selflessness**

3. You must serve only the public interest, you must never improperly confer an advantage or disadvantage on any person including yourself.

### **Objectivity**

4. In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

### **Accountability**

5. You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

### **Openness**

6. You must be as open as possible about your actions and those of your council and must be prepared to give reasons for those actions.

### **Honesty and integrity**

7. You must not place yourself in situations where your honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

### **Leadership**

8. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secure or preserves public confidence.

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<sup>1</sup> A 'co-opted member' for the purpose of this code is, as defined in the Localism Act section 27 (4) 'a person who is not a member of the council but who a) is a member of any committee or sub-committee of the council, or b) is 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'.

### **General Obligations**

9. You must treat others with respect and ensure that you are aware of and comply with all legal obligations that apply to you as a member or co-opted member of the council and act within the law;

10. You must not bully any person.

11. You must not do anything that compromises or is likely to compromise the impartiality of those who work for, or on behalf of the council.

12. You must not disclose information given to you in confidence by anyone, or information acquired by you of which you are aware, or ought reasonably to be aware of, it is of confidential nature except where:

- (i) You have the consent of a person authorised to give it;
- (ii) You are required by law to do so;
- (iii) The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person, or
- (iv) the disclosure is:
  - a) reasonable and in the public interest;
  - b) made in good faith and in compliance with the reasonable requirements of the council.

13. You must not improperly use knowledge gained solely as a result of your role as a member for your own personal advantage.

14. When making decisions on behalf of or as part of the council you must have regard to any professional advice provided to you by the council's officers.

15. When using or authorising the use by others of the resources of the council:

- (i) you must act in accordance with the council's reasonable requirements;
- (ii) you must make sure that you do not use resources improperly for political purposes and do not use them at all for party political purposes.

### REGISTERING AND DECLARING INTERESTS

16. You must, within 28 days of taking office as a member or co-opted member, notify the council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

17. Where a matter arises at a meeting which relates to an interest in Appendix A, the member shall not participate or vote in the matter.

18. 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 as a member of the public.

19. Following any disclosure of an interest not on the council's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.



JANE MILLANE - PARISH CLERK

Signed on behalf of Weston on the Green Parish Council

**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 his/her 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 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her 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 his/her 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 his/her 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 easement, servitude, interest or right in or over land which does not give the member or his/her 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.
Licenses	Any license (alone or jointly with others) held by the member or by his/her 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 his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil

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	partners is a partner of or a director <sup>2</sup> of or has a beneficial interest in the securities <sup>3</sup> of.
Securities	Any beneficial interest held by the member or by his spouse/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 GBP 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 his/her 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.

### Appendix B

An interest which relates to or is likely to affect:

i) anybody of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

ii) anybody -

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 position 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 worth more than an estimated valued of 50 GBP which the member has received by virtue of his or her office.

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<sup>2</sup> 'director' includes a member of the committee of management of an industrial and provident society

<sup>3</sup> '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.