

SILSOE PARISH COUNCIL

CODE OF CONDUCT



As adopted at a meeting of Silsoe Parish council 13th March 2024

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DOCUMENT CONTROL

Organisation	Silsoe Parish council
Title	Code of Conduct
Creator	Tammy Medley - Clerk
Approved	13 th March 2024
Training	20 th March 2024
Review date	Annually after adoption

DOCUMENT AMENDMENT HISTORY

Revision No.	Originator of change	Date of change	Change Description
v3.0	Clerk	19/09/22	Rewrite based on LGA model

1. INTRODUCTION

- 1.1. Pursuant to sections 27 and 28 of the Localism Act 2011 ('the Act'), **Silsoe Parish council** ('the Council') has adopted this Code of Conduct ('the Code').
- 1.2. The Council has a statutory duty to promote and maintain high standards of conduct by Members and Co-opted Members of the Council ("Members") and the Code sets out general principles of conduct expected of all Members and specific obligations in relation to standards of conduct.
- 1.3. The purpose of this Code of Conduct is to assist Members, in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against them. It is also to protect Members, the public, fellow councillors, local authority officers and the reputation of local government. It
- 1.4. The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.5. The Code is based largely on the Local Government Association (LGA) Model Councillors Code of Conduct issued in May 2021 or as updated.
- 1.6. The Code is consistent with the Seven Principles of Public Life, also known as the Nolan Principles:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- 1.7. Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

 - I act with integrity and honesty
 - I act lawfully
 - I treat all persons fairly and with respect; and
 - I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

 - I impartially exercise my responsibilities in the interests of the local community
 - I do not improperly seek to confer an advantage, or disadvantage, on any person
 - I avoid conflicts of interest
 - I exercise reasonable care and diligence.

- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

2. WHO DOES THE CODE APPLY TO?

- 2.1. The Code applies to all Members of the Council and to all Co-opted Members of any committee, sub-committee or joint committee or sub-committee of the Council.
- 2.2. Members of the Council refers to councillors.
- 2.3. A "Co-opted Member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who;
 - 2.3.1. is a member of any committee or sub-committee of the authority, or;
 - 2.3.2. is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

3. WHEN DOES THE CODE APPLY?

- 3.1. The Code applies as soon as Members sign their declaration of acceptance of office or attend their first meeting as a Co-opted Member. The Code continues to apply until you cease to be a Councillor or a Co-opted Member.
- 3.2. The Code applies whenever a person is acting in his/her official capacity as a Member of the Council or Co-opted Member in the conduct of the Council's business or acting as a representative of the Council. This may also include occasions when a Members actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.
- 3.3. The Code applies to all forms of communication and interaction, including:
 - at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

4. WHAT STANDARDS OF CONDUCT ARE MEMBERS EXPECTED TO OBSERVE?

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made

against you, which may result in action being taken. Guidance is included to help explain the reasons for the obligations and how they should be followed.

4.1. Respect

As a Member or Co-opted Member:

4.1.1. I treat other councillors and members of the public with respect.

4.1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

4.2. Bullying, harassment and discrimination

As a Member or Co-opted Member:

4.2.1. I do not bully any person.

4.2.2. I do not harass any person.

4.2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at

least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

4.3. Impartiality of officers of the council

As a Member or Co-opted Member:

4.3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4.4. Confidentiality and access to information

As a Member or Co-opted Member:

4.4.1. I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**

2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 3. **I have consulted the Monitoring Officer prior to its release.**
- 4.4.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.4.3. I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

4.5. Disrepute

As a Member or Co-opted Member:

- 4.5.1. I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

4.6. Use of position

As a Member or Co-opted Member:

- 4.6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

4.7. Use of local authority resources and facilities

As a Member or Co-opted Member:

4.7.1. I do not misuse council resources.

4.7.2. I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor. Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

4.8. Complying with the Code of Conduct

As a Member or Co-opted Member:

- 4.8.1. I undertake Code of Conduct training provided by my local authority.**
- 4.8.2. I cooperate with any Code of Conduct investigation and/or determination.**
- 4.8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 4.8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

4.9. Interests

As a Member or Co-opted Member:

- 4.9.1. I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority. You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

4.10. Gifts and hospitality

As a Member or Co-opted Member:

4.10.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

4.10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

4.10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

5. REGISTER OF INTERESTS

- 5.1. Central Bedfordshire Council's Monitoring Officer maintains a register of interests of Members and Co-opted Members of the Council.
- 5.2. Within 28 days of this Code being adopted by the Council, or the Member's / Co-opted Member's election, re-election or re-appointment he/she shall register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". They should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.
- 5.3. Members must ensure that their register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
- 5.4. 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 as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.
- 5.5. A copy of or link to the Register on Interests held on the Central Bedfordshire Council's website will be available for public inspection and will be published on the Council's website.

6. DISCLOSABLE PECUNIARY INTEREST

- 6.1. "Disclosable Pecuniary Interest" means an interest of yourself (the Member / Co-opted Member), or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1.

7. PARTNER

- 7.1. Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

8. NON-PARTICIPATION IN CASE OF DISCLOSABLE PECUNIARY INTEREST

- 8.1. Where a matter arises at a meeting which directly relates to a Member's / Co-opted Member's Disclosable Pecuniary Interests as set out in Table 1, they must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', they do not have to disclose the nature of the interest, just that they have an interest. Dispensation

may be granted in limited circumstances, to enable the Member / Co-opted Member to participate and vote on a matter in which they have a disclosable pecuniary interest.

9. DISCLOSURE OF OTHER REGISTERABLE INTERESTS

9.1. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of the Member's / Co-opted Member's Other Registerable Interests (as set out in Table 2), they must disclose the interest. The Member / Co-opted Member may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', they do not have to disclose the nature of the interest.

10. DISCLOSURE OF NON-REGISTERABLE INTERESTS

10.1. Where a matter arises at a meeting which directly relates to a Member's / Co-opted Member's financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, they must disclose the interest. The Member / Co-opted Member may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, they must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', they do not have to disclose the nature of the interest.

10.2. Where a matter arises at a meeting which **affects**:

10.2.1. a Member's own financial interest or well-being;

10.2.2. a financial interest or well-being of a relative or close associate; or

10.2.3. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2

the Member / Co-opted Member must disclose the interest. In order to determine whether they can remain in the meeting after disclosing your interest the following test in 10.3 should be applied.

10.3. Where a matter (referred to in paragraph 10.2 above) **affects** the financial interest or well-being:

10.3.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

10.3.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

The Member / Co-opted Member may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, they must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', they do not have to disclose the nature of the interest.

11. DISPENSATIONS TO MEMBERS OF THE COUNCIL

- 11.1. On a written request made to the Council's Proper Officer, the Council may grant a Member / Co-opted Member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest as listed in Tables 1 and 2 and 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 it is in the interests of the inhabitants in the Council's area to allow the Member / Co-opted Member to take part or it is otherwise appropriate to grant a dispensation.
- 11.2. Please refer to the Councils Dispensation Guidance Policy for more information.

12. COMPLAINTS, STANDARDS INVESTIGATIONS & OFFENCES

- 12.1. Formal standards complaints about the conduct of a Member / Co-opted Member towards a clerk should be made by the Chair or by the Parish Council, rather than the clerk in all but exceptional circumstances.
- 12.2. Members / Co-opted Members are required to comply with any formal standards investigation.
- 12.3. Members / Co-opted Members are prohibited from making trivial or malicious allegations.
- 12.4. It is a criminal offence to:
 - fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register,
 - fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting,
 - participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest,
 - as an Executive Member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest,
 - knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles are:

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 disclose 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.

TABLE 1 – DISCLOSABLE PECUNIARY INTERESTS

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, 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 councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her 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 his/her spouse or 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 and Property	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	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 his/her spouse or civil partner or the person with whom the councillor 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 the 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 his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners have a beneficial interest 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.

TABLE 2 – OTHER REGISTRABLE INTERESTS

Subject	Description
	<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none">(a) any unpaid directorships(b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority(c) any body<ul style="list-style-type: none">(i) exercising functions of a public nature(j) directed to charitable purposes or(k) 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