



CODE OF CONDUCT OF BROUGHTON ASTLEY PARISH COUNCIL

You are a Member or co-opted Member of Broughton Astley Parish Council and as such when performing your role as a member or co opted member your actions will be guided by the six General Principles of Public Life, and you will behave in a manner consistent with the following obligations:

1. **Obligations**

SELFLESSNESS You should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

HONESTY AND INTEGRITY You should not place yourself in situations where your honesty and integrity may be questioned should not behave improperly and should on all occasions avoid the appearance of such behaviour.

OBJECTIVITY You should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

ACCOUNTABILITY You are accountable to the public for your actions and the manner in which you carry out your responsibilities and you should co-operate fully and honestly with any scrutiny appropriate to your office.

OPENNESS You should be as open as possible about your actions and those of the Council and should be prepared to give reasons for those actions.

LEADERSHIP You should promote and support these principles by leadership and by example always acting in a way that secures or preserves public confidence.

You will:

- (a) Strive to establish respectful and courteous relationships with everyone you come into contact with as a Member.
- (b) Follow adopted corporate operational policies of the Council.
- (c) Not disclose or use confidential information for any other purpose other than that provided by the law.
- (d) Treat others with respect, openness, and fairness.
- (e) Respect the impartiality and integrity of the Council's senior officers and staff.
- (f) Use council resources for the undertaking of the Council duties and not for any other purposes.

2. **Disclosable Pecuniary Interests**

2.1 Subject to Paragraph 5 (sensitive interests), you must within 28 days of

- (a) this code being adopted or
- (b) your election or appointment (where that is later)

Notify the Monitoring Officer of any Disclosable Pecuniary Interests where such an interest is:

- (i) yours,
- (ii) your spouse's or civil partner's or
- (iii) somebody with whom you are living as husband and wife or civil partners,

and you are aware that that person has the interest.

- 2.2 You must within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Monitoring Officer in writing
- 2.3 You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State.
- 2.4 Where such an interest exists, you must disclose the interest to any meeting of the authority at which you are present, where you have a Disclosable Interest in any matter being considered and where the matter is not a 'sensitive interest' or where no dispensation has been given.
- 2.5 Following any disclosure of an interest not on the authority's register you must notify the Monitoring Officer in writing of the interest within 28 days beginning with the date of disclosure.
- 2.6 Where you have a Disclosable Pecuniary Interest, you must not vote or participate in the discussions on the matter and will leave the room if required by standing orders or Council Procedure Rules.

3. Disclosable Non-Pecuniary Interests and Non-Disclosable Pecuniary Interests

- 3.1 Subject to Paragraph 5 (sensitive interests), you must within 28 days of
 - (a) this code being adopted or
 - (b) your election or appointment (where that is later)notify the Monitoring Officer of any Disclosable Non-Pecuniary Interests.
- 3.2 You have a Disclosable Non-Pecuniary Interest if it is contained on the Register of Interests form.
- 3.3 Where you have a Disclosable Non-Pecuniary Interest you may remain in the meeting, speak, and vote on the matter unless to do would compromise your impartiality obligations or any other obligations set out in this Code.
- 3.4 You have a Non-Disclosable Pecuniary Interest if the interest is specified as a Pecuniary Interest by Regulations and it is the interest of an immediate member of your family (parents, children, siblings, aunts, uncles, grandparents) or a close associate.
- 3.5 Where you have a Non-Disclosable Pecuniary Interest, you should declare that interest when the interest arises, and you must not vote or participate in the discussions on the matter and will leave the room if required by standing orders or Council Procedure Rules.

4. Dispensations

- 4.1 Dispensations may be granted by the Proper Officer in consultation with the Chair or Vice-Chair of the Parish Council on request in writing from you.
- 4.2 Requests for Dispensations must be submitted in writing 3 clear days prior to the first meeting at which they are required.
- 4.3 Dispensations will be issued for a maximum period of 3 years; and in any case be provided only until the next ordinary Election of the Council.
- 4.4 Dispensations will only be granted where there are reasonable grounds for doing so and where such grounds are in the public interest.

5. Sensitive Interests

- 5.1 A 'sensitive interest' is where disclosure of an interest of the member or co-opted member, would, in the opinion of the monitoring officer, lead to the member or co-opted member, or a person connected with the member or co-opted member, be subject to violence or intimidation.

Appendix 1 - Definitions

"Meeting" means any meeting of the Council; the Administration and Finance, Scrutiny, Planning and Licensing or any of the Authority's committees, sub-committees, joint committees, joint sub-committees, or area committees.

"Member" means any person being an elected or co-opted member of the Council and any independent person appointed by the Authority to assist with the discharge of the Code of Conduct functions.

In relation to a **parish council**, references to an authority's Monitoring Officer is the Monitoring Officer of the District Council

In relation to **corporate operational policies** these are policies such as personnel policies, financial procedure rules, equalities policies or IT policies which have been adopted by the authority.

First Adopted 17 January 2013

Review of this document will be in line with Harborough District Council