

EMBSAY WITH EASTBY PARISH COUNCIL

CODE OF CONDUCT

Part 1

General Provisions

1. Introduction

1.1 Pursuant to Section 27 of the Localism Act 2011, Embsay with Eastby Parish Council has adopted this Code of Conduct, based on a template Code of Conduct from the National Association of Local Councils and adapted by Craven District Council. It is intended to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Parish 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 Parish Council.

1.2 This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

2. Interpretation and Definitions

2.1 This Code applies to members of Embsay with Eastby Parish Council. It should be read by members together with the general principles prescribed by the Secretary of State and it is the responsibility of each member to comply with the provisions of this Code.

2.2 For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Parish Council but who is either a member of any working party or represents the Parish Council on an outside body. For the purposes of this Code, a 'meeting' is a meeting of the Parish Council or any of its working parties. For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Parish Council includes a co-opted or an appointed member of the Parish Council.

2.3 References to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of Craven District Council which has functions for which it is responsible for under the Localism Act of 2011 in relation to Embsay with Eastby Parish Council.

2.4 Members must comply with this Code whenever they conduct the business of the Parish Council (which in this Code includes the business of the office to which they are elected or appointed); or act, claim to act or

give the impression they are acting as a representative of Embsay with Eastby Parish Council, and references to their official capacity are construed accordingly.

2.5 This Code does not have effect in relation to member's conduct other than where it is in their official capacity. In addition to having effect in relation to conduct in their official capacity, it will also have effect, at any other time, where that conduct constitutes a criminal offence for which a member may have been convicted.

2.6 Conduct to which this Code applies whether that is conduct in a member's official capacity or conduct mentioned in paragraph 2.5 which includes a criminal offence for which a member is convicted (including an offence committed before the date a member takes office, but for which the member is convicted after that date).

2.7 Where a member acts as a representative of Embsay with Eastby Parish Council on another relevant authority, the member must, when acting for that other authority, comply with that other authority's Code of Conduct or, on any other body, must, when acting for that other body, comply with the Parish Council's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

2 General Member Obligations

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

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Parish Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.
6. He/she shall not compromise or attempt to compromise the impartiality of anyone who works for or exercises power for the authority.

Part 2

Interests

4. Registration of Interests

4.1 Within 28 days of this Code being adopted by the Parish Council, or a member's election or the co-opted member's appointment (where that is later), he/she shall register with Craven District Council's Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

4.2 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.

4.3 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.

4.4 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 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.

5. Declaration of interests at meetings

5.1 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

6. Dispensations

6.1 The Parish Council has delegated authority to its Parish Clerk to act as its proper officer on dispensation matters.

6.2 In deciding whether to grant a dispensation, the Parish Council's proper officer shall consider:

- (a) appropriate political proportionality of the meeting concerned;
- (b) the interests of the inhabitants in the council's area;
- (c) the interest of justice generally.

6.3 On a written request made to the Parish Council's proper officer (Parish Clerk), the Parish Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if the member has an interest in Appendices A and B; if the Parish 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: Disclosable Pecuniary Interests

Interests defined by regulations made under Section 30(3) of the Localism Act 2011 and 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	Any payment or provision of any other financial benefit (other than from the Parish 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	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/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*) and the Parish 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 area of the Parish Council.
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 (to the member's knowledge) -
	(a) The landlord is the Parish Council; and (b) The tenant is a body in which the member, or his/her spouse or civil partner/the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
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 Parish 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions of interest are subject to the following definitions:-

“*relevant person*” means

- your spouse or civil partner
- a person with whom you are living as husband or wife
- a person with whom you are living as husband or wife or as if they were your civil partner;

“*body*” in which you or the relevant person has a beneficial interest means a firm in which you or the relevant person is a partner or a body corporate of which you or the relevant person is a director, or in the securities of which you or the relevant person has a beneficial interest;

“*director* “ includes a member of the committee of management of an industrial and provident society;

“*land*” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or receive income.

*“*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: Interests

An interest under paragraph 1 and 2 below which relates to or is likely to affect:

1. Interests

(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 Parish Council;

(ii) Any body –

(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 Parish 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 £25 which the member has received by virtue of his or her office.

and

2. Perception of Conflict

A reasonable member of the public with knowledge of all the relevant facts would think that your interest was so significant that it would be likely to prejudice your judgment.

Footnotes:

(1) The test for perception is one of conflict of interest; which in other words means the interest must be perceived as likely to harm or impair your ability to judge the public interest.

(2) This Code of Conduct is based on the template Code of Conduct for parish councils produced by the National Association of Local Councils (NALC) in 2012. Permission for its use has been granted to Craven District Council who in turn has granted permission to Embsay with Eastby Parish Council to use their Code for its own purposes.

Craven District Council's Code of Conduct was formally adopted by the Parish Council on 13 December 2012; reviewed and reconfirmed as the Parish Council's own Code of Conduct on 14 March 2013

Reviewed and reconfirmed as the Parish Council's own Code of Conduct on 13th April 2016/GA