

# Snettisham Parish Council

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## Code of Conduct

### Introduction to the Code

This Code of Conduct is a key part of Council's discharge of its statutory duty to promote and maintain high standards of conduct by its members. It is very much focused upon the principles of conduct in public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership and it is the intention of Council that the Code be used exclusively in that context and not for any other purpose. It sets an objective, non-political and high standard whose purpose is to remind members of the Council of the behaviour expected of them in public life and to set out clearly the key principles against which their conduct will be measured.

The Code also contains provisions for registration and declaration of interests, the breach of which will now attract potential criminal sanctions.

**N.B.** - This Code is adapted from that of the principal authority for this purpose, the Borough Council of King's Lynn and West Norfolk (BCKLWN).

BCKLWN has established a Standards Committee to hear breaches of the Code and decide on sanctions against members found to be in default. BCKLWN's arrangements may change from time to time; Snettisham Parish Council will adhere to those revised arrangements unless a decision is made to the contrary.

All members of Council must sign an undertaking to observe the Code in the terms set out below.

### The Code

As a Member of Snettisham Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in Council:

**SELFLESSNESS:** *Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.*

**INTEGRITY:** *Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.*

**OBJECTIVITY:** *In carrying out public business, including making public appointments,*

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*awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.*

**ACCOUNTABILITY:** *Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.*

**OPENNESS:** *Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.*

**HONESTY:** *Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.*

**LEADERSHIP:** *Holders of public office should promote and support these principles by leadership and example.*

## Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a Member, notify the Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a Member, notify the Monitoring Officer of any other pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto BCKLWN's register, then you must disclose the interest to any meeting of Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. Following any such disclosure, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions Council places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

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## Declaration

As a Member of Snettisham Parish Council my conduct will in particular address the statutory principles of the Code by:

- Championing the needs of residents – the whole community, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing residents' casework, the interests of Norfolk nor the good governance of the authority in a proper manner.
- Exercising independent judgement, and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a Member of Council.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making Council's decision-making processes as open and transparent as possible, to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this Council's policies, protocols and procedures, including on the use of Council resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with, and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within Council.

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I agree to abide by Council's rules relating to the registration and disclosure of interests.

Councillor

Signed: .....

Date.....