



# Stapleford Abbots Parish Council

## CODE OF CONDUCT

**Version: 1.3**

**June 2023**

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### **A**      **Scope**

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

### **B**      **Confidential Notice & Intellectual Property**

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### **C**      **Document Details**

<b>Policy</b>	<i>Code of Conduct</i>
<b>Policy Statement</b>	<i>This document sets out a Code of Conduct to use by Stapleford Abbots PC</i>
<b>Version Number</b>	<i>1.3</i>
<b>Version Date</b>	<i>01/06/2023</i>
<b>Review Date</b>	<i>01/04/2024</i>
<b>Author</b>	<i>SAPC</i>
<b>Responsible Owner</b>	<i>Stapleford Abbots Parish Council</i>
<b>Approving Body</b>	<i>Stapleford Abbots Parish Council</i>

## **D Revision History**

<b>Version</b>	<b>Revision Date</b>	<b>Details of Changes</b>	<b>Author</b>
1.0	01/10/2019	First version	SAPC
1.1	01/06/2021	Second version	SAPC
1.2	01/06/2022	Third version	SAPC
1.3	01/06/2023	Current version	SAPC

## **E Freedom of Information**

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbotts Parish Council's commitment to transparency and compliance with the Freedom of Information Act.

## **F Accessibility**

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

## **G Dissemination**

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbotts Parish Councillors will have the overall responsibility for implementing the policy.

## **H Review**

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbotts Parish Council.

## **Glossary of Terms**

“Monitoring Officer” refers to Epping Forest District Council’s monitoring officer. Any communication is to go to the Parish Clerk who will forward to the monitoring officer

“Authority” means Stapleford Abbots Parish Council

“Member(s)” means Councillors whether elected or co-opted to the Council.

## **Part 1 General Provisions Introduction and interpretation**

As a member you are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both positive and negative impacts on the authority.

This Code as a whole is consistent with “Nolan Principles” and the provisions of S29(1) Localism Act 2011

Glossary of terms used:

“relevant period” means the period of 12 months ending with the day on which you give notification to the authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“profit or gain” includes any payments or benefits in kind which are subject to Income Tax

“beneficial interest” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale.

### **1. Who does the Code apply to?**

This Code applies to all members of the Stapleford Abbots Parish Council, including co-opted members. It is your responsibility to comply with the provisions of this Code.

### **2. What does the Code apply to?**

The Code applies to you whenever you are acting in your capacity as a member of the Council, including:

- (1) at formal meetings of the Council and all of its committees and subcommittees;
- (2) when acting as a representative of the Council;
- (3) at meetings with officers/staff;
- (4) at site visits;
- (5) when corresponding with the Council other than in a private capacity. The Code does not seek to regulate what you do in your private and personal lives.

### **3. General obligations**

- (1) You must treat others with respect.
- (2) You must uphold the law
- (3) You must not:
  - (a) do anything which may cause your authority to breach any of the equality enactments; (b) bully any person;
  - (c) intimidate or attempt to intimidate any person who is or is likely to be:
    - I. a complainant,
    - II. a witness, or
    - III. involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

### **4. Confidential Information**

You must not:

- (1) 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:
  - (a) you have the consent of a person authorised to give it;
  - (b) you are required by law to do so;
  - (c) 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; or
  - (d) the disclosure is:
    - I. reasonable and in the public interest; and
    - II. made in good faith and in compliance with the reasonable requirements of the authority; or
- (2) prevent another person from gaining access to information to which that person is entitled by law.

### **5. Conferring an advantage or disadvantage**

You:

- (1) must 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; and
- (2) must, when using or authorising the use by others of the resources of your authority:
  - (a) act in accordance with your authority's reasonable requirements;
  - (b) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(3) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

## **PART 2 MEMBERS INTERESTS**

### **6. Disclosable Pecuniary Interests**

(1) You have a disclosable pecuniary interest in any business of your authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as 'Relevant Persons').

(2) It relates to or is likely to affect:

- (a) Any employment, office, trade, profession or vocation carried on by you or a relevant person for profit or gain;
- (b) Any payment or provision of any other financial benefit (other than from your authority) made or provided within the relevant period in respect of any expenses incurred 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;
- (c) Any beneficial interest in securities of a body where
  - (I) that body (to your knowledge) has a place of business or land in the area of your authority and
  - (II) either:
    - (aa) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - (bb) the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class
- (d) Any contract for goods, services or works which has not been fully discharged between you or a relevant person and your authority or a body in which you or they have a beneficial interest;
- (e) A beneficial interest in any land in your authority's area;
- (f) Any tenancy where to your knowledge
  - (I) the landlord is your authority and
  - (II) the tenant is a body in which you or a relevant person has a beneficial interest;
- (g) a licence of any land in your authority's area (alone or jointly with others) that you or a relevant person occupy for a month or longer.

### **7. Pecuniary Interests**

(1) You have a Pecuniary Interest in any business of your authority where either it relates to or is likely to affect:

(a) any person or body who employs or has appointed you;

(b) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.

(c) which has been fully discharged within the last 12 months;

## **8. Non-Pecuniary Interests**

(1) You have a non-pecuniary interest in any business of your authority where it relates to or is likely to affect:

(a) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the authority;

(b) any body:

(I) exercising functions of a public nature; or

(II) directed to charitable purposes; or

(III) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union); of which you are a member or in a position of general control or management;

(c) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;

(d) a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of your authority's areas

## **9. Disclosure of Interests**

(1) Subject to sub-paragraphs 9 (2) to 9 (5), where you have a Disclosable Pecuniary Interest, Pecuniary Interest or a Non-Pecuniary Interest in any business of your authority and you are present at a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

(2) Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the pecuniary or non pecuniary interest.

(3) Where you have an interest in any business of your authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 14 (sensitive interests) details of the interest are not registered in your authority's published register of members' interest and that the interest is a disclosable pecuniary interest (if that is the case) but you need not disclose the nature of the interest to the meeting

(4) Where you have a pecuniary interest in any business of your authority and a function of your authority may be discharged by you acting alone in relation to that business, you must

ensure you notify the authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business

(5) Where you have an interest in any business of your authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest

## **10. Disclosure of Interests generally**

(1) Subject to sub-paragraph 10.2 where you have a pecuniary interest in any business of your authority you also have a disclosable pecuniary interest in that business where the interest is one

which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment in the public interest.

(2) You do not have a disclosable pecuniary interest in any business of your authority where that business-

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8.1 (a) and (b)

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8.1 (a) i and ii; or (c) relates to the functions of your authority in respect of-

(I) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(II) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(III) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay; (IV) an allowance, payment or indemnity given to members;

(V) any ceremonial honour given to members; and

(VI) setting council tax or a precept under the Local Government Finance Act 1992

## **11. Effect of Disclosable Pecuniary Interests on participation**

(1) If you are present at a meeting of the Authority or of any committee, or subcommittee and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at a meeting and you are aware of that interest:

(a) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting.

(b) You must withdraw from the room where the meeting considering the business is being held unless you have received a dispensation from the Council or Clerk.

(c) You must not exercise executive functions in relation to any business of the authority; and

(d) You must not seek improperly to influence a decision about that business

(2) If a function of your authority may be discharged by a member acting alone and you have a disclosable pecuniary interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself).

## **12. Public Perception**

If you have an interest which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to affect your judgement in the public interest and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

(1) Disclose the existence and nature of the interest (subject to the provisions of paragraph 9(3) above); and

(2) Withdraw from the room where the meeting considering the business is being held

## **13. Registration of Members' Interests**

(1) Subject to paragraph 13, you must, within 28 days of:

(a) this Code being adopted by or applied to your authority; or

(b) your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the authority register in your authority's register of members' interests (maintained by the Epping Forest DC Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:

(I) disclosable pecuniary interests as referred to in paragraph 6 that you, your spouse, civil partner or person with whom you live as if they were your spouse or civil partner in so far as you are aware of their interests at that time

(II) pecuniary interests referred to in paragraph 7 that you have;

(III) Non Pecuniary Interests referred to in paragraph (8) (i), (ii) and (iii) that you have

(2) You must keep your Register of Interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change



## **14. Sensitive Information**

(1) Where you have a disclosable pecuniary interest referred to in paragraph 6 or pecuniary interest referred to in paragraph 7 and the nature of the interest is such that you and your authority's

monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the authority's register then copies of the register available for inspection and any published version of the register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 14.1 is no longer sensitive information, notify your authority's monitoring officer

(3) In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation.

## **APPENDIX 1**

### **THE NOLAN PRINCIPLES AND SECTION 28(1) OF THE**

### **LOCALISM ACT 2011**

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.