

## **Castleton Parish Council**

### **Code of Conduct for Members**

**Reviewed by the Council at its meeting held on 27<sup>th</sup> May 2021**

**Signed.....Chair**

#### **1. Application**

This Code of Conduct applies to you whenever you are acting in your capacity as a member of Castleton Parish Council, including –

- 1.1 at formal meetings of the Council and its Sub-Committees
- 1.2 when acting as a representative of the Council
- 1.3 in taking any decision as a Parish Councillor
- 1.4 in discharging your functions as a Parish Councillor
- 1.5 at briefing meetings with officers
- 1.6 at site visits
- 1.7 when corresponding with the Council other than in a private capacity

#### **2. General Conduct**

You must:

- 2.1 provide leadership to the Council and communities within its area, by personal example and
- 2.2 respect others and not bully any person
- 2.3 recognise that officers are employed by and serve the whole Council
- 2.4 respect the confidentiality of information which you receive as a Councillor:
  - 2.4.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
  - 2.4.2 not obstructing third parties' legal rights of access to information
- 2.5 not misconduct yourself in a manner which is likely to bring the Council into disrepute
- 2.6 use your position as a member in the public interest and not for personal advantage
- 2.7 accord with the Council's reasonable rules on the use of public resources for private and political purposes
- 2.8 exercise your own independent judgement, taking decisions for good and substantial reasons:
  - 2.8.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups
  - 2.8.2 paying due regard to the advice of the Clerk
  - 2.8.3 stating the reasons for your decisions where those reasons are not otherwise apparent
- 2.9 account for your actions, particularly by supporting the Council's scrutiny function
- 2.10 ensure that the Council acts within the law.

### **3. Disclosable Pecuniary Interests** (See Appendix – Disclosable Pecuniary Interests)

You must:

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest
- 3.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests
- 3.3 make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent, and leave the room where the meeting is held while any discussion or voting takes place
- 3.4 “Meeting” means any meeting organised by or on behalf of the Council, including:
  - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council

### **4. Other Interests**

- 4.1 In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a “non-disclosable pecuniary interest or non-pecuniary interest” in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2 You have a “non-disclosable pecuniary interest or non-pecuniary interest” in an item of business of your Council where:
  - 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council’s administrative area, or
  - 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a “relevant person”) or a person with whom you have a close association, or
  - 4.2.3 it relates to an interest (other than a Disclosable Pecuniary Interest) entered in your register of interests, and that interest is not a disclosable pecuniary interest.
- 4.3 Where you have a ‘non disclosable pecuniary interest or a non-pecuniary interest’ then you must consider whether the nature of that interest is so significant that you should withdraw from participating in respect of the matter relating to that interest.

### **5. Gifts and Hospitality**

- 5.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which you have accepted as a member from any person or body other than the Council.
- 5.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Council for this purpose.