

Code of Conduct

Code of Conduct for Members

Localism Act 2011, requires North Hill Parish Council ('the Council') to adopt 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 principles of:

Selflessness: you should act in the public interest.

Integrity: you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates.

Objectivity: you should act impartially, fairly and on merit.

Accountability: you should be prepared to submit to public scrutiny necessary to ensure accountability.

Openness: you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure.

Honesty: you should always be truthful.

Leadership: as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.

1. Application of Code of Conduct

This Code has been adopted by North Hill Parish Council to support its duty to promote and maintain high standards by members of the Council as required by the Localism Act.

- 1.1 This Code applies to you as a member of the Council.
- 1.2 This code should be read together with the preceding principles of public life.
- 1.3 It is your responsibility to comply with the provisions.
- 1.4 Subject to paragraphs 1.5, 1.6 and 1.7 of this code you must comply with this Code whenever you
 - a) Conduct the business of the Council which includes the business of the office to which you are elected or appointed. Or
 - b) Act, hold yourself out as acting or conduct yourself in a way that a third party could reasonably conclude as a representative of the Council.
- 1.5 As well as having effect in relation to conduct in your capacity, this Code also has effect where you conduct in a personal capacity constitutes a criminal offence for which you have been convicted (including an offence which you committed before you took office but for which you are convicted after).
- 1.6 Where you act as a representative of the Council
 - a) On another authority which has a Code of Conduct when acting for that other authority's Code of conduct or
 - b) On any other body you must when acting for that body comply with this Code of Conduct except when it conflicts with any lawful obligations to which the other body may be subject.
- 1.7 Where you are also a member of an authority other than the Council you must make sure that you comply with the code of conduct depending on which role you are acting, you may conduct to more than one Code of conduct depending on the circumstances. Advice can be sourced from the proper officer of the Council (usually the clerk to the Council).

2. General Obligations.

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts that can be reasonably construed as unlawfully discriminating.
- 2.3 You must not bully any person
- 2.4 You must not intimidate or attempt to intimidate other persons.
- 2.5 You must not conduct yourself in a manner which is against the Council's duty to promote and maintain high standards by members.
- 2.6 You must not accept any gifts or hospitality that you are given in connection with your official duties as a member of the council. There is no requirement to register any gifts or hospitality which have been offered or received.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for the Council.
- 2.8 You must not disclose information given to you in confidence to anyone, or information acquired by you which you believe is to be reasonably of confidential nature
 - a) You have the consent of the person authorised to disclose.
 - b) You are required by law to do so.
 - c) The disclosure is made to a third party for the person obtaining professional advice provided that the information is agreed in writing, not to disclose the information to the person before the information provided:
 - Reasonable and in the public interest and
 - Made in good faith
- 2.9 You must not prevent or attempt to prevent another person gaining access to information to which that person is required by law.

- 2.10 You must not conduct yourself in a manner which could be regarded a bringing your office or the council into disrepute.
- 2.11 You must not use or attempt to use your position as a member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using the resources of the Council
 - a) Have the prior formal permission of the Council
 - b) Act in accordance with the reasonable requirements of the Council
 - c) Ensure that such resources are not used improperly for political purposes
 - d) Have regard to any statutory or other requirements to local authority publicity
- 2.13 You must not authorise the use of the Councils resources yourself or any other person other than by formal decision made at a meeting and in accordance with the Councils Standing orders or other procedural rules.
- 2.14 When reaching decisions on any matter you must have any relevant advice provided to you by the proper official Council (usually the Clerk to the Council)
- 2.15 You must give reasons for all decisions in accordance with statutory requirements and any reasonable additional information imposed by the Council.

3. Registering and declaring interests and withdrawn meetings.

- 3.1 The provisions of this part of the Code are subject to Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the monitoring officer of any disclosable pecuniary interests that you may have at the time of giving the notification.
- 3.3 Where you become a member as a result of re-electing the option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary had not already entered on the register at the time.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer.
- 3.5 If you are not present at a meeting and you are aware that a non-registerable interest or a disclosable pecuniary matter is being considered or to be considered at the meeting you must disclose that interest to the meeting if that interests already is entered in the register and unless you have current and relevant dispensation in relation to that matter you must
 - a) Not participate or participate further in any discussion to the matter at the meeting
 - b) Not participate in any vote or further vote taken at the meeting and
 - c) Remove yourself from the meeting while any discussions and votes take place on the matter, to the extent that you are required to absent yourself in accordance with the standing orders or other relevant procedural rules.

Where a member has a non-registerable interest in which paragraph 3.5 relates that does not benefit from dispensation and that interests arises only from the meeting participation in or membership of a body whose object is charitable philanthropic or otherwise for the benefits of the community to a section of the community the member has the permission of the Chairman of the meeting or until the Chairman directs the member to stop address and provide such information as the reasonably consider the debate and decision to be made by complying in paragraphs 3.5a), b) and c).
- 3.6 If a disclosable pecuniary interest to which paragraph 3.5 is not entered in the register and has not already been notified by the Monitoring Officer at the time of disclosure you must notify the Monitoring Officer of that interest within 28 days of the meeting.
- 3.7 Within 28 days of becoming aware of any new disclosable interests or change to any disclosable pecuniary interests you must register or notify the Monitoring Officer you must declare a new interest or the change in of interest to the Monitoring Officer.
- 3.8 All notifications of disclosable pecuniary interests to the Monitoring Officer must be made in writing and such disclosures and at meetings must be confirmed in writing to the Monitoring Officer.
- 3.9 You must notify the proper officer of your Council in with details of all disclosable pecuniary interest that are not confirmed to the Monitoring Officer.

4. Sensitive Interests

- 4.1 Members must notify the Monitoring officer of the details relating to the sensitive interest but the details of such interests will be included in any published version of the register.
- 4.2 The requirement of 3.5 of this code interests to meetings shall in relation to sensitive interested will be limited to declaring the existence of an interest.

5. Disclosable Pecuniary Interests.

In this part of the Code of Conduct the expressions in the left column are meanings attributed to them in the right-hand column

“Body in which the relevant person has a beneficial interest”	Means a firm in which the relevant partner or a body corporate person is a director or holds securities of which the relevant beneficial interest.
“Director”	Includes a member of the community who holds management of an industrial.
“Land”	Includes an easement servitude right over land, to occupy the land or beneficial income.
“Relevant Authority”	Means the Authority of which you are a member.
“Relevant Person”	Means you yours spouse or civil person with whom you are living, husband or wife or person whom you living with as if you are civil partners.
“Securities”	Means shares debentures loan stock bonds investment schemes within the market financial services and other securities of any description which money is deposited.

The following table sets out the disclosable pecuniary interests which have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act 2011.

Interest	Description
Employment Office trade or profession or vocation	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 Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.
Sponsorship	Any payment or provision for financial benefit (other than from the relevant body) made or the relevant period in respect of expenses incurred by you in carrying out your duties as a member or that of election expenses.
Contracts	Any contract which is made between the relevant person or body which the relevant person has a benefit interest and the relevant authorities which goods and services or works are to be executed and 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 his/her spouse or civil partner 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 Council for a month or longer.
Corporate Tenancies	The landlord is the Council; and the tenant is a body that the member, or his/her spouse or 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.
Securities	that body (to the member's knowledge) has a place of business or land in the area of the Council; and the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; 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 his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Review Date	Reviewed By	Amendments	Minute Number
03/02/2025	Full Council	n/a	2025/08