

Code of Conduct Abberton and Langenhoe Parish Council

This policy was adopted by Abberton and Langenhoe Parish Council at a meeting held on 7th December 2020 min 119/20 and will be reviewed in December 2021

Introduction

Pursuant to section 27 of the Localism Act 2011, Abberton and Langenhoe 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 seven Nolan 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, and unless otherwise expressed, 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, they have the following obligations. They will:

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

Registration of interests

6. 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), they shall register with the Monitoring Officer at Colchester Borough Council the interests which fall within the categories set out in Appendices A and B
7. 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 at Colchester Borough Council any interests in Appendices A and B.

8. A member shall register with the Monitoring Officer at Colchester Borough Council any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer at Colchester Borough Council 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

10. 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. They only has 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 at Colchester Borough Council of it.
11. 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 at Colchester Borough Council, the member shall disclose they have an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. They may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare their interest in Appendix B if it is not already entered in their register of interests or they have not notified the Monitoring Officer at Colchester Borough Council of it or if they speak on the matter. If they hold an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer at Colchester Borough Council, they shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A) the member shall disclose the nature of the interest and not vote on the matter. They 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

15. On a written request made to Colchester Borough 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 they 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

The following table indicates those interests which members should declare as 'disclosable Pecuniary Interests', as outlined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (Statutory Instrument 2012).

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member or towards your 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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – <ul style="list-style-type: none"> 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 which is within the area of the relevant authority
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
Corporate tenancies	Any tenancy where to your knowledge – <ul style="list-style-type: none"> a) the landlord is the relevant authority; and b) the tenant is a body in which the relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where – <ul style="list-style-type: none"> a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; and b) either – <ul style="list-style-type: none"> (i) the total nominal value of the securities 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 of any one class in which the relevant person has a

	beneficial interest exceeds one hundredth of the total issued share capital of that class.
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Appendix B

An interest which relates to or is likely to affect:

(i) any body of which the member is in a position of general control or management and to which they are appointed or nominated by the Council;

(ii) any body —

- 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 political 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 value of £50 which the member has received by virtue of his or her office.