



# CHAPEL-EN-LE-FRITH PARISH COUNCIL

## Code of Conduct for Members

### 1 Application

This Code of Conduct applies to me whenever I am acting in my capacity as a member of Chapel-en-le-Frith Parish Council, including –

- 1.1 at formal meetings of the Council, it's Committees and Sub-Committees, and it's Working Groups.
- 1.2 when acting as a representative of the Parish Council
- 1.3 in taking any decision as a Ward Councillor
- 1.4 in discharging my functions as a Ward Councillor
- 1.5 at briefing meetings with officers and
- 1.6 at site visits
- 1.7 when corresponding with the Parish Council other than in a private capacity

### 2 General Conduct

- 2.1 As a member or co-opted member of Chapel-en-le-Frith Parish Council I will have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.
- 2.2 In accordance with the Localism Act provisions, when acting in this capacity I will be 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 this Parish Council

- **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.

- **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.

2.3 As a Member of Chapel-en-le-Frith Parish Council my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Parish area or the good governance of the Parish Council in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of the Parish Council.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this Parish Council's decision-making processes as open and transparent as possible to enable residents to understand the reasoning

behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.

- Behaving in accordance with all our legal obligations, alongside any requirements contained within this Parish Council's policies, protocols and procedures, including on the use of the Parish Council's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public, I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Parish Council.
- Not bullying or harassing any person (including any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended), nor doing anything which may cause my Authority to breach any of its duties under the Equality Act 2010.
- Co-operating fully with any investigation carried out in accordance with the Councils Arrangements for dealing with Standards Complaints under the Localism Act 2011, and by not making any trivial or malicious allegations under those Arrangement.

### **3 Disclosable Pecuniary Interests**

This part explains the requirements of the Localism Act 2011 (Ss 29-34) and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction.

I will: -

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a Disclosable Pecuniary Interest.
- 3.2 ensure that my register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of my Disclosable Pecuniary Interests.
- 3.3 make an oral declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent, and leave the room where the meeting is held while any discussion or voting takes place.
- 3.4 "Meeting" means any meeting organised by or on behalf of the Parish Council, including:-
  - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council;

- 3.4.2 any meeting of Working Groups;
- 3.4.3 in taking a decision as a Ward Councillor;
- 3.4.4 at any briefing by officers; and
- 3.4.5 at any site visit to do with business of the Parish Council.

#### **4 Other Interests**

- 4.1 In addition to the requirements of Paragraph 3, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest in that item which may or may not be entered in my register of interests, I must make an oral declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2 I will have an interest, as referred to at 4.1 above, in an item of business of my Parish Council where –
  - 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of me or a member of my family or a person with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the Parish Council's administrative area, or
  - 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of my family (other than a "relevant person") or a person with whom I have a close association, or
  - 4.2.3 it relates to an interest (other than a Disclosable Pecuniary Interest) entered in my register of interests,
 and that interest is not a Disclosable Pecuniary Interest.
- 4.3 Where I have an interest in accordance with 4.1 and 4.2 above then I will consider whether the nature of that interest is so significant that I should withdraw from participating in respect of the matter relating to that interest.

#### **5 Gifts and Hospitality**

- 5.1 I will, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which I have accepted as a member from any person or body other than the Parish Council.
- 5.2 The Monitoring Officer will place my notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Parish Council for this purpose.

Amended: 3 December 2019

Reviewed: 3 May 2022

## Appendix

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

| <i>Interest</i>                                   | <i>Prescribed description</i>   |
|---|---|
| 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 relevant Parish Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. 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 Parish Council—<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged.   |
| Land  | Any beneficial interest in land which is within the area of the relevant Parish Council.  |
| Licences  | Any licence (alone or jointly with others) to occupy land in the area of the relevant Parish Council for a month or longer.   |
| Corporate tenancies                               | Any tenancy where (to M's knowledge)—<br>(a) the landlord is the relevant Parish Council; and<br>(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—<br>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant Parish Council; and<br>(b) either—<br><br>(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.

For this purpose –

“the Act” means the Localism Act 2011;

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

“M” means a member of a relevant Parish Council;

“member” includes a co-opted member;

“relevant Parish Council” means the Parish Council of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.