**SUTTON HEATH PARISH COUNCIL**

**Code of Conduct**

*In accordance with S26 to 37 of the Localism Act 2011 Sutton Heath Parish Council has resolved to adopt the Suffolk Code of Conduct for the purpose of discharging its duty to promote and maintain high standards of conduct within its parish.*

*Until otherwise amended or replaced by a decision of the parish council, the Suffolk Code of Conduct set out below shall hereafter apply to all elected members and any co-opted members entitled to vote on any decisions of the council or its committees, sub-committees or joint committees when acting in their capacity as a member of the council.*

**Introduction**

The Code of Conduct shall be interpreted in accordance with the following seven principles of public life identified by the Committee of Standards in Public Life chaired by Lord Nolan in 2011:

1. **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.
2. **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals of organisations that might seek to influence them in the performance of their official duties.
3. **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.
4. **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.
5. **Openness** – Holders of public office should be as open as possible about the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **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.
7. **Leadership** – Holders of public office should promote and support these principles by leadership and example.

**Code of Conduct**

1. You must treat others with respect.
2. You must not:
3. Do anything which may cause your authority to breach any of the council’s duties under the Equality Act 2010.
4. Bully any person.
5. Intimidate or attempt to intimidate any person who is likely to be a complainant, witness or involved in the administration of any investigation or proceedings in relation to an allegation that a councillor, including yourself, has failed to comply with their parish council’s code of conduct, or do anything which comprises or is likely to comprise, the impartiality of those who work for, or on behalf of, the parish council.
6. You must not:
7. Disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where you have the consent of a person authorised to give it; you are required by law to do so; the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or the disclosure is reasonable in the public interest, made in good faith and in compliance with the reasonable requirements of the council.
8. Prevent another person from gaining access to information to which that person is entitled by law
9. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
10. You must not use or attempt to use your position as a councillor improperly to confer on or secure for yourself or any other person an advantage or disadvantage; and you must not when using or authorising the use by others of the resources of the parish council act in accordance with the council’s reasonable requirements; ensure that such resources are not used improperly for political purposes, including party political purposes; and must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
11. When reaching decisions on any matter you must have regard to any relevant advice provided to you by your parish clerk/financial officer and any other councillor, where that councillor is acting pursuant to their statutory duties. You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the parish council.

**Registration of Interests**

1. A councillor must register within 28 days of becoming a councillor any Disclosable Pecuniary Interests (DPI) they have for publication in the Register of Members’ Interests. Registration is with the parish clerk.
2. A councillor may not at any time discharge any function or participate in any council business or discussion, or vote on any issue that relates to or concerns a DPI where the councillor is aware of a relevant DPI. A councillor may not remain in a meeting or the public gallery when a matter relating to a DPI is under discussion or debate unless they have requested dispensation in writing from the chairman of the council. A written dispensation must be given by the chairman before the matter is viewed.
3. A councillor must register within 28 days of becoming a councillor of any Local Non-Pecuniary Interests (NPI). ***See Below.*** But they may participate in any discussions or debates relating to or concerning any of their NPIs after registration.
4. A councillor must declare any DPI and NPI to a meeting where business is relevant to those interests, including those interests that are already registered or where registration is pending.
5. A councillor must register, within 28 days any gifts and hospitality of £25 or more with the parish clerk.
6. The parish council’s Register of Interests is held at SCDC offices and may be seen by prior arrangement during normal working hours.

**Sensitive Interests**

A councillor may apply for non-publication of details of a DPI or NPI where they reasonably believe that publication could result in being subjected to violence or intimidation.

**Disclosable Pecuniary Interests**

A councillor has a DPI in any business of the council if it is of a description listed below and is either an interest of the councillors; an interest of the councillor’s spouse or civil partner; an interest of a person with whom the councillor is living as husband and wife or as civil partners and the councillor is aware they have an interest.

1. Any employment, office, trade, profession or vocation carried on for profit or gain.
2. Any payment or provision of any other financial benefit, other than from the parish council, made or provided within the relevant period in respect of any expenses incurred in carrying out duties as a councillor, or towards 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. Any beneficial interest in securities of a body where that body, to a councillors’ knowledge, has a place of business or land in the council area and either;
4. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body.

or

1. 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 has beneficial interest exceeds one hundredth of the total issued share capital of that class.
2. Any contract which is made between a councillor, or a body in which he/she has a beneficial interest, and the council under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
3. Any beneficial interest in any land in the council’s area.
4. Any tenancy where to a councillor’s knowledge the landlord is the council and the tenant is a body in which a councillor has a beneficial interest.
5. Any licence, alone or jointly with others, to occupy land in the council’s area for a month or longer.

**Non - Pecuniary Interests**

1. Any body of which a councillor is a member or in a position of control or management and to which he/she is appointed or nominated by the council.
2. Any body exercising functions of a public nature, directed to charitable purposes or one of whose principal purposes includes the influence of public opinion or policy, including any political party or trade union, of which a councillor is a member or in a position of general control or management.
3. Any person from whom a councillor has received a gift or hospitality with an estimated value of at least £25.

**This code of conduct document conforms to guidelines set out by SALC.**

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Chair Date

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Parish Clerk Date