

CODE OF CONDUCT OF HIGHAM ON THE HILL PARISH COUNCIL

You are a member or co opted member of Higham on the Hill Parish Council and as such when performing your role as a member or co opted member you are bound by this Code of Conduct. This code also applies to you in your private life if you are convicted of a criminal offence.

1. Obligations

You will:-

- (a) Have regard to the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- (b) Strive to establish respectful and courteous relationships with everyone you come into contact with as a Member.
- (c) Follow adopted corporate operational policies of the Council.
- (d) Not disclose or use confidential information for any other purpose other than that provided by the law unless in the Public Interest.
- (e) 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 Parish Clerk 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 Parish Clerk 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 Parish Clerk 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 Parish Clerk 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 Parish Clerk for one meeting only on request in writing from you. 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 Parish Clerk, 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 – The Nolan Principles

- (i) **Selflessness** You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family or a friend or close associate.
- (ii) **Integrity** You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- (iii) **Objectivity** When carrying out your public business, you must make all choices, such as making public appointments, awarding contracts, or recommending individuals for rewards and benefits, on merit.
- (iv) **Accountability** You are accountable for your decisions to the public and you must cooperate fully with whatever scrutiny is appropriate to your office.
- (v) **Openness** You must be as open as possible about your decisions and actions and the decisions and actions of your Authority and should be prepared to give reasons for those decisions and actions.
- (vi) **Honesty** You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests
- (vii) **Leadership** You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Appendix 2 - Definitions

“**Meeting**” means any meeting of the Authority, 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 Authority and any independent person appointed by the Authority to assist with the discharge of the Code of Conduct functions.

In relation to **corporate operational policies** these are policies such as personnel policies, financial procedure rules, equalities policies or IT policies.