

## Members Code of Conduct

### 1. Introduction

In accordance with section 28(1) of the Localism Act 2011, Wrockwardine 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. This includes 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.

The Code of Conduct is based on the 'Nolan Principles' of selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

### 2. Standards of Conduct

#### Selflessness

- Members should serve only the public interest and should treat everyone they deal with equally and with respect.

#### Integrity

- Members should not place themselves in a position where they either are, or give the appearance that they are, under any financial or other obligation to anyone that might seek to influence them in the performance of their duties.
- Members should not act or make decisions to gain financial or other material benefits for themselves, their family, or their friends.
- Members should use the resources of the Council in accordance with its requirements.
- Members should declare their interests in accordance with the law and within the provisions of this Code of Conduct.
- Members should declare gifts and hospitality that they receive in accordance with the Council's rules on Gifts & Hospitality.

#### Objectivity

- Members should act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### Accountability

- Members should be accountable to the public for their decisions and actions and should co-operate fully with any scrutiny appropriate to their role or office.

#### Openness

- Members should be as open as possible about their decisions and actions and should give reasons for their decisions and actions. Information should not be withheld from the public unless there are clear and lawful reasons for doing so and which they can reasonably be expected to know is either exempt or confidential and is not to be disclosed to protect the wider public interest.

#### Honesty

- Members have a duty to declare any private interests that relate to their duties as a Member and do whatever is necessary to resolve any such conflict in a way that protects the public interest.

- Members have a duty to declare any interests in local matters that relate to a decision to be resolved by the Council.

## **Leadership**

- Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

## **3. Confidential Information**

Members must not disclose information given in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where:

- You have the consent of a person authorised to give it
- You are required by law to do so
- The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person
- Where the disclosure is reasonable and in the public interest
- It has been made in good faith and in compliance with the reasonable requirements of the Council
- It prevents another person from gaining access to information to which that person is entitled by law.

## **4. Registration of Interests**

Disclosable pecuniary interests relate to certain interests of a member or co-opted member or the interests of his/her spouse or civil partner or the person with whom he/she lives as if they were a spouse or civil partner.

The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 set out the pecuniary interests and are contained in Table A and Table B. [References to members and members of authorities in the table refer to members and co-opted members of parish councils]

1. Within 28 days of this Code of Conduct being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), they shall register with the Monitoring Officer all interests which fall within the categories set out in Table A and B.
2. Upon the re-election of a member or the re-appointment of a co-opted member, they shall within 28 days re-register with the Monitoring Officer any interests in Table A and B.
3. A member shall register with the Monitoring Officer any change to interests or new interests in Table A and B within 28 days of becoming aware of it.
4. A member need only declare on the public register of interests 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.

# WROCKWARDINE PARISH COUNCIL

**Table A**

<b>Employment, office, trade, or profession</b>	Any employment office, trade, profession, or vocation carried on for profit or gain by the member or by their spouse or civil partner or by the person with whom the member is living as if they were a spouse or civil partner.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the Council) made to the member within the relevant period in respect of any expenses incurred by them carrying out duties as a member, or towards the election expenses of that person.
<b>Contracts</b>	Any contract made between the member or their spouse or civil partner or the person with whom the member is living as if they were a spouse or civil partner (or a firm in which such person is a partner or a director or body in which the relevant person has a beneficial interest) 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
<b>Land</b>	Any beneficial interest in land held by the member or by their spouse or civil partner or by the person with whom the member lives as if they were a spouse or civil partner which is within the area of the Council.
<b>Licenses</b>	Any licence (alone or jointly with others) held by the member or by their spouse or civil partner or by the person with whom the member is living as if they were a spouse or civil partner to occupy land in the area of the Council for a month or longer.
<b>Corporate tenancies</b>	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 their spouse or civil partner or the person with whom the member is living as if they were spouses or civil partners is a partner of or a director <sup>1</sup> of or has a beneficial interest in the securities <sup>2</sup> of.
<b>Securities</b>	Any beneficial interest held by the member or their spouse or civil partner or by the person with whom the member is living as if they were spouses or 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 <sup>3</sup> 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 in any one class in which the member or their spouse or civil partner or the person with whom the member is living as if they were spouses or civil partners has a beneficial interest which exceeds one hundredth of the total issued share capital of that class.

<sup>1</sup> 'director' includes a member of the committee of management of an industrial and provident society.

<sup>2</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.

<sup>3</sup> As 2

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The Monitoring Officer of Telford & Wrekin Council maintains a Register of Interests which can be found at [www.telford.gov.uk](http://www.telford.gov.uk) or viewed by appointment with the Monitoring Officer, Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

**Table B**

An interest which relates to or is likely to affect:

1.	Any body of which the member is in a position or general control or management and to which they are appointed or nominated by the Council
2.	Anybody – (a) Exercising functions of a public nature (b) Directed to charitable purposes; or (c) One of whose principle purposes include the influence of public opinion of policy (including any political party or trade union)  Of which the member of the Council is a member or in a position of general control or management
3.	Any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

## 5. Declaration of Interests

1. Where a matter arises at a meeting which:
  - a. Relates to an interest in Table A the member shall not participate in a discussion or vote on the matter. They only have to declare what their interest is if it is not already entered in the member's register of interests or if they have not notified the Monitoring Officer of it.
  - b. Relates to an interest in Table 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 they have an interest but not the nature of it.
  - c. Relates to an interest in Table B, the member shall withdraw from the meeting. They may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
2. A member only has to declare their interest in Table B if it is not already entered in their register of interests or they have not notified the Monitoring Officer of it or if they speak on the matter before withdrawing. If they hold an interest in Table B which is a sensitive interest not already disclosed to the Monitoring Officer, they shall declare the interest but not the nature of the interest.
3. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and withdraw from the meeting. They may speak on the matter before withdrawing 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.

## 6. Dispensations

Dispensations can be granted by the Clerk, by prior agreement, or by the Monitoring Officer if, after considering the relevant circumstances:

1. The number of Members precluded from transacting the business is so great that it would impede the business of the Council or committee.
2. The dispensation is in the interests of persons living in the Parish Council area.
3. It is otherwise appropriate to grant a dispensation.

Policy agreed at Wrockwardine Parish Council: 10<sup>th</sup> March 2021

Review Date: May 2022