Chandler's Ford Parish Council

Code of Conduct for Members

Introduction

Pursuant to section 27 of the Localism Act 2011, Chandler's Ford 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.

A Council has a statutory duty to promote and maintain high standards of conduct by its members when representing the Council. There are seven principles of public life, known as the Nolan Principles, which apply to anyone who works as a public officeholder, either elected or appointed. The seven Nolan Principles are -

- **Selflessness** – Members should act solely in terms of the public interest.
- **Integrity** – Members should avoid placing themselves under any obligation to people or organisation that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their families, or their friends. Members must declare and resolve any interests and relationships.
- **Objectivity** – Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** – Members should act and take decision in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.
- **Honesty** – Members should be truthful.
- **Leadership** – Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles in their own behaviou whenever it occurs.

Application

This Code of Conduct applies to you whenever you are acting in your capacity as a member or are giving the impression of acting in your capacity as a member of Chandler's Ford Parish Council, including –

- At formal meetings of the Council, its committees or working groups, whether face to face, online or telephone.
- When acting as a representative of the Council.
- In taking any decisions as Parish Councillor.
- In discharging your functions as a Parish councillor in all forms of written, verbal and non -verbal communication including email and social media.
- In all interactions with Council staff via email and in person.
- At site visits

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 shall –

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 intimidating.
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.

Disclosable Pecuniary Interests

A member of the Council must –

1. 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), register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

2. Upon the re-election of a member of the re-appointment of a co-opted member, they shall within 28 days re-register with the Monitoring Officer (Eastleigh Borough Council) any interests in Appendices A and B.

3. A member shall register with the Monitoring Officer (Eastleigh Borough Council) any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

4. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A 'sensitive interest' is one which, if disclosed on a public register, could lead to the member or a person connected with the member to be subject to violence or intimidation.

5. 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 have to declare what the interest is, if not already entered in the member's register of interests or if they have not notified the Monitoring Officer of it.

6. Where a matter arises at a meeting which relates to an interest in Appendix A which is of 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, the member shall disclose their interest but not the nature of it.

7. Where a matter arises at a meeting which relates to an interest in Appendix A or 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.

8. A member only has to declare their interest in Appendix B if it is not already entered in their register of interests or if they have not notified the Monitoring Officer 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, they shall declare the interest but not the nature of the interest.

9. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close association (other than in interest 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

On a written request made to the 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 if they have 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 if 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

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Interest	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession, or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made to the member during the 12 month period ending on the latest date referred to in paragraph 1 above for expenses incurred by the member in carrying out their duties or towards their 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 made between the member or their spouse / civil partner or the person with whom the member is living as if they were spouses / civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of**) and the Council (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 Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or spouse or the person with whom the member is living as if they were spouses / civil partners (alone or jointly with another) a right to occupy or to receive income.
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 the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member or spouse / civil partner or the person with whom the member is living as if they were spouses / civil partners is a partner of or a director* of or has a beneficial interest in the securities** of.

Securities	Any beneficial interest in securities** of a body where— (a) that body (to member's knowledge) has a place of business or land in the area of the Council; and (b) either— (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 member, or their spouse / civil partner or the person with whom the member is living as if they were spouses / civil partners, has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

1. Anybody of which the member is in a position of general control or management and to which they are appointed or nominated by the Council.

2. Anybody -

a) Exercising functions of a public nature;
b) Directed to charitable purposes; or
c) One of whose principle 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.

3. Any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of their office.

Please sign below or accept that you have read and understood the above.

Signature: Date:

Print Name:

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