

Woodmansey Parish Council

Code of Conduct (Adopted April 2022)

Introduction

In accordance with section 27 of the Localism Act 2011, Woodmansey Parish Council has adopted a Code of Conduct to promote and maintain high standards of behaviour by its Councillors (elected and co-opted) whenever they conduct the business of the Parish Council.

Woodmansey Parish Council endorses the Nolan Principles with regard to expectations of public office and as such our Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

This document should be read in conjunction and cross referenced with our Standing Orders

1 Intent

Our Parish Councillors are committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in the Parish Council as a public body. They will do this by observing the following principles of public office:

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit alone, avoiding any favouritism.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

2 Conduct Commitments by Woodmansey Parish Councillors

Accordingly, our Parish Councillors will ensure the following behaviours in office:

- a) **Will** 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 themselves, their family, a friend, or close associate
- b) **Will** promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability
- c) **Will** make all choices, such as making public appointments, awarding contracts, or recommending individuals for rewards or benefits, without favouritism and entirely on merit
- d) **Will** be accountable for decisions to the public and fully co-operative with whatever scrutiny is appropriate to the business of the Parish Council
- e) **Will** be as open as possible about decisions and actions and the decisions and actions of Woodmansey Parish Council and be prepared to give reasons for those decisions and actions
- f) **Will** openly disclose / declare any private interests, both pecuniary and non-pecuniary, that relate to their duties as a Parish Councillor and commit to taking steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out by East Riding of Yorkshire Council.
- g) **Will**, when using or authorising the use by others of the resources of Woodmansey Parish Council ensure that such resources are not used improperly for political purposes (including party political purposes)
- h) **Will** promote and support high standards of conduct when serving in their public post, in particular as characterised by the above requirements, by leadership and example
- i) **Will** have regard and take in good faith, any relevant advice provided by East Riding of Yorkshire Council's Monitoring Officer, or Parish Clerk where they are acting pursuant to their statutory duties
- j) **Will not** place themselves under a financial or other obligation to outside individuals or organisations that might seek to influence them or their fellow Councillors in the performance of their Parish duties
- k) **Will not** disclose information given in confidence by anyone, or information acquired by which is to be reasonably believed to be of a confidential nature, except where:
 - there is specific consent of a person authorised to give it
 - there is a requirement under law to do so

- the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person
- such a disclosure is in the public interest and made in good faith and in compliance with the reasonable requirements of the authority.

3 Registering and declaring pecuniary and non-pecuniary interests

A Parish Councillor will, within 28 days of taking office (whether elected or co-opted) notify East Riding of Yorkshire Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is the Councillor's, their spouse / civil partner or is the pecuniary interest of somebody with whom the Councillor is living with as husband or wife / civil partners.

It is the sole responsibility of a Parish Councillor to disclose interests. Every effort should be made by Councillors to ensure the details of the Parish Council's register match the declared interests made to the Local Authority. It is the sole responsibility of the Councillor to ensure both the Parish Council and Local Government Register of Interests are kept up to date.

All declarations should be made to the Parish Clerk in the first instance who will be responsible for advising the Local Authority and updating the Parish Council's register.

Where Councillors are uncertain if an interest is disclosable, it is strongly recommended these are still declared in order for clarification to be given.

4 Schedule of Pecuniary Interest which must be declared

Employment, office profession or vocation

Any employment, office, trade, profession, or vocation carried on for profit or gain.

Sponsorship or Financial Benefit

Any payment or provision of any other financial benefit (other than from the authority) made or provided within the relevant period in respect of any expenses incurred in carrying out duties as a Councillor. 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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (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 area of the relevant authority.

Licences

Any licence (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 the Councillors knowledge) is (a) the landlord is the relevant authority; and
(b) the tenant is a body in which the relevant person has a beneficial interest

Securities

Any beneficial interest in securities of a body where—

(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the relevant authority; 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 anyone class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Schedule of Non-pecuniary interests which must be declared

A Councillor must also declare an interest where the following apply:

(a) details of any bodies to which the Councillor is appointed or nominated by the Parish Council of Local Authority (ie outside body appointments).

(b) details of bodies exercising functions of a public nature of which the Councillor is a member (including regional and local development agencies, other (parish) Councils, public health bodies, school governing bodies).

(c) details of bodies directed to charitable purposes of which the Councillor is a member (including the Lions, the Masons, a Parochial Church Council; not just bodies registered with the Charity Commission).

d) details of bodies whose principal purposes include influence of public opinion or policy (including any political party or trade union) of which the Councillor is a member.

(e) Any voluntary work undertaken by the Councillor

(f) Details of any person from which the Councillor has received (in their capacity as a Councillor) a gift or hospitality that amounts to the value of at least £25.

(g) Any person employed by the Parish Council who is a member of the Parish Councillor's family.

Woodmansey Parish Council

Annual Statement of Commitment to the Parish Council's Code of Conduct

As an elected or co-opted Parish Councillor of Woodmansey Parish Council you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The principles were first established by the Nolan Committee and are detailed in our 'Code of Conduct' and 'Standing Orders'.

Accordingly, when acting in your capacity as a Parish Councillor (whether elected or or co-opted) of Woodmansey Parish Council

1. I will solely in the public interest and will never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for myself, my family, a friend or close associate.
2. I will not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties. When carrying out my public duties, I will make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit. I understand that I am accountable for my decisions to the public and I will co-operate fully with whatever scrutiny is appropriate to my office.
3. I will be as open as possible about my decisions and actions and the decisions and actions of the Council and should be prepared to give reasons for those decisions and actions. However, I will not disclose information which is confidential or where disclosure is prohibited by law.
4. I understand that failure to declare a Disclosable Pecuniary Interest may be a criminal offence and that I should also declare any Prejudicial Interest that relates to my Councillor duties and must take steps to resolve any conflicts arising in a way that protects the public interest. I will register and declare such interests in a manner conforming to procedures set out in the Council's Standing Orders.
5. I will, when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and will have regard to any applicable council policy or guidance on the use of council resources.
6. I will promote and support high standards of conduct when serving in public office, in particular as characterised by the above requirements, by leadership and example.
7. I will apply a moral and ethical approach regarding conduct between myself as a Woodmansey Parish Council and any outside bodies and whilst pursuant to the business of the Parish Council.

I herewith confirm I have read and understood the Parish Council's Code of Conduct and Standing Orders and that my Register of declarable interests are up to date and correct as of the date of signing this document.

Name of Councillor

Signature of Councillor

Date of Signing

Please return completed form to the Parish Clerk