

STANTON DREW PARISH COUNCIL - Code of Conduct

Introduction

Pursuant to section 27 of the Localism Act 2011, Stanton Drew Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by Councillors 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.

Definitions

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, or sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Councillor obligations

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

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

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the Councillor's election, or the co-opted Councillor's appointment (where that is later), he/she shall register with the Clerk the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a Councillor or the re-appointment of a co-opted Councillor, he/she shall within 28 days re-register with the Clerk any interests in Appendices A and B.
8. A Councillor shall register with the Clerk any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A Councillor need only declare the existence but not the details of any interest which the Clerk agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the Councillor, or a person connected with the Councillor, to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the Councillor shall not participate in a discussion or vote on the matter.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the Councillor shall not participate in a discussion or vote on the matter.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the Councillor shall not vote on the matter. He/she may speak on the matter.
13. A Councillor only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Clerk of it or if he/she speaks on the matter.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the Councillor shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter.

Dispensations

15. The Clerk may grant a dispensation to participate in a discussion and vote on a matter at a meeting if the Clerk believes that the number of Councillors 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 Councillor to take part, or is otherwise appropriate to grant a dispensation.

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**Adopted at Parish Council meeting held on: 3rd September 2019
ReConfirmed at Parish Council meeting held on: 6th May 2025**

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the Councillor or by his/her spouse or civil partner or by the person with whom the Councillor is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit made to the Councillor during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has 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 held by the Councillor or by his/her spouse or civil partner or by the person with whom the Councillor is living as if they were spouses/civil partner 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) held by the Councillor or by his/her spouse or civil partner or by the person with whom the Councillor is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the Councillor's knowledge) — (a) the landlord is the Council; and (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.

Securities	Any beneficial interest held by the Councillor or by his/her spouse or civil partner or by the person with whom the Councillor is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the Councillor'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 Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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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.

Appendix B

An interest which relates to or is likely to affect:

1. any body of which the Councillor is in a position of general control or management and to which he/she is appointed or nominated by the Council;
2. any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
3. of which the Councillor is a member or in a position of general control or management;
4. any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.