



**Adopted 22 May 2017 Minute No TC1866/1**

**Next review: Annual Meeting of Town Council May 2018**

## **CODE OF CONDUCT FOR STONEHOUSE TOWN COUNCIL**

### **Introduction**

Pursuant to section 27 of the Localism Act 2011, Stonehouse Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of

selflessness,

integrity,

objectivity,

accountability,

openness,

honesty,

and leadership.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

### **Scope of the Code**

**This Code applies to all Members of the Town Council whenever acting in their official capacity as Councillor, and when behaving so as to give a reasonable person the impression of acting as a representative of the Council.**

**This Code does not apply to any individual invited to hold office on a Working Group of the Council. Those individuals will not have a right to vote on matters pertaining to council business. (The Working Group can only make recommendations for a decision by the Council.)**

### **Rules of Conduct**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, they must:

1. Behave in such a way that a reasonable person would regard as respectful.
2. Not act in a way which a reasonable person would regard as bullying or intimidating

3. Not seek to improperly confer an advantage or disadvantage on any person.
4. Only use the resources of the Council in accordance with its requirements.
5. Not disclose information which is confidential or where disclosure is prohibited by law.

When making decisions as part of the Authority:

6. Will ensure that decisions are made on merit.
7. Have regard to any relevant advice provided by officers of the Town Council
8. Be open about decisions and be prepared to give reasons for those decisions

## ***Registration of interests***

### **Disclosable Pecuniary Interests**

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

10. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer at Stroud District Council any interests in Appendix A - the Disclosable Pecuniary Interests (DPI)

11. A member shall register with the Monitoring Officer and the Town Clerk any change to interests or **new interests** in Appendix A **within 28 days of becoming aware of it.**

12. The Member shall not influence, or attempt or purport to influence, any decision or business of the Council in which they have an interest.

Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter and shall leave the meeting whilst the matter is under consideration. He/she only has to declare what his/her interest is if it is **not** already entered in the member's register of interests or if he/she has **not** notified the Monitoring Officer of it.

### **Sensitive Interests**

- (a) A sensitive interest is where disclosure of the details could lead to that Member or the person connected with that Member being subject to violence or intimidation. The nature of the interest will be logged by the Monitoring Officer at the request of the Member on the Register but the details withheld under the Localism Act 2011.
- (b) A member with a sensitive interest will declare the interest but not the details at a meeting and is subject to all the other provisions of this code and not allowed to influence the decisions or business of the Council in which they have a sensitive interest.

### **Other Interests (Appendix B)**

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

14. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer at Stroud District Council any interests in Appendix B

15. A member shall register with the Monitoring Officer and the Town Clerk any change to interests or **new interests** in Appendix B **within 28 days of becoming aware of it.**

16. The Member shall not influence, or attempt or purport to influence, any decision or business of the Council in which they have an interest

- (a) A Member has an Other Interest where a decision on the matter might reasonably be regarded as significantly advantaging or disadvantaging them or, their Partner to a greater extent than the majority of other parishioners, business rate payers in the parish.

**Councillors are allowed an exemption in the case of setting the precept or any allowance, payment or indemnity to members**

- (b) If an Other Interest arises in connection with the Member's appointment as a representative of the Council on an outside body; or as a result of the Member's or their Partner's membership of, or employment by, any other body in which the Member or their Partner hold a position of general control or management

Where that body:

Functions as a public body, charity, media, political party or trade union

**The Member must declare the interest. The member may speak on the matter and stay in the meeting room, but is prohibited from voting on the matter.**

- (c) Receipt of any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

### **Dispensations**

17. On a written request made to the Council's proper officer (the Town Clerk), the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

---

## **Appendix A**

The interests set out below are DPIs in accordance with the Localism Act 2011.

<b>Subject</b>	<b>Description</b>
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 Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.
Contracts	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Appendix B (Other Interests)

An interest which relates to or is likely to affect:

<b>Subject</b>	<b>Description</b>
Management or Control	Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council
Public/Charitable & Other External Bodies	Any body: <ul style="list-style-type: none"><li>(a) exercising functions of a public nature;</li><li>(b) directed to charitable purposes; or</li><li>(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li></ul> of which the member of the Council is a member or in a position of general control or management
Employer	Any person or body who employs, or has appointed, the Member
Gifts & Hospitality	Any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office