

## The Members' Code of Conduct

### Introduction and Interpretation

1. (1) This Code applies to you as a Member of Claygate Parish Council ("the Council") when you act in your role as a Member.
- (2) You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
- (3) This Code is based on and is consistent with the principles of public life set out in Section 28 Localism Act 2011: -
  - selflessness
  - integrity
  - objectivity
  - accountability
  - openness
  - honesty
  - leadership
- (4) It is your responsibility to comply with the provisions of this Code.
- (5) In this Code –
  - "meeting" means any meeting of
    - (a) the Council;
    - (c) any of the Council's committees.
  - "Member" includes a co-opted councillor but not a co-opted member of a Committee of the council (except in so far as they may exercise voting rights under sections 144-145 of the Local Government Act 1972), and not a co-opted member of a Working Group.

### General Obligations

2. (1) **Do** treat others with respect.
- (2) **Do not** conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- (3) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a 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 –
    - (aa) reasonable and in the public interest;
    - (bb) made in good faith and in compliance with the reasonable requirements of the Council; and
    - (cc) you have consulted the Monitoring Officer or taken other independent legal advice prior to its release.
  - (4) **Do not** prevent another person from gaining access to information to which that person is entitled by law.
  - (5) **Do not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
- 3. When using or authorising the use by others of the resources of the Council -
  - (1) **Do** act in accordance with the Council's reasonable requirements and policies;
  - (2) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - (3) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

#### **Gifts and Hospitality**

- 4.
  - (1) **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.
  - (2) **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any significant advantage.
  - (3) **Do** register with the Monitoring Officer via the Clerk to the Parish Council any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

#### **Registration of Interests**

- 5.
  - (1) **Do** notify the Monitoring Officer via the Clerk to the Parish Council of your disclosable pecuniary interests, or other interests which the Council has decided are appropriate for registration, within 28 days of being elected or appointed to office.
  - (2) **Do** similarly notify the Monitoring Officer via the Clerk to the Parish Council of any disclosable pecuniary or other interests not already registered within 28 days of your re-election or re-appointment to office.
  - (3) **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person.
  - (4) **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies -
    - (i) bodies to which you have been appointed or nominated by the Council;
    - (ii) bodies exercising functions of a public nature;
    - (iii) bodies directed to charitable purposes, operating within the Parish of Claygate;

- (iv) bodies one of whose principal purposes include the influence of public opinion or policy.

### **Disclosure of Interests and Participation**

- 6. (1) **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure.
- (2) **Do** notify the Monitoring Officer via the Clerk to the Parish Council of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
- (3) **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter.

### **Predetermination**

- 7. (1) Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- (2) However, **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- (3) When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made.

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*Agreed May 2012*