

EMPINGHAM PARISH COUNCIL (EPC)

CODE OF CONDUCT

Introduction

Pursuant to section 27 of the Localism Act 2011, Empingham Parish 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.

Any queries about the Code should be addressed to the Proper Officer, the Clerk.

Principles

SELFLESSNESS INTEGRITY OBJECTIVITY ACCOUNTABILITY OPENNESS HONESTY LEADERSHIP

Definitions

For the purpose of this Code, a 'co-opted member' is a person who was not elected but was appointed by the Council.

A co-opted member is a full member of the Council.

For the purpose of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

Member Obligations

When acting or giving the Impression of acting for the Council he/she has the following obligations;-

- to behave in such a way that a reasonable person would regard as respectful,
- not act in a way which a reasonable person would regard as bullying or intimidatory,
- not seek to improperly confer an advantage or disadvantage on any person,
- to use the resources of the Council in accordance with its requirements, and
- not to disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests

1. Within 28 days of this Code being adopted by the Council, or member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer at Rutland County Council the interests which fall within the categories set out in Appendices A and B.
2. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
3. A member shall register with the Monitoring Officer 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, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of Interests At Meetings

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. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

5. Where a matter arises at a meeting which relates to an interest in Appendix A which is 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 he/she has an interest but not the nature of it.
6. Where a matter arises at a meeting which relates to an interest in Appendix B, the members shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
7. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

8. Where a matter arises at a meeting which relates to financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she 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 request to the Council's Proper Officer (The Clerk), the Council may grant a member dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has 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 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

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 member during the 12 month period ending on the latest date referred to in paragraph 1 (Registration of Interests) above for expenses incurred by him/her in carrying out his/her duties as a member, 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 the members *spouse 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 Parish.
Licences	Any License (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 members knowledge)- (a) The landlord is the Council; and (b) The tenant is a body in which the member, spouse or has a beneficial interest.
Securities	Any beneficial interest in securities of a body where- (a) That body (to the members 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 £25000 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 share of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

'Spouse' means Husband, Wife or civil partner or the person with whom the member is living as if they were spouse/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities)

*'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:

- (i) Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) Any body-
 - (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;
- (iii) Any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.