

## **CODE OF CONDUCT – TILTON ON THE HILL AND HALSTEAD PARISH COUNCIL**

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You are a member or co opted member of the TILTON ON THE HILL AND HALSTEAD PARISH COUNCIL and as such when performing your role as a member or co opted member your actions will be guided by the six General Principles of Public Life and you will behave in a manner consistent with the following obligations:

### **1. Obligations**

**SELFLESSNESS** You should serve only the public interest and should never improperly confer an advantage or disadvantage on any person

**HONESTY AND INTEGRITY** You should not place yourself in situations where your honesty and integrity may be questioned should not behave improperly and should on all occasions avoid the appearance of such behaviour.

**OBJECTIVITY** You should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

**ACCOUNTABILITY** You are accountable to the public for your actions and the manner in which you carry out your responsibilities and you should co-operate fully and honestly with any scrutiny appropriate to your office.

**OPENNESS** You should be as open as possible about your actions and those of the Parish Council and should be prepared to give reasons for those actions

**LEADERSHIP** You should promote and support these principles by leadership and by example always acting in a way that secures or preserves public confidence.

You will:

- (a) Strive to establish respectful and courteous relationships with everyone you come into contact with as a Member.
- (b) Follow adopted corporate operational policies of the Parish Council.
- (c) Not disclose or use confidential information for any other purpose other than that provided by the law.
- (d) Treat others with respect, openness and fairness
- (e) Respect the impartiality and integrity of the Parish Council's other members and staff.

- (f) Use Parish Council resources for the undertaking of the Council duties and not for any other purposes.

## **2. Disclosable Pecuniary Interests**

- 2.1 Subject to Paragraph 5 following (sensitive interests), you must within 28 days of
  - (a) this code being adopted or
  - (b) your election or appointment (where that is later)

Notify the Monitoring Officer of any Disclosable Pecuniary Interests where such an interest is

- (i) yours
- (ii) your spouse's or civil partner's or
- (iii) somebody with whom you are living as husband and wife or civil partners

and you are aware that that person has the interest.

- 2.2 You must within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Monitoring Officer in writing.
- 2.3 You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State.
- 2.4 Where such an interest exists you must disclose the interest to any meeting of the authority at which you are present, where you have a Disclosable Interest in any matter being considered and where the matter is not a 'sensitive interest' or where no dispensation has been given.
- 2.5 Following any disclosure of an interest not on the authority's register you must notify the Monitoring Officer in writing of the interest within 28 days beginning with the date of disclosure.
- 2.6 Where you have a Disclosable Pecuniary Interest you must not vote or participate in the discussions on the matter and will leave the room if required by standing orders or Council Procedure Rules.

## **3. Disclosable Non-Pecuniary Interests and Non Disclosable Pecuniary Interests**

- 3.1 Subject to Paragraph 5 (sensitive interests), you must within 28 days of
  - (a) this code being adopted or
  - (b) your election or appointment (where that is later) notify the Monitoring Officer of any Disclosable Non-Pecuniary Interests.

- 3.2 You have a Disclosable Non-Pecuniary Interest if it is contained on the Register of Interests form.
- 3.3 Where you have a Disclosable Non-Pecuniary Interest you may remain in the meeting, speak and vote on the matter unless to do would compromise your impartiality obligations or any other obligations set out in this Code.
- 3.4 You have a Non Disclosable Pecuniary Interest if the interest is specified as a Pecuniary Interest by Regulations and it is the interest of an immediate member of your family (parents, children, siblings, aunts, uncles, grandparents) or a close associate.
- 3.5 Where you have a Non Disclosable Pecuniary Interest you should declare that interest when the interest arises and you must not vote or participate in the discussions on the matter and will leave the room if required by standing orders or Council Procedure Rules.

#### **4. Dispensations**

- 4.1 Dispensations may be granted by the Monitoring Officer for one meeting only on request in writing from you. Dispensations will only be granted where there are reasonable grounds for doing so and where such grounds are in the public interest.

#### **5. Sensitive Interests**

- 5.1 A 'sensitive interest' is where disclosure of an interest of the member or co-opted member, would, in the opinion of the monitoring officer, lead to the member or co-opted member, or a person connected with the member or co-opted member, be subject to violence or intimidation.

### **Appendix 1 - Definitions**

**"Meeting"** means any meeting of the Parish Council, any of the its committees and/or sub-committees.

**"Member"** means any person being an elected or co-opted member of the Parish Council.

In relation to a **parish council**, references to an authority's Monitoring Officer is the Monitoring Officer of the District Council.

In relation to **corporate operational policies** these are policies such as personnel policies, financial procedure rules, equalities policies or IT policies which have been adopted by the Parish Council.

13 May 2013