



West End Parish Council

Members Code of Conduct

Introduction

Pursuant to section 27 of the Localism Act 2011, West End Parish Council ('the 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.

A Council has a statutory duty to promote and maintain high standards of conduct by its Members when representing the Council. There are seven principles of public life (also known as the Nolan Principles) which apply to anyone who works as a public officeholder, these are usually elected or appointed. The principles also apply to anyone who works in:

- Civil Service
- Local Government
- Police
- Courts and Probation Services
- Health, Education, Social and Care Services

The seven Nolan Principles are:

- i. **Selflessness** – Members should act solely in terms of the public interest.
- ii. **Integrity** – Members should 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 to gain financial or other material benefits for themselves, their families, or their friends. Members must declare and resolve any interests and relationships.
- iii. **Objectivity** – Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- iv. **Accountability** – Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- v. **Openness** – Members 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 doing so.
- vi. **Honesty** – Members should be truthful.
- vii. **Leadership** – Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles in their own behaviour whenever it occurs.



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Applications

This Code of Conduct applies to you whenever you are acting in your capacity as a member or are giving the impression of acting in your capacity as a member of West End Parish Council, including –

- 1.1** At formal meetings of the Council, its committees, and sub-committees, whether face to face, online or telephone
- 1.2** When acting as a representative of the Council
- 1.3** In taking any decision as councillor
- 1.4** In discharging your functions as a parish councillor in all forms of written, verbal, and non- verbal communication, including email and social media
- 1.5** At site visits
- 1.6** In all interactions with Council staff via email and in person

Member Obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

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

Registration of Interests

- Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
- 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 (Eastleigh Borough Council) any interests in Appendices A and B.
- A member shall register with the Monitoring Officer (Eastleigh Borough Officer) any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.



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- 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 one 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.
- 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.
- Where a matter arises at a meeting which relates to an interest in Appendix B, the member 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.
- 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.
- Where a matter arises at a meeting which relates to a 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.



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Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain.
Sponsorship	<ul style="list-style-type: none">- 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 6 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	<p>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</p> <ul style="list-style-type: none">(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 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	<p>Any tenancy where (to the member's knowledge):</p> <ul style="list-style-type: none">(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 member 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.



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Securities	<p>Any beneficial interest in securities* of a body where:</p> <ul style="list-style-type: none">(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and(b) either—<ul style="list-style-type: none">(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 has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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- * '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.

Appendix B

- An interest which relates to or is likely to affect:
- (i) Anybody 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) (ii) Anybody— (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal 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) (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.

Please sign below to accept that you have read and understood the above.

Signature: _____ Date: _____

Print Name: _____