

## Crawley Borough Council

### Governance Committee

Agenda for the **Governance Committee** which will be held in **Ashurst Main Hall - The Charis Centre**, on **Tuesday, 21 September 2021** at **7.00 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

**Membership:**  
Councillors

K McCarthy (Chair), T Lunnon (Vice-Chair), R D Burrett, D Crow, C R Eade, M Flack, G S Jhans, P K Lamb, R A Lanzer and S Malik

Please contact Democratic Services if you have any queries regarding this agenda.  
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The order of business may change at the Chair's discretion

## Part A Business (Open to the Public)

	<b>Pages</b>
<b>1. Apologies for Absence</b>	
<b>2. Disclosures of Interest</b>	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
<b>3. Minutes</b>	3 - 8
To approve as a correct record the minutes of the Governance Committee held on 22 June 2021.	
<b>4. Public Question Time</b>	
To answer any questions asked by the public which relate to an item on this agenda and which are in line with the Council's Constitution.	
Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
<b>5. Review of May 2021 Polling Arrangements</b>	9 - 16
To consider report LDS/171 of the Head of Legal, Governance and HR.	
<b>6. LGA Model Councillor Code of Conduct</b>	17 - 48
To consider report LDS/164 of the Monitoring Officer.	
<b>7. Supplemental Agenda</b>	
Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

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## Crawley Borough Council

### Minutes of Governance Committee

Tuesday, 22 June 2021 at 7.00 pm

#### Councillors Present:

K McCarthy (Chair)

T Lunnon (Vice-Chair)

R D Burrett, D Crow, C R Eade, M Flack, G S Jhans, P K Lamb, R A Lanzer and S Malik

#### Also in Attendance:

Councillor C J Mullins

#### Officers Present:

Natalie Brahma-Pearl Chief Executive

Siraj Choudhury Head of Legal, Governance and HR

Mez Matthews Democratic Services Officer

Chris Pedlow Democratic Services Manager

#### 1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Flack	Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) (Minute 7)	Disclosable Pecuniary Interest as she is the current Deputy Mayor.  Councillor Flack left the room for this item and took no part in the discussion or voting on the matter.
Councillor Lamb	Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) (Minute 7)	Disclosable Pecuniary Interest as his partner is the current Deputy Mayor.  Councillor Lamb left the room for this item and took no part in the discussion or voting on the matter.

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Governance Committee (2)  
22 June 2021

<b>Councillor</b>	<b>Item and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor Malik	Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) (Minute 7)	Disclosable Pecuniary Interest as he is the current Mayor.  Councillor Malik left the room for this item and took no part in the discussion or voting on the matter.

## 2. Minutes

The Head of Legal, Governance and HR addressed the Committee and raised a matter arising from Minute 7 (LGA Councillor Model Code of Conduct) of the meeting held on 15 March 2021. The Committee was reminded that at that meeting the then Chair had requested that an item be brought before this Committee meeting to consider the LGA Councillor Model Code of Conduct. The Head of Legal, Governance and HR advised the Committee that, having only been in post since the end of March 2021, they would like to take some time to review both the current Code of Conduct and the Model Code of Conduct before endeavouring to bring an item to the September meeting of the Committee for its consideration. The matter was noted by the Committee.

The minutes of the meeting of the Governance Committee held on 15 March 2021 were subsequently approved as a correct record and signed by the Chair.

## 3. Public Question Time

No questions were asked by the public.

## 4. Annual Governance Statement 2020-2021

The Committee considered report [LDS/170](#) of the Head of Legal, Governance and HR which requested that the Committee consider the Annual Governance Statement and provide any comments for incorporation into the final version which would be included in the Annual Statement of Accounts due to be considered by the Audit Committee in July 2021. The Committee's attention was specifically drawn to the sections which referred to the Council's response to the Covid-19 pandemic and the impact of the pandemic on the Council's work.

A Committee Member requested that the document receive a final proof-read before it was included in the Statement of Accounts to ensure there were no clerical or grammatical errors and no duplication of headings. Following a query raised by a Committee Member regarding the deadline for signing the Statement of Accounts, the Head of Legal, Governance and HR agreed to look into the matter and clarify both the deadline and the Audit Committee meeting at which the Statement of Accounts would be considered.

## RESOLVED

That the comments made by the Committee be taken into consideration, and that the final version of the Annual Governance Statement be included in the Annual Statement of Accounts, which is to be approved by the Audit Committee in July 2021.

*(NOTE BY THE HEAD OF LEGAL, GOVERNANCE AND HR: The deadline for signing the Statement of Accounts has been moved from 31 July 2021 to 30 September 2021. In light of this, it is confirmed that the Statement of Accounts, along with the Annual Governance Statement, will be considered at the 30 September 2021 meeting of the Audit Committee).*

## 5. Review of Public Written Questions at Full Council and Public Question Time at Committees

The Democratic Services Officer addressed the Committee and drew its attention to the item which was included on the [Agenda](#). The Committee was reminded that the adopted revised Constitution included new provisions which allowed Public Question Time and at meetings of the Audit Committee, Licensing Committee and Governance Committee, as well as public written questions at the Full Council. When adopted, those provisions were subject to a one year trial period with an evaluation report due to be brought back to this meeting of the Committee. However, when the pandemic hit in 2020 all formal meetings of the Council were held virtually and therefore officers were of the opinion that it would not be representative to use the past year to review the uptake of the provisions.

The Committee agreed that, now that the Council had returned to holding in-person meetings, the trial period be extended by a year and that an evaluation report come back to the Committee in approximately one year's time. The Committee expressed hope that the provisions would increase public engagement.

## RESOLVED

That the trial period for the provisions set out in the Constitution relating to public written questions to the Full Council (Full Council Procedure Rules) and Public Question Time at the Audit Committee, Governance Committee and Licensing Committee (General Committee Procedure Rules) be extended by one year and that an evaluation report relating to these matters be brought back to the Governance Committee for its consideration circa June 2022.

## 6. Update on Format of Council Meetings

The Democratic Services Manager addressed the Committee and drew its attention to the item which was included on the [Agenda](#). The Committee noted that the legislation (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392*) which allowed formal Council meetings to be held virtually had not been extended and therefore the provision allowing Council meetings to take place virtually had ceased on 7 May 2021.

In light of this, the Council were required to hold all formal meetings in person and until such time as relevant legislation was enacted there would be no option to hold those meetings either virtually or in hybrid format.

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Governance Committee (4)  
22 June 2021

The Committee was informed that the [consultation](#) on remote (virtual) meetings and hybrid meetings undertaken by the Ministry of Housing, Communities and Local Government had concluded on 17 June 2021. Should the legislative position change a further report, along with any relevant outcome of the consultation, would be brought before the Committee for its consideration.

Several Committee members expressed their support for virtual and/or webcasting meetings, should that option become viable in the future. Following comments from the Committee, the Democratic Services Manager confirmed that the infrastructure for such meetings would be in place within the new Town Hall building.

## **RESOLVED**

That the Committee note that legislation does not currently allow formal Council meetings to be held virtually or in hybrid format but, should that legislative position change, a report will be brought before the Committee for its consideration.

*Having declared an Interest in the next item (Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) Councillors Flack, Lamb and Malik left the meeting for the remaining duration of the meeting and took no part in the discussion or voting on the report.*

## **7. Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23)**

The Committee considered report [LDS/169](#) of the Chair of the Independent Remuneration Panel which set out the Independent Remuneration Panel's (IRP) deliberations and recommendations regarding the mayoral allowances. In presenting the report the Democratic Services Manager highlighted that both the report and the recommendations contained within it were that of the Panel and not officers.

The Committee was reminded that at its meeting on 26 January 2021 it had considered the Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2021/22 and 2022/23) (report [LDS/163](#)) which, as well as providing the IRP's recommendation on the basic allowance for all councillors and special responsibility allowances, gave the IRP's view on the mayoral allowances. In relation to the mayoral allowances, the IRP had recommended that if a clear rationale could not be provided for maintaining the rate of allowance payable to the Mayor, the allowance should be reduced by an amount to be decided by the Governance Committee and in turn the Full Council. The IRP advised that careful consideration be given to what it deemed was a disproportionately high allowance compared to mayoral allowances of other local authorities. That report had also recommended that the Deputy Mayor's allowance be maintained at the current rate, unless a substantial change was made to the Mayor's allowance, in which case, the rate should be altered proportionately to remain at approximately 15% of the Mayor's allowance. With regard to those recommendations the Governance Committee, and in turn the Full Council, had resolved to ask the IRP to reconsider the allowances for both the Mayor and the Deputy Mayor and provide a recommendation to the Governance Committee (and in turn the Full Council) for an exact figure for each.

Following the further review by the IRP, report [LDS/169](#) was now before the Committee for its consideration and provided the IRP's conclusions and recommendations with regard to the Mayor's allowance and Deputy Mayor's

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Governance Committee (5)  
22 June 2021

allowance. In presenting the report, the Democratic Services Manager brought the following points to the Committee's attention:

- The IRP had originally asked that Councillors decide the allowances for both the Mayor and the Deputy Mayor.
- In coming to its recommendation the IRP had reconsidered the initial Members' Survey, including the specific feedback on the Mayoral allowance.
- The IRP had considered speaking to the past four Mayors to seek their views on the allowance level, however it had not been possible to do so as they were either no longer a serving Councillor or had sadly passed away.
- The IRP had emphasised that there appeared to be no evidence to explain or justify the current rate, which the IRP considered was disproportionate and had inflated over time. In light of that lack of evidence the IRP had decided that the regional figures provided a sound basis for setting the allowance and had used the average of those comparators as the foundation for its recommendation.
- The IRP agreed that the Deputy Mayor's allowance should reflect their workload, which was approximately 10-15% of that of the Mayor.
- The IRP recommended that the Mayor's allowance be set at £6,361 per annum and the Deputy Mayor's allowance be set at £954 per annum.
- The IRP recommended that the revised Mayor and Deputy Mayor allowances take effect from 1 August 2021.

The majority of the Committee was of the view that the allowance rates recommended by the IRP were correct and justified, and stressed that as the Committee (and in turn the Full Council) had requested that the IRP reconsider the Mayoral allowances, the allowances proposed by the IRP should be adopted. Those Committee members highlighted that, as the issue had been considered by the Full Council, all Councillors were aware of a potential change in the mayoral allowance rates and as such the commencement date of 1 August 2021, as recommended by the Panel, should be supported.

Other Committee members were of the opinion that the allowances proposed were a steep reduction and that a review of the mayoral duties and the costs incurred should be undertaken to ensure that the role was sustainable and brought value. Those Committee members were keen that a Scheme was in place which enabled the mayoral role to be undertaken by both Councillors who worked as well as those who were retired. The view was strongly expressed by those Councillors that, should the Committee be minded to support the allowance rates proposed by IRP, the date of commencement should be delayed until the start of the 2022/23 municipal year as the current Mayor and Deputy Mayor were in post and it would be unfair to alter the allowance rate mid-municipal year.

With the permission of the Chair Councillor Mullins, who had performed the Mayoral role in 2001, addressed the Committee and, in addition to providing details on the level of work and the time commitments involved with the mayoral duties, raised points including:

- Although the Covid-19 pandemic had impacted the number of events attended by the Mayor over the past year, the Mayor had adapted their role accordingly and the level of responsibility had not diminished.
- A full assessment of the Mayoral role should be undertaken once there was a return to 'normality' following the pandemic. That information could then be supplied to the IRP.
- The demands on the Mayor were substantial and required the Councillor in that role to sacrifice a significant amount of their personal time.

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In response to issues raised by the Committee the Democratic Services Manager advised the Committee that a Service Level Agreement for the Mayor was in place which had been agreed with both Group Leaders, the IRP had been given a copy of that Agreement. The Democratic Services Manager expressed their willingness to share that Agreement should any Councillor wish to have sight of it. The Committee was advised that any request to review of the responsibilities of the Mayor would need to follow the formal procedure. The Committee was also directed to Paragraph 10 of the Councillors 'Allowances Scheme which referred to in-year changes to the Scheme. The Committee was reminded that the current Allowances Scheme ran until 31 March 2023 and the allowances would be reviewed again towards the end of its term.

## Proposed Amendment:

It was moved by Councillor Lunnon (seconded by Councillor Jhans) that the recommendation be amended so the change in the Mayor's allowance and Deputy Mayor's allowance rates took effect from the start of the 2022/23 municipal year.

A vote was taken and the amendment was **LOST**.

With the proposed amendment being lost, it was moved by Councillor Crow (seconded by Councillor Lanzer) that a vote be taken on the recommendation as set out in the report. A vote was therefore taken and the motion was declared to be **CARRIED**.

## **RESOLVED**

That the Full Council be recommended to agree that the Mayor's allowance be set at £6,361 per annum and the Deputy Mayor's allowance be set at £954 per annum for 2021/22 (to commence on 1 August 2021) and 2022/23.

## **Closure of Meeting**

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.11 pm

**K McCarthy (Chair)**



# Agenda Item 5

## Crawley Borough Council

### Report to Governance Committee

Tuesday 21 September 2021

### Review of May 2021 Polling Arrangements

Report of the Head of Legal, Governance & HR – LDS/171

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#### 1. Purpose

- 1.1 To consider the outcome of the temporary changes to the scheme of polling places made for the elections held on 6<sup>th</sup> May 2021.

#### 2. Recommendations

- 2.1 That the Committee consider the potential options (set out in Paragraph 5.1 of this report) regarding amending the Crawley Polling Scheme and decide which approach to recommend to the Full Council for adoption.

#### 3. Reason for the Recommendations

- 3.1 To ensure that the Polling Scheme for Crawley is up to date.

#### 4. Background

- 4.1 On 6<sup>th</sup> May 2021 elections were held for the Sussex Police and Crime Commissioner, Councillors for West Sussex County Council and Councillors for one third of Crawley Borough Council. As part of the preparation for these elections the Committee considered a response to the challenges presented by the Covid-19 pandemic at its meeting held on [26<sup>th</sup> January 2021](#). The Committee recommended to the Full Council temporary changes to the location for polling stations as set out in the Council's Polling Scheme. These changes were adopted by the Full Council at its meeting held on 24<sup>th</sup> February 2021.
- 4.2 The Council has a duty to divide the Borough into polling districts, and to designate suitable polling places to meet the reasonable requirements of electors whilst taking account of the accessibility of disabled persons. The Polling Scheme should be reviewed as appropriate and there is a regular statutory review every five years. The next statutory review must take place by 2024.
- 4.3 The current Scheme was adopted by the Council in January 2019 following the ward boundary changes arising from the Local Government Boundary Commission for England electoral review of Crawley Borough Council. Polling districts were created which reflected the new Borough wards and West Sussex County Council Division boundaries. The new Polling Scheme worked well at the three sets of elections held in 2019: the Borough Council elections on 2 May, the European Parliamentary

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elections on 23<sup>rd</sup> May and the General Election on 12<sup>th</sup> December. The current Scheme is set out in Appendix A.

4.4 The temporary changes approved by Full Council for the May 2021 elections were:

<b>Polling District</b>	<b>Ward</b>	<b>Normal Polling Place</b>	<b>May 2021 Polling Place</b>
LAB	Bewbush & North Broadfield Ward	Broadfield Scout Hut	Broadfield Community Centre
LBB	Broadfield Ward	Creasys Drive Adventure Playground	Broadfield Community Centre
LEB	Gossops Green & North East Broadfield Ward	Broadfield Scout Hut	Broadfield Community Centre
LJA	Pound Hill North & Forge Wood Ward	The Grattons Indoors Bowls Club	Milton Mount Community Centre
LFB	Ifield Ward	The Mill Primary School	Ifield Community Centre
LFD	Ifield Ward	The Mill Primary School	Ifield West Community Centre
LHB	Maidenbower Ward	The Brook School	Maidenbower Community Centre
LJC	Pound Hill North & Forge Wood Ward	Forge Wood Primary School	Wakehams Green Community Centre

4.5 The table below shows a comparison with the turnout for the polling districts in May 2021 compared to the turnout at the May 2019 all out Borough Election. This is the closest point of comparison since the changes to the ward boundaries. The overall turnout in May 2019 was 31.6% and in May 2021 36.3%, so although turnout varies for each polling district a change of approximately +5% would indicate a neutral effect on turnout for the temporary change in polling stations.

<b>Polling District</b>	<b>Normal Polling Place</b>	<b>May 2021 Polling Place</b>	<b>May 2021</b>	<b>May 2019</b>	<b>difference</b>
LAB	Broadfield Scout Hut	Broadfield Community Centre	33%	28.2%	4.8%
LBB	Creasys Drive Adventure Playground	Broadfield Community Centre	30.8%	23.7%	7.1%
LEB	Broadfield Scout Hut	Broadfield Community Centre	49.6%	33.4%	16.2%
LFB	The Mill Primary School	Ifield Community Centre	44.3%	35.0%	9.3%
LFD	The Mill Primary School	Ifield West Community Centre	40.7%	37.3%	3.4%
LHB	The Brook School	Maidenbower Community Centre	34.7%	27.1%	7.6%
LJA	The Grattons Indoors Bowls Club	Milton Mount Community Centre	42.5%	36.6%	5.8%
LJC	Forge Wood Primary School	Wakehams Green Community Centre	26.7%	19.6%	7.1%

4.6 The Returning Officer wrote to each elector affected by the temporary changes to explain the reason for the change of location and enclosing a postal vote form in case the elector preferred to vote by post. In some areas this resulted in a greater number of electors voting by post. The overall number of electors that have applied to vote by post in the borough has risen by 3723 (approx. 25.3%) since May 2019.

4.7 The turnout for each of these poll districts was either close to the expected level or exceeded the expected turnout.

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## Use of Schools as Polling Stations

- 4.8 The temporary changes agreed by the Committee involved ensuring that the three primary schools used as polling stations in the current Polling Scheme were not used as polling stations in May. This was in recognition of the severe disruption that they had faced due to the pandemic and to avoid causing further disruption. Two of these schools, The Mill Primary Academy and Forge Wood Primary School are normally able to remain open for teaching when polling takes place, although polling does involve adaptation, for example, Forge Wood Primary school is unable to serve hot school lunches on polling day and the entrance to the school needs continual staffing for security. Due to the layout of the building the Headteacher considers that The Brook School needs to close to enable polling to take place.
- 4.9 The Committee is requested to consider whether to extend the temporary replacement of schools for a further year.

## 5. Options for the Committee's Consideration

- 5.1 The Committee is requested to consider whether it would be appropriate to amend the Polling Scheme and decide which of the following options it wishes to recommend to the Full Council for adoption:
- a) Revert back to the Polling Scheme originally adopted in 2019 (set out in Appendix A to this report).
  - b) Amend the 2019 Polling Scheme (Appendix A to this report) to incorporate **all** of the temporary changes approved by Full Council for the May 2021 elections (set out in paragraph 4.4 of this report).
  - c) Re-adopt the Polling Scheme originally adopted in 2019 (set out in Appendix A to this report) but to include the temporary replacement of schools for a further year.
  - d) Amend the 2019 Polling Scheme (Appendix A to this report) to incorporate **some** of the temporary changes approved by Full Council for the May 2021 elections (set out in paragraph 4.4 of this report).

## 6. Implications

- 6.1 The creation or removal of polling districts and provision of additional polling places has financial implications in terms of the cost of staffing polling places, the delivery and collection of equipment and the hire of premises.
- 6.2 The Council has a statutory duty under the Representation of the People Act 1983 to divide the Borough into polling districts, to designate a polling place for each district and to keep both polling districts and polling places under review, providing reasonable access to polling stations for all including those with disabilities.

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## 7. Background Papers

[Local Government Boundary Commission for England Final Recommendations for Crawley Borough Council](#)

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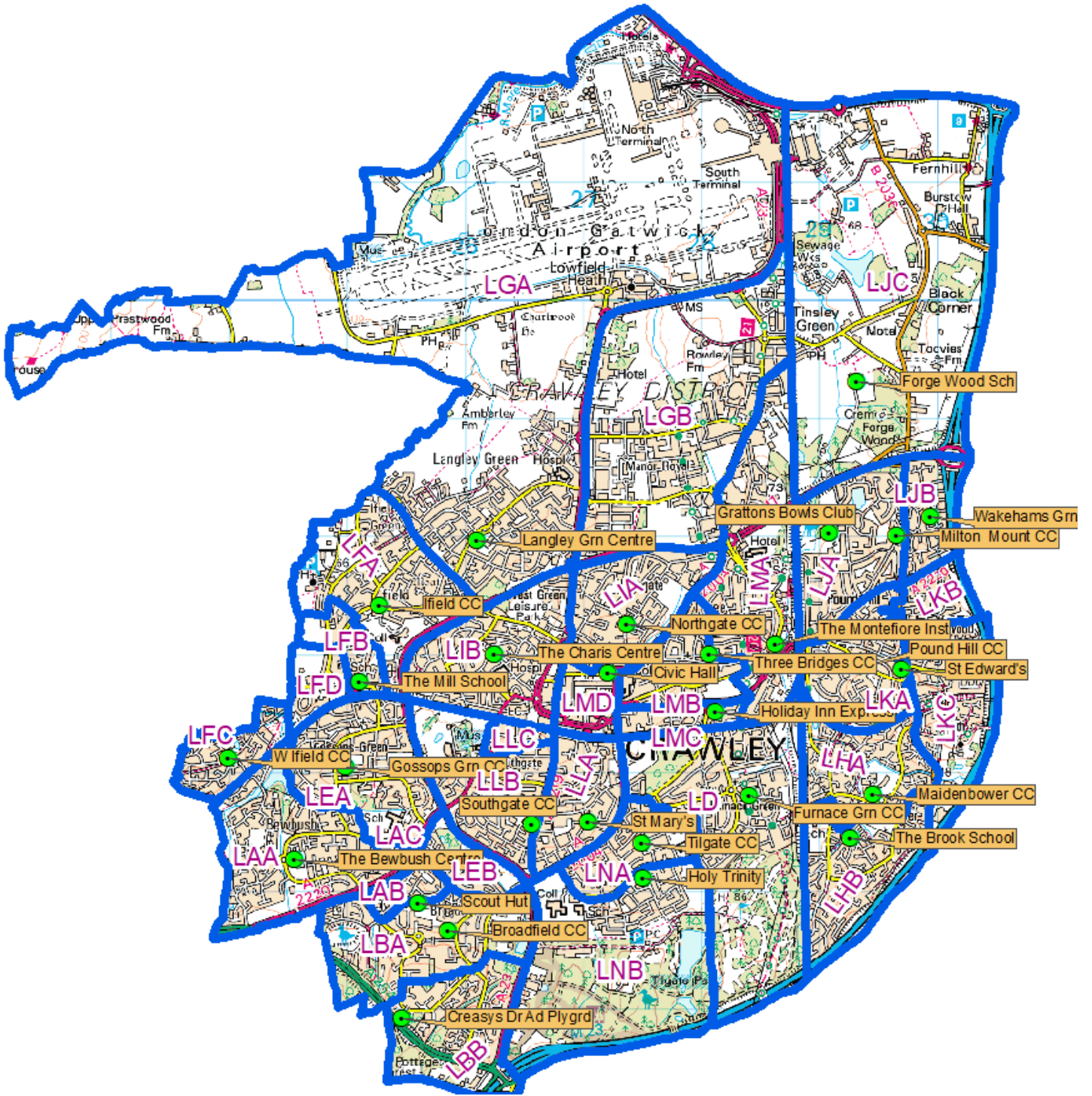
## Existing Polling Scheme (adopted in 2019)

Polling District	Borough Ward	County Division	Polling Station	Electorate (Sept 2021)	Postal Voters	Polling Station Voters
LAA	Bewbush and North Broadfield	Bewbush and Ifield West	Bewbush Centre	6206	1077	5129
LAB	Bewbush and North Broadfield	Broadfield	Broadfield Scout Hut	970	232	738
LAC	Bewbush and North Broadfield	Southgate and Gossops Green	Bewbush Centre	42	8	34
LBA	Broadfield	Broadfield	Broadfield Community Centre	4645	884	3761
LBB	Broadfield	Broadfield	Creasys Drive Adventure Playground	2651	696	1955
LD	Furnace Green	Tilgate and Furnace Green	Furnace Green Community Centre	4481	1072	3409
LEA	Gossops Green and North-East Broadfield	Southgate and Gossops Green	Gossops Green Community Centre	3929	890	3039
LEB	Gossops Green and North-East Broadfield	Broadfield	Broadfield Scout Hut	828	299	529
LFA	Ifield	Langley Green and Ifield East	Ifield Community Centre	3579	819	2760
LFB	Ifield	Langley Green and Ifield East	The Mill Primary School	782	249	533
LFC	Ifield	Bewbush and Ifield West	Ifield West Community Centre	2242	402	1840
LFD	Ifield	Bewbush and Ifield West	The Mill Primary School	590	188	402
LGA	Langley Green and Tushmore	Langley Green and Ifield East	Langley Green Centre	5562	1014	4548
LGB	Langley Green and Tushmore	Northgate and West Green	Northgate Community Centre	485	115	370
LHA	Maidenbower	Maidenbower and Worth	Maidenbower Community Centre	2849	628	2221
LHB	Maidenbower	Maidenbower and Worth	The Brook School	3903	1106	2797
LIA	Northgate and West Green	Northgate and West Green	Northgate Community Centre	3479	645	2834
LIB	Northgate and West Green	Northgate and West Green	The Charis Centre	4127	875	3252
LJA	Pound Hill North and Forge Wood	Pound Hill	The Grattons Indoors Bowls Club	2872	649	2223
LJB	Pound Hill North and Forge Wood	Pound Hill	Wakehams Green Community Centre	1677	277	1400
LJC	Pound Hill North and Forge Wood	Pound Hill	Forge Wood Primary School	2076	497	1579
LKA	Pound Hill South and Worth	Three Bridges	Pound Hill Community Centre	2767	577	2190

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Polling District	Borough Ward	County Division	Polling Station	Electorate (Sept 2021)	Postal Voters	Polling Station Voters
LKB	Pound Hill South and Worth	Pound Hill	St Edward the Confessor Church Hall	1138	270	868
LKC	Pound Hill South and Worth	Maidenbower and Worth	St Edward the Confessor Church Hall	970	643	1667
LLA	Southgate	Southgate and Gossops Green	St Mary's Church Hall	42	731	2260
LLB	Southgate	Southgate and Gossops Green	Southgate West Community Centre	4645	832	2069
LLC	Southgate	Northgate and West Green	Southgate West Community Centre	2651	194	438
LMA	Three Bridges	Three Bridges	Montefiore Institute	4481	656	2131
LMB	Three Bridges	Three Bridges	Three Bridges Community Centre	3929	489	1360
LMC	Three Bridges	Three Bridges	Holiday Inn Express	828	246	1027
LMD	Three Bridges	Northgate and West Green	The Town Hall	3579	78	313
LNA	Tilgate	Tilgate and Furnace Green	Tilgate Community Centre	782	495	1881
LNB	Tilgate	Tilgate and Furnace Green	Holy Trinity Church Hall	2242	394	1689
				81473	18227	63246

Polling Place Location



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# Agenda Item 6

## Crawley Borough Council

### Report to Governance Committee

21 September 2021

### LGA Model Councillor Code of Conduct

Report of the Monitoring Officer – LDS/164

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#### **1. Purpose**

- 1.1. The purpose of this report is to put before the committee the Local Government Association's (LGA) Model Councillor Code of Conduct ("Model Code") so the Committee can consider whether to adopt it in full or in part, or to retain the Council's current Code of Conduct for Councillors ("Code of Conduct").

#### **2. Recommendation**

- 2.1. That the new LGA Model Councillor Code of Conduct is not adopted.
- 2.2. That the Council's current Code of Conduct and Procedure for Dealing with Code Complaints be reviewed by the Head of Legal, Governance & HR and that a revised code be presented to the Governance Committee on 25 January 2022. This may incorporate specific elements of the LGA Model Code.
- 2.3. That timetable set out at Section 7 report be approved.

#### **3. Reasons for the Recommendation**

- 3.1. To ensure that the Council's Code of Conduct is fit for purpose.

#### **4. Background**

- 4.1. The Council's Code of Conduct was not reviewed as part of the Council's Constitution review in 2019 as the LGA was working to produce a new Model Code of Conduct at the time. It was decided that the Council would review its Code of Conduct once the new Model Code had been published.
- 4.2. On 19 January 2021 the LGA issued the new Model Code (attached as Appendix A). The LGA guidance on the application of the Model Code was originally due in March 2021 but was delayed until July 2021. Adoption of the Model Code is 'strongly recommended' by the LGA and the National Association of Local Councils.
- 4.3. The Council is required to have a Code of Conduct and currently has one in place. There is no legal requirement for the Council to adopt the new LGA Model Code.

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## 5. Review

- 5.1. The Monitoring Officer does not recommend adopting the new LGA Model Code. The Committee is asked to consider its contents and decide whether it wishes to adopt any part(s) of the Model Code. These views will then be taken forward as part of the Monitoring Officer's review of the Council's Code of Conduct.
- 5.2. It is not considered appropriate to adopt the new LGA code or propose a revised Council Code in the middle of the municipal year. It would be more appropriate for the Monitoring Officer to review the Council's code between October and December and to look to put a proposal to Governance Committee (25 January) and the Full Council (23 February) early next year with the view to the revised code coming into effect in time for the new municipal year 2022/23. This will provide a clear transition date and can be built into the training for new Councillors post-election.
- 5.3. The Monitoring Officer also intends to review the Procedure for Dealing with Code of Conduct Complaints and to bring a revised procedure to Governance Committee in January 2022.

## 6. Comparative Analysis

- 6.1. The Model Code presents as being clearer and easier to read and therefore more understandable and potentially more enforceable. This more concise style would seem to fit the ethos of Council's Constitution (as revamped in 2019). It is also clearer on issues associated with social media which can be a problematic area.
- 6.2. On a practical level, as it was written with the LGA, Association of Democratic Services Officers (ADSO) and the Committee on Standards in Public Life there will be a lot of freely available training and guidance documents for Councillors on the new Code.
- 6.3. The Council's current Code is a robust document so does not need to be replaced. However, it is acknowledged that there are some positive aspects in the LGA Code which can be added to the Council's Code.
- 6.4. For ease of reference the following comparisons have been drawn between the Council's current Code of Conduct and the Model Code:

Topic	CBC current Code	New LGA Model Code	Monitoring Officer Preference
Point of View	Written in second person	Written in first person  LGA wanted Councillors to 'take ownership' of the Code; written as a contract between Councillor and public.	CBC Code
When the Code Applies	When acting or 'appearing to act' in an official capacity  2.1 'You must comply with this	Employs a 'reasonable person' test, and applies when a matter/situation/subject relates to a Council function or Council business  Applies when 'Your actions would give the impression to a reasonable member	LGA Code

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Topic	CBC current Code	New LGA Model Code	Monitoring Officer Preference
	<p>Code whenever you <i>act or appear to act</i> in your official capacity as a Councillor’.</p> <p><b>Does not list specific types of communication to which the Code applies</b></p>	<p>of the public with knowledge of all the facts that you are acting as a councillor’.</p> <p><b>The Code applies to specific types of communication (includes social media)</b></p> <p>‘The Code applies to all forms of communication and interaction, including:</p> <ul style="list-style-type: none"> <li>• at face-to-face meetings</li> <li>• at online or telephone meetings</li> <li>• in written communication</li> <li>• in verbal communication</li> <li>• in non-verbal communication</li> <li>• in electronic and social media communication, posts, statements and comments.’</li> </ul>	LGA Code
<b>Definition of Harassment</b>	<p><b>Defined by the Equality Act 2010</b></p> <p>3.5 Harassment is defined as “unwanted conduct” which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.</p>	<p><b>Defined by the Protection from Harassment Act 1997</b></p> <p>2. 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.</p>	CBC Code
<b>Disrepute</b>	<p><b>Behaviour is arguably down to personal interpretation</b></p> <p>3.9 You must not <i>conduct yourself in a manner which could reasonably be regarded as</i> bringing your office or authority into disrepute.</p>	<p><b>Stronger/more concise wording</b></p> <p>5.1 I do not bring my role or local authority into disrepute.</p>	CBC Code

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Topic	CBC current Code	New LGA Model Code	Monitoring Officer Preference
<p><b>Use of Resources</b></p>	<p><b>Not explicitly stated – Councillors’ use of resources aligns with the Council’s definition</b></p> <p>3.11 (i) Act in accordance with your authority's reasonable requirements.</p>	<p><b>Stronger/more concise wording, but not CBC specific</b></p> <p>7.1 I do not misuse council resources.</p>	<p>CBC Code</p>
<p><b>Compliance with the Code</b></p>	<p><b>Two of the four points in the new Model Code regarding compliance are not currently covered</b></p> <p>3.6 You must not intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in any investigation or proceedings about a complaint that a Councillor (including yourself) has failed to comply with their Authority’s Code of Conduct. If a Code of Conduct complaint is referred for an Investigation, there will be an obligation on the Councillor to comply with any formal standards investigation.</p>	<p><b>The two points in italics below are not covered in CBC Code. LGA aimed to emphasise that training on the Code be a requirement. It was also deemed essential that the Code ‘have teeth’ in terms of ensuring compliance with code of conduct sanctions</b></p> <p><i>8.1 I undertake Code of Conduct training provided by my local authority.</i></p> <p>8.2 I cooperate with any Code of Conduct investigation and/or determination.</p> <p>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.</p> <p><i>8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.</i></p>	<p>CBC Code with 8.4 from LGA Code in 2<sup>nd</sup> person</p>
<p><b>Gifts and hospitality</b></p>	<p><b>CBC Code does not include gifts and hospitality protocol – this is set out separately in the Constitution,</b></p>	<p><b>The content below more or less reflects CBC’s current policy – but it is not set out in the Code itself</b></p> <p>10.1 I do not accept gifts or hospitality, irrespective of estimated value, which</p>	<p>Move the Gifts &amp; Hospitality provisions into the</p>

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Topic	CBC current Code	New LGA Model Code	Monitoring Officer Preference
	<p><b>but not specifically in the Code</b></p> <p>3.1 The Bribery Act 2010 provides that if you accept any gift, loan, fee, reward or advantage whatsoever as an inducement or reward for doing or forbearing to do anything in respect of any matter or transaction in which the Council is concerned, you commit a criminal offence carrying a maximum term of imprisonment of 10 years or a fine or both.</p> <p>3.2 Under the Code of Conduct Councillors must register as a Personal Interest the receipt of any gift or hospitality with an estimated value of £50 or more received within the last three years. This must be done within 28 days of its receipt / acceptance.</p> <p>3.3 Councillors in any event are required to complete a Form of Declaration of receipt / acceptance of any gift or hospitality including refusal.</p>	<p>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.</p> <p>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.</p> <p>10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.</p>	<p>actual CBC Code.</p>

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## 7. Timetable

21 September	Outline report to Governance Committee which may indicate any specific elements of the new LGA Code which it would like incorporated into the revised Council Code
October – December	Monitoring Officer will undertake a review of the Council's existing code and explore the inclusion of specific element(s) of the new LGA Code  Monitoring Officer will also review for dealing with Code of Conduct Complaints
25 January 2022	Final report to Governance Committee with a revised Council Code and Procedure for Dealing with Code Complaints for consideration and potential referral to the Full Council
23 February 2022	Revised Council Code and Procedure for Dealing with Code Complaints for consideration and adoption by the Full Council
9 May 2022	Revised Council Code and Procedure for Dealing with Code Complaints comes into effect
After 9 May 2022	Appropriate training for Councillors

## 8. Legal and Financial Implications

- 8.1. There is no legal requirement for the Council to adopt the LGA Model Code.
- 8.2. There are no financial implications.

## 9. Background Papers

- Appendix A: LGA Model Councillor Code of Conduct 2020
- Appendix B: Crawley Borough Council's current Code of Conduct for Councillors

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## **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 behaviors 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 which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting 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 when acting as a councillor.

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

## **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**

##### **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 disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

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 disclose 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 disclosed 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 disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing 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 disclose 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

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. 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.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. 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.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose 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 disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose 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 disclose 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 set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you 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 disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you 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 disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

**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](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	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.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>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 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>
<p><b>Land and Property</b></p>	<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>
<p><b>Licenses</b></p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<p><b>Corporate tenancies</b></p>	<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 interest in the securities* of.</p>
<p><b>Securities</b></p>	<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</p>

	spouses/civil partners have 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.

## Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
  - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
  - c) any body
    - (i) exercising functions of a public nature
    - (ii) directed to charitable purposes or
    - (iii) 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

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, 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.***

## CODE OF CONDUCT FOR COUNCILLORS

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## CODE OF CONDUCT FOR COUNCILLORS

### Part 1 – General Provisions

#### 1. INTRODUCTION AND INTERPRETATION

- (1) This Code applies to **you** as a Councillor of this authority, when acting in that capacity.
- (2) This Code is based upon the seven principles of public life which are set out in **Part 4**.
- (3) It is your personal responsibility to comply with the provisions of this Code. If you need guidance on any matter under this Code you should seek it from the Monitoring Officer or Deputy Monitoring Officer.
- (4) Any failure to observe the Code may result in:
  - a) A prosecution against you. It is a criminal offence to fail to notify the Monitoring Officer of a disclosable pecuniary interest, to take part in discussions or vote at meetings, or to take a decision where you have a disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly provide false or misleading information to the authority's Monitoring Officer.
  - b) A complaint that you have failed to comply with this Code and will be dealt with by the Authority under Arrangements which it has in place for such purposes.
- (5) In this Code

"Councillor" includes a co-opted Member and an appointed Member.

"Co-opted Member" means a person who is not a Councillor 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.

"Meeting" means any meeting of:

  - a) The authority, the Cabinet, any Committees, Sub-Committees, Joint Committees or area or local Committees.
  - b) Councillors in formal or informal meetings with other Councillors and/or officers relating to the business of the authority.

#### 2. SCOPE

- (1) Subject to sub-paragraph (2), you must comply with this Code whenever you act or appear to act in your official capacity as a Councillor, namely when you:
  - a) Conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed).
  - b) Act, claim to act or give the impression you are acting as a representative of your authority.



- (2) This Code does not apply to what Councillors do in their purely private and personal lives.

### 3. GENERAL OBLIGATIONS

- (1) You must treat others with respect.
- (2) You must not do anything which may cause your authority to breach any of the equality duties as set out in the Equality Act 2010.
- (3) You must not bully or harass any person.
- (4) Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour or abuse or misuse of power in a way that undermines, humiliates, denigrates or injures the recipient.
- (5) Harassment is defined as “unwanted conduct” which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- (6) You must not intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in any investigation or proceedings about a complaint that a Councillor (including yourself) has failed to comply with their Authority’s Code of Conduct. If a Code of Conduct complaint is referred for an Investigation, there will be an obligation on the Councillor to comply with any formal standards investigation.
- (7) You must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
- (8) You must not:
  - a) Disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where
    - i. You have the consent of a person authorised to give it.
    - ii. You are required by law to do so.
    - iii. 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. or
    - iv. The disclosure is:
      - (a) Reasonable and in the public interest and
      - (b) Made in good faith and in compliance with the reasonable requirements of the authority <sup>1</sup> or
  - b) Prevent another person from gaining access to information to which that person is entitled by law.
- (9) You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- (10) You must not use or attempt to use your position as a Councillor improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

- (11) You must, when using or authorising the use by others of the resources of your authority:
- (i) Act in accordance with your authority's reasonable requirements.
  - (ii) Ensure that such resources are not used improperly for political purposes (including party political purposes).
- (12) You must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- (13) When reaching decisions on any matter you must have regard to any relevant advice provided to you by the authority's Chief Finance Officer or your authority's Monitoring Officer, where that officer is acting pursuant to their statutory duties.
- (14) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

<sup>1</sup> Note "In compliance with the reasonable requirement of the Authority" means that a Councillor should consult the Chief Executive (as Head of the Paid Service), the Head of Legal, Democracy and HR (as Monitoring Officer) or the Head of Corporate Finance (as Chief Finance Officer) before taking a decision on whether or not to disclose confidential information.

## Part 2 – Interests

### 4. PERSONAL INTERESTS

- (1) You have a personal interest in any business of your authority where:
- a) It relates to or is likely to affect:
    - (i) 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 your authority.
    - (ii) Any body
      - (a) Exercising functions of a public nature.
      - (b) Directed to charitable purposes.
      - (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.
    - (iii) The interests of any person or body other than the authority from whom you have received a gift, benefit or hospitality as a Councillor with an estimated value of at least £50.

OR

- b) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision.

You are required to register a Personal interest.

- (2) In sub-paragraph (1)(b), a relevant person is:
- (a) A member of your family or any person with whom you have a close association.
  - (b) Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors.
  - (c) Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000.
  - (d) Any body of a type described in sub-paragraph (1)(a)(i) or (ii).

## 5. DISCLOSURE OF PERSONAL INTERESTS

- (1) Subject to sub-paragraphs (2) to (4) below, where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 4(1)(a)(i) or 4(1)(a)(ii)(a), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority or the type mentioned in paragraph 4(1)(a)(iii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

## 6. PREJUDICIAL INTERESTS

- (1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business:
- (a) Does not affect your financial position or the financial position of a person or body described in paragraph 4.
  - (b) Does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4.
  - (c) Relates to the functions of your authority in respect of:
    - (i) Housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease.

- (ii) School meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends.
- (iii) Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay.
- (iv) An allowance, payment or indemnity given to councillors.
- (v) Any ceremonial honour given to councillors.
- (vi) Setting council tax or a precept under the Local Government Finance Act 1992.

## **7. PREJUDICIAL INTERESTS ARISING IN RELATION TO OVERVIEW AND SCRUTINY COMMITTEES**

You also have a prejudicial interest in any business before an Overview and Scrutiny Committee of your authority (or of a Sub-Committee of such a Committee) where:

- (a) That business relates to a decision made (whether implemented or not) or action taken by your Authority's Cabinet or another of your authority's Committees, Sub-Committees, Joint Committees or Joint Sub-Committees and
- (b) At the time the decision was made or action was taken, you were a member of the Cabinet, Committee, Sub-Committee, Joint Committee or Joint Sub-Committee and you were present when that decision was made or action was taken.

## **8. EFFECT OF PREJUDICIAL INTERESTS ON PARTICIPATION**

- (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of the authority:
  - (a) You must withdraw from the room or chamber where a meeting considering the business is being held:
    - (i) In a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence.
    - (ii) In any other case, whenever it becomes apparent that the business is being considered at that meeting:  
unless you have obtained a dispensation from the Monitoring Officer.
  - (b) You must not exercise executive functions in relation to that business.
  - (c) You must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the Overview and Scrutiny Committee of your authority or of a Sub-Committee of such a Committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

## 9. DISCLOSABLE PECUNIARY INTERESTS

- (1) You have a Disclosable Pecuniary Interest in any business of your Authority where you or your partner have any interest of a description specified as a Disclosable Pecuniary Interest as set out in Part 5 of this Code.
- (2) In sub-paragraph (1), your partner means:
  - (a) Your spouse or civil partner.
  - (b) A person with whom you are living as husband and wife.
  - (c) A person with whom you are living as if you were civil partners.
- (3) In sub-paragraph (2), any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.

### Disclosure of Disclosable Pecuniary Interests

- (4) (1) Subject to sub-paragraph (2) where you have a Disclosable Pecuniary Interest in any business of your authority and you attend a meeting of your authority at which the business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration.
- (2) Where you have a Disclosable Pecuniary Interest in any business of your authority you need only disclose to the meeting the existence and nature of the interest if the interest is not already registered on your Register of Councillor's Interests.
- (3) If the Disclosable Pecuniary Interest is not already on your Register of Councillor's Interests or the subject of a pending notification to the Monitoring Officer and is disclosed to the meeting you must notify the Monitoring Officer of the interest within 28 days of disclosure to the meeting.

### Effect of Disclosable Pecuniary Interests on Participation

- (5) Where you have a Disclosable Pecuniary Interest in any business of your authority:
  - (a) You must not participate in any discussions of the matter at a meeting.
  - (b) You must not participate in any vote taken on the matter at the meeting.
  - (c) You must withdraw from the meeting room including the public gallery where the meeting considering the matter is being held unless you have received a dispensation.

### Part 3 – Registration of Councillors' Interests

## 10. REGISTRATION OF COUNCILLORS' INTERESTS

- (1) You must, within 28 days of your election or appointment to office (where that is later), register in your authority's Register of Councillors' Interests details of:
  - (i) Your personal interests and
  - (ii) Disclosable Pecuniary Interests by providing written notification to your authority's Monitoring Officer.

- (2) You must within 28 days of becoming aware of any new personal or pecuniary interest or change to any such interests register details of that new interest or change by written notification to your Authority's Monitoring Officer.

## 11. SENSITIVE INFORMATION

- (1) Where you consider that the information relating to any of your Interests is sensitive information, and your authority's Monitoring Officer agrees, the Monitoring Officer shall not include details of the interest on any copies of the Register of Councillors' Interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's Monitoring Officer asking that the information be included in the Register of Councillors' Interests.
- (3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

## 12. DISPENSATIONS

- (1) On a written request made to the Monitoring Officer by a Councillor for a dispensation the Monitoring Officer or the Governance Committee may grant a dispensation relieving the Councillor from the restriction of non-participation or voting on a matter where the member has a prejudicial or a disclosable pecuniary interest in a matter.
- (2) A dispensation may only be granted in accordance with Section 33 of the Localism Act 2011.

### Part 4 – The Seven Principles of Public Life

#### *Selflessness*

1. Councillors should act solely in terms of the public interest.

#### *Integrity*

2. Councillors 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 friends. They must declare and resolve any interests and relationships.

#### *Objectivity*

3. Councillors must act and take decisions impartially, fairly and on merit and using the best evidence and without discrimination or bias.

#### *Accountability*

4. Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

*Openness*

5. Councillors 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*

6. Councillors should be truthful.

*Leadership*

7. Councillors exhibit these principles in their own behaviour, they should actively promote and robustly support these principles and be willing to challenge poor behaviour wherever it occurs.

## Part 5 – The Categories of Disclosable Pecuniary Interests

A ‘disclosable pecuniary interest’ is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Interest	Description (“M” = Member of the Council)
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 authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Councillor, 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 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 (to M’s knowledge): (a) the landlord is the relevant authority and (b) the tenant is a body in which the relevant person has a beneficial interest.

Interest	Description ("M" = Member of the Council)
Securities	<p data-bbox="778 188 1362 248">Any beneficial interest in securities of a body where:</p> <ul data-bbox="778 271 1404 721" style="list-style-type: none"><li data-bbox="778 271 1404 367">(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority and</li><li data-bbox="778 389 1404 721">(b) either:<ul data-bbox="778 423 1404 721" style="list-style-type: none"><li data-bbox="778 423 1404 519">(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or</li><li data-bbox="778 524 1404 721">(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.</li></ul></li></ul>