

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 24th June 2021 in St Anthony's Church Hall, Pinehurst Road at 7.30pm.

PRESENT:

Cllr K Wilkes – Chair		
Cllr Mrs R Burke	Cllr A Clarke	Cllr D Green
Cllr M Hawkes	Cllr S Linford	Cllr Mrs N Senior
Cllr D Shortell	Cllr C Way	Cllr T Willats
Cllr Mrs P Yeo		

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)

APOLOGIES: Cllr Mrs C Holmes
Dorset Councillor M Dyer

- 21/033 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**
None
- 21/034 QUESTIONS FROM MEMBERS OF THE PUBLIC**
None
- 21/035 TO APPROVE AND SIGN MINUTES OF THE VIRTUAL ANNUAL TOWN COUNCIL MEETING HELD ON 6th MAY 2021.**
Having been circulated, the minutes on pages 2689-2693 were agreed, adopted and signed.
- 21/036 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES**
- a. **The Report of the Planning Consultative Committee** held on the 27th May 2021 pages 2694-2696 as circulated, was confirmed, adopted and signed.
 - b. **The Report of the Planning Consultative Committee** held on the 17th June 2021 pages 2697-2698 as circulated, was confirmed, adopted and signed.
- 21/037 TO RECEIVE TOWN CLERKS REPORT**
- a. Asset Transfer: Documents relating to the asset transfer have been signed in accordance with our Standing Orders and have been posted back to our solicitor. Therefore, the transfer of the toilets and car park is imminent. However DC have not dealt with the access gate from the rear garden of a house in Glenwood Road into the car park, so a request has been sent asking DC to deal with this matter before the transfer takes place.
 - b. The Signed Year End Accounts were submitted to the external auditor on the 11th May, the statutory public notices have been displayed and are on the Council website.
 - c. Highways Matters: After a meeting with Sturts Farm and Dorset Council, which some members of this council attended, Sturts have now asked for additional signage highlighting that people may be crossing the road in the vicinity of Gulliver s Farm. This matter is ongoing between Sturts and DC.
 - d. Code of Conduct Training from the DAPTC: Members are asked to sign up to attend a training session as per emails sent to members.
 - e. Woodland Trust Trees: We have been successful in applying for a Community Tree Pack of 105 saplings (Year Round Colour) to plant on the old BMX area. The trees will be delivered in November.
 - f. Woodland Trust Trees: Trees for residents as per minute no 537 (December 2020), these are currently out of stock and we have no indication of when they will be back in stock. Once notification is received that they are available we will place and order.

- g. Shipping container adjacent to the MUGA: This container is in a bad state of repair and requires replacement. Quotes are being sought and discussions with the West Moors Youth FC are taking place to see what assistance they can provide as most of the items in the container belong to them.
- h. The Council has been approached by Nick Mills, the local resident who provides and operates the sound equipment for Remembrance Day and Westival. He has asked if the Council are interested in purchasing all his equipment that he uses for such events, he would still operate the equipment for us. This matter will appear on a future agenda for discussion.
- i. Members are asked to think about holding events for the Queens Jubilee in June 2022.

21/038 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2702 of these minutes. (Cllr's Hawkes and Wilkes to authorise the electronic payments)

Voting: unanimous

Cllr Clarke queried the electricity charges for the pavilion and it was explained that the water heaters are on constantly, but that an electrician had been asked to provide a quote for installing timers.

21/039 NEW LGA COUNCILLOR CODE OF CONDUCT

Members having reviewed the LGA Code of Conduct with some members having already attended the DAPTC training sessions which dealt with the new way in which Register of Interests need to be provided electronically

RESOLVED that the LGA Councillor Code of Conduct be adopted by West Moors Town Council unchanged as attached on pages 2704-2716

Voting: unanimous

21/040 SKATEPARK UPDATE

Members received an update on the skatepark works which began the week commencing 21st June. All the funding is now in place from Dorset Leisure Fund, Veolia Environmental Trust, National Lottery, Tesco Bags of Help and funds committed by the Town Council.

Members were informed of a potential issue with the design of the skatepark and a conflict with the footpath that comes into the area from the Castleman Trailway (footpath no 5). Quotes for rerouting the footpath were considered and after discussion it was

RESOLVED that the existing footpath from Castleman Trailway (footpath No 5) on to Fryer Field be removed to avoid any health and safety issues that could potentially arise from skaters on the ramps.

Voting: unanimous

It was noted that a noise complaint had been received from a local resident, however there will be noise associated with demolition is inevitable.

21/041 DORSET COUNCILLOR REPORT

Members received a verbal report from Cllr D Shortell on a fly tipping campaign being run by Dorset Council and the New Police and Crime Commissioner, David Sidwick. A copy of the written report is available in the Council office.

Cllr Mrs P Yeo asked if Dorset Council still have links to Stonewall Training, Cllr Shortell said he would investigate.

Cllr Linford reported that the cost of waste disposal had increased significantly recently so an increase in fly tipping may follow.

21/042 INFORMATION FROM MEMBERS

Cllr M Hawkes reported on his attendance at the Code of Conduct training provided by the DAPTC and on a training session with Breakthrough Communications on how to communicate with residents.

Cllr D Shortell reported that he wished to try again to get parking restrictions in Pinehurst Road near the shops.

Cllr S Linford reported that the road resurfacing was looking good and that the new dog bin at the scout hut has been much appreciated.

Cllr Mrs P Yeo asked if anyone knew of a charity that collects milk bottle tops as the local school has stopped taking them.

Cllr C Way and Cllr A Willats reported on their attendance at the DAPTC Eastern area meeting, where it was suggested that Councils could consider sharing a dog warden. Clerk to talk to Corfe Mullen TC and report back.

21/043 CORRESPONDENCE

All important and informative correspondence is emailed to Councillors as it arrives.

1. Local Council Review Magazine – Issue 2 2021
2. Dorset Business Focus – June Issue

The Chair declared the meeting closed at 20.25 hrs

The next meeting of the Town Council will be held on 29th July at 19:30hrs

SIGNED DATE
Chair

Payments made/authorised in between meetings			
Payment method	Invoice amount	Invoice date	Details
Payment method	Invoice amount	Invoice date	Details
EB 07.05	£2,000.00	22.04.21	RHV – Fell of 2 Oak trees at Fryer Field 2020
EB 07.05	£150.00	22.04.21	Peter D Walker – Internal Audit for Half-Year end 31 Mar 21
EB 07.05	£66.00	28.04.21	National Allotment Society – Membership renewal
EB 07.05	£60.00	23.04.21	Aquacare – Pavilion Legionella testing for April
EB 07.05	£7,500.00	30.04.21	Veolia ES UK Ltd – Contributing Third Party Payment for Veolia Grant for Skatepark
EB 28.05	£3,106.71	19.05.21	Staff Salaries – Month 2
EB 01.06	£942.96	30.04.21	EdgelT – Last year of 5yr contract• 2 users • 07/06/21 - 06/22
EB 01.06	£1,595.90	02.05.21	Terrafirma – Grounds Maintenance APRIL
EB 01.06	£422.84	06.05.21	SafeZone- CCTV for Office
EB 01.06	£67.20	14.05.21	Eco-Hound – 4 boxes of dog waste bags (40 pks -100 per pk)
EB 01.06	£36.00	14.05.21	Dorset Council- Dog signs for Fryer Field (12 off)
EB 01.06	£997.93	19.05.21	HM Revenue and Customs – Tax and NI – Month 2
EB 01.06	£1,095.98	19.05.21	Dorset Council Pension Fund – Month 2 - Pension Contributions
EB 01.06	£575.44	14.05.21	Peter Ridley – 12 boxes of caddy bags (240 rolls)
EB 01.06	£19.00	01.05.21	XCS – photocopier usage 03.01 to 04.05.21
EB 25.06	£3,489.66	19.05.21	Staff Salaries – Month 3
Total	£22125.62		
Payment list dated 24th June 2021			
EB 28.06	£50.00	20.05.21	Cole Management – Bus stops and office window clean
EB 28.06	£6.59	28.05.21	The Roman Group – stationery – laminate pouches
EB 28.06	£60.00	21.05.21	Aqua Care- Legionella testing MAY
EB 28.06	£60.00	17.06.21	Aqua Care- Legionella testing JUNE
EB 28.06	£143.59	02.06.21	Dorset Council – Installation of dog waste bin at West Moors Scout hut
EB 28.06	£9.10	04.06.21	Dorset Council - Recycling collection
EB 28.06	£1544.11	31.05.21	Terrafirma – Grounds Maintenance MAY
EB 28.06	£174.72	01.04.21	Terrafirma – Lengthsman Duties March 2021
EB 28.06	£277.20	31.05.21	Terrafirma - Lengthsman Duties April, May 2021
EB 28.06	£4.22	09.06.21	South West Water – Allotment water 16 th April to 31 May 2021
EB 28.06	£36.00	16.06.21	SLCC – Graphic Design Software training -Clerk 16.09.21
EB 28.06	£24.66	15.06.21	Wicksteed- nuts and bolts for Fryer Field play area
EB 28.06	£1,473.80	21.06.21	Safezone – Deposit for CCTV upgrade at Fryer Field
EB 30.06	£982.53	17.06.21	HM Revenue and Customs – Tax and NI – Month 3
EB 30.06	£1,095.98	17.06.21	Dorset Council Pension Fund – Month 3 - Pension Contributions
Total	£5,942.50		
Direct Debit and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 12.05	£8.40	09.05.21	Sage - Payroll software- May
DD 21.05	£13.85	06.05.21	OPUS - floodlights electricity 14.04 to 05.05.21
DD 21.05	£51.87	06.05.21	OPUS - Pavilion electricity 14.04 to 05.05.21
DD 21.05	£6.13	06.05.21	OPUS - Council office electricity – 08.04 to 05.05.21
DD 25.05	£88.96	01.05.21	1 st Connect – Office Phone and Broadband Charges 01.05 to 31.05
DD 01.06	£420.00	30.04.21	BNP- photocopier lease quarter 30.05.21 to 29.08.21
DD 21.06	£58.12	06.06.21	OPUS- Pavilion electricity 06.05.21 to 05.06.21
DD 21.06	£19.49	06.06.21	OPUS - Floodlights electricity 06.05.21 to 05.06.21

DD 21.06	£56.78	06.06.21	OPUS - Council office electricity 06.05.21 to 05.06.21
DD 25.06	£1117.58	01.06.21	1 st Connect – Pavilion and office broadband & line rental for office 01.06.21 to 30.06
DD 12.06	£8.40	09.06.21	Sage – Payroll software - June
DC 27.04	£89.99	27.04.21	Amazon (Pretty Wild Seeds) – Wildflower seeds for area behind skatepark
Total	£939.57		

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council

- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can

express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. *Bullying, harassment and discrimination* 2.1 I do not bully any person.

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. *Impartiality of officers of the council*

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would

undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or

determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must 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 in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office 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 so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
- your own financial interest or well-being;
 - a financial interest or well-being of a friend, relative, close associate; or
 - a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:
- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, 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 councillor or his/her spouse or civil partner or the person with whom the
	councillor 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

	<p>a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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 councillor, or his/ her spouse or civil partner or the person with whom the councillor 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.</p>

* '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.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
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 you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.