



SARRATT PARISH COUNCIL POLICIES AND PROCEDURES: CODE OF CONDUCT

As members of Sarratt Parish Council, Councillors have a responsibility to represent the community and work constructively with Parish Council staff, other Councillors 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 Councillors commit to behaving in a manner that is consistent with the following principles to achieve best value for the residents of Sarratt Parish and maintain public confidence in the authority of the Parish 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, 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.

As a member of Sarratt Parish Council the conduct of its Councillors will in particular address the statutory principles of the Code of Conduct by:

- Championing the needs of residents – the whole community and its constituents, putting their interests first.
- Dealing with representations or enquiries from residents, members of the community and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including their own financial interests or those of others connected to them, to deter them from pursuing constituents' casework, the interests of the Parish Council or the good governance of the Parish Council in a proper manner.
- Exercising independent judgement and not compromising their position by placing themselves under obligations to outside individuals or organisations who might seek to influence the way they perform their duties as a member/co-opted member of the Parish 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 their decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making the Parish 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 themselves 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 legal obligations, alongside any requirements contained within the Parish Council's policies, protocols and procedures, including on the use of the Parish Council's resources.
- Valuing colleagues and Council staff, engaging with them and supporting them in an appropriate manner and one that underpins the mutual respect between Councillors that is essential to good local government.
- Always treating people with respect, including the organisations and public Councillors engage with and those alongside which they work.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

The Act further provides for registration and disclosure of interests and members of Sarratt Parish Council. All Councillors are required to comply with the following:

1. Disclosable Pecuniary Interests

I must within twenty-eight days of (a) this Code being adopted by this Authority or (b) my election or appointment to office (where this is later) -

- 1.1. comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a disclosable pecuniary interest
- 1.2. ensure that my register of interests is kept up to date and notify the Clerk to the Council and / or Monitoring Officer in writing within 28 days of becoming aware of any change in respect of my disclosable pecuniary interests
- 1.3. make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent
- 1.4. "Meeting" means any meeting organised by or on behalf of the Authority, including –
 - 1.4.1. any meeting of the Council, or a Committee or Sub-Committee of Council
 - 1.4.2. any meeting of the Cabinet and any Committee of the Cabinet
 - 1.4.3. in taking a decision as a Ward Councillor or as a Member of the Cabinet
 - 1.4.4. at any briefing by officers; and
 - 1.4.5. at any site visit to do with business of the authority

2. Other Interests

- 2.1. In addition to the requirements of Paragraph 1.3, if I attend a meeting at which any item of business is to be considered and I am aware that I have a "non-disclosable pecuniary interest or non-pecuniary interest" in that item, I must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 2.2. I have a "non-disclosable pecuniary interest or non-pecuniary interest" in an item of business of my authority where –
 - 2.2.1. a decision in relation to that business might reasonably be regarded as affecting my well-being or financial standing, or the well-being or financial standing of a member of my family, or a person with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area, for which I have been elected or otherwise of the authority's administrative area, or

2.2.2. it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of my family (other than a “relevant person”) or a person with whom I have a close association

and that interest is not a disclosable pecuniary interest.

3. Gifts and Hospitality

- 3.1. I must, within 28 days of receipt, notify the Clerk to the Council and / or the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which I have accepted as a member from any person or body other than the authority.
- 3.2. The Clerk to the Council and / or the Monitoring Officer will place my notification on a public register of gifts and hospitality.
- 3.3. This duty to notify the Clerk to the Council and/or the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

Reviewed and adopted: 13th December 2022

Appendix

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
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 member, 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.

Securities

Any beneficial interest in securities of a body where—
(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority;
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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.

SARRATT PARISH COUNCIL
REGISTER OF MEMBERS' INTERESTS
GENERAL NOTICE OF REGISTRABLE INTERESTS

I, (INSERT NAME).....

A member of Sarratt Parish Council, set out below under the appropriate headings my interests, which I am required to declare under the Localism Act 2011 and the Council's Code of Conduct and I have put "none" where I have no such interests under any heading.

Disclosable Pecuniary Interests	
Members are required to register not only their own interests under this heading but also those of their husband or wife, civil partner or of any person with whom they are living as if husband and wife or as civil partners when such interests are known by them.	
1. Your employment, office, trade, profession or vocation carried on by you or those persons referred to above for profit or gain (includes any payments or benefits in kind which are subject to Income Tax).	
2. Any payment or provision of any other financial benefit (other than for your authority) made or provided within the last 12 months in respect of expenses you have incurred in carrying out your duties as a member, or towards your 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	
3. A description of any contract for goods, services or works made between your authority and you or the persons referred to above (or a body in which you or they have a beneficial interest) and which has not been fully discharged	
4. Any land in your authority's area in which you have a beneficial interest	

<p>5. Any land in the authority's area for which you or the persons referred to above have a licence (alone or jointly with others) to occupy for a month or longer</p>	
<p>6. Any tenancy where to your knowledge the landlord is your authority and the tenant is a body in which you or a person referred to above has a beneficial interest</p>	
<p>7. The name of any person or body in which you or a person referred to above has a benefit interest in securities of that body where:</p> <p>(a) that body to your knowledge has a place of business or land in the area of your authority; and</p> <p>(b) either-</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issue 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 you or a person referred to above has a beneficial interest exceeds one hundredth of the total issue share capital of that class</p>	

Other Pecuniary Interests

Members are only obliged to register their own interests under this heading and do not need to include the interests of husbands/wives/civil partners or others.

1 The name of the person who employs or has appointed you, the name of any firm in which you are a partner, and the name of any company for which you are a remunerated director.

2. A description of any contract for goods, services or works made between your authority and you (or a body in which you or they have a beneficial interest) and which has been fully discharged within the last 12 months

Registrable Non-Pecuniary Interests

Members are only obliged to register their own interests under this heading and do not need to include the interests of husbands/wives/civil partners or others

1. Your membership of or the fact that you are in a position of general management and control of any body:-

- (a) to which you have been appointed or nominated by your authority
- (b) exercising functions of a public nature
- (c) directed towards charitable purposes
- (d) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

<p>2. The name of any person from whom you have received a gift or hospitality with an estimated value of at least £100</p>	
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I recognise that it may be an offence under the Localism Act 2011 to:-

- (1) omit information that ought to be given in this notice;
- (2) provide information that is materially false or misleading;
- (3) fail to give further notices in order to bring up to date information given in this notice after my re-election or reappointment or to fail to declare a disclosable pecuniary interest that I acquire after the date of this notice and have to declare under the provisions of s. 31 (2) Localism Act 2011.

I also acknowledge that it may be a breach of the Code of Conduct to:-

- (1) omit information that ought to be given in this notice;
- (2) provide information that is materially false or misleading;
- (3) fail to provide written notification to the authority’s monitoring officer of any change in my interests contained in this notice within 28 days of my becoming aware of such change of circumstances

Signed :.....

Name :.....

Date:.....

RECEIVED

Signed:

Proper Officer of Sarratt Parish Council

Date:.....