

**CODE OF CONDUCT
OF**

.....**PARISH COUNCIL**

This Code of Conduct was adopted by the Parish Council on the day of
2002 and will take effect from the day of 2002.

1. (1) A member must observe the Council's code of conduct whenever he or she -
 - (a) conducts the business of the Council;
 - (b) conducts the business of the office to which he or she has been elected or appointed; or
 - (c) acts as a representative of the Council.and references to a member's official capacity shall be construed accordingly
- (2) This code of conduct shall not, apart from paragraphs 4 and 5(a) below, have effect in relation to the activities of a member undertaken other than in an official capacity.
- (3) Where a member acts as a representative of the Council -
 - (a) on another relevant authority, he or she must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, he or she must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject
- (4) In this code -
 - (a) "member" includes a co-opted member of the Council; and
 - (b) "responsible authority" means a district council or a unitary county council which has functions in relation to the parish councils for which it is responsible under section 55 (12) of the Local Government Act 2000.

General Obligations

2. A member must -
 - (a) promote equality by not discriminating unlawfully against any person;
 - (b) treat others with respect; and
 - (c) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
3. A member must not -
 - (a) disclose information given to him or her in confidence by anyone, or information acquired which he or she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he or she is required by law to do so; nor
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
4. A member must not in his or her official capacity, or any other circumstance, conduct himself or herself in a manner which could reasonably be regarded as bringing his or her office or the Council into disrepute.
5. A member -
 - (a) must not in his or her official capacity, or any other circumstance, use his or her position as a member improperly to confer on or secure for himself or herself or any other person, an advantage or disadvantage ; and
 - (b) must, when using or authorising the use by others of the resources of the Council -
 - (i) act in accordance with the Council's requirements; and
 - (ii) 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 Council or of the office to which the member has been elected or appointed.
6. A member must, if he or she becomes aware of any conduct by another member which he or she reasonably believes involves a failure to comply with the authority's code of conduct, make a written allegation to that effect to the Standards Board for England as soon as it is practicable for him or her to do so.

INTERESTS

Personal Interests

7. (1) A member must regard himself or herself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 12 and 13 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers, or inhabitants of the authority's area, the well-being or financial position of himself or herself, a relative or friend or -
- (a) any employment or business carried on by such persons;
 - (b) any person 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 corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in sub-paragraphs (a) to (e) of paragraph 13 below in which such persons hold a position of general control or management.
- (2) In this paragraph -
- (a) "relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
 - (b) "partner" in sub-paragraph (2)(a) above means a member of a couple who live together.

Disclosure of Personal Interests

8. A member with a personal interest in a matter who attends a meeting of the Council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Prejudicial Interests

9. (1) Subject to sub-paragraph (2) below, a member with a personal interest in a matter also has a prejudicial interest in that matter if 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 the member's judgement of the public interest.

- (2) A member may regard himself or herself as not having a prejudicial interest in a matter if that matter relates to -
- (a) another relevant authority of which he or she is a member
 - (b) another public authority in which he or she holds a position of general control or management;
 - (c) a body to which he has been appointed or nominated by the authority as its representative;
 - (d) any functions of the Council in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where the member is in receipt of, or is entitled to the receipt of such pay from a relevant authority; and
 - (e) any functions of the Council in respect of an allowance or payment made under sections 173 to 173A and 175 to 176 of the Local Government Act 1972 or section 18 of the Local Government Housing Act 1989.

Participation in Relation to Disclosed Interests

10. A member with a prejudicial interest in any matter must -
- (a) withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he or she has obtained a dispensation from the standards committee of Salisbury District Council, and
 - (b) not seek improperly to influence a decision about that matter
11. For the purpose of this Part, "meeting" means any meeting of -
- (a) the Council; or
 - (b) any of the Council's committees, sub-committees or joint sub-committees.

THE REGISTER OF MEMBERS' INTERESTS

Registration of Financial and Other Interests

12. Within 28 days of the provisions of this code of conduct being adopted by or applied to the Council or within 28 days of his or her election or appointment to office (if that is later), a member must register his or her financial interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to Salisbury District Council's Monitoring Officer of -

- (a) any employment or business carried on by him or her;
- (b) the name of the person who employs or has appointed him or her, the name of any firm in which he or she is a partner, and the name of any company for which he or she is a remunerated director;
- (c) the name of any person, other than a relevant authority, who has made a payment to him or her in respect of his or her election or any expenses incurred by him or her in carrying out his duties;
- (d) the name of any corporate body which has a place of business or land in the Council's area, and in which the member has a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
- (e) a description of any contract for goods, services or works made between the Council and himself or herself or a firm in which he or she is a partner, company of which he or she is a remunerated director, or a body of the description specified in sub-paragraph (d) above;
- (f) the address or other description (sufficient to identify the location) of any land in which her or she has a beneficial interest and which is in the Council's area
- (g) the address or other description (sufficient to identify the location) of any land where the landlord is the Council and the tenant is a firm in which he or she is a partner, a company of which he or she is a remunerated director, or a body of the description specified in sub-paragraph (d) above; and
- (h) the address or other description (sufficient to identify the location) of any land in the authority's area in which he or she has a licence (alone or jointly with others) to occupy for 28 days or longer.

13. Within 28 days of the provisions of this code of conduct being adopted by or applied to the Council or within 28 days of his or her election or appointment to office (if that is later), a member must register his or her other interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to Salisbury District Council's Monitoring Officer of his or her membership of or position of general control or management in any -

- (a) body to which he or she has been appointed or nominated by the authority as its representative;
- (b) public authority or body exercising functions of a public nature;
- (c) company, industrial and provident society, charity, or body directed to charitable purposes;

(d) body whose principal purposes include the influence of public opinion or policy; and

(e) trade union or professional association

14. A member must within 28 days of becoming aware of any change to the interests specified under paragraphs 12 and 13 above, provide written notification to Salisbury District Council's Monitoring Officer of that change.

Registration of Gifts and Hospitality

A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to Salisbury District Council's Monitoring Officer of the responsible authority of the existence and nature of that gift or hospitality.