

HOLLYM PARISH COUNCIL

Contact: Clerk, Rachel Foster

Phone: 07730691410 or Email: clerk@hollym-pc.gov.uk

MEMBER CODE OF CONDUCT

(Adopted under Section 27 Localism Act 2011)

1. Introduction and Legal Status

This Code of Conduct is adopted by Hollym Parish Council (“the Council”) in accordance with **Section 27 of the Localism Act 2011**.

It sets out the standards of conduct expected of **elected and co-opted members** when acting in their official capacity.

This Code is consistent with:

- The **Seven Principles of Public Life**
- The **LGA Model Councillor Code of Conduct**
- Relevant statutory and common law obligations

Failure to comply with this Code may result in a complaint being made to the **Monitoring Officer** of the principal authority.

2. The Seven Principles of Public Life

Councillors are expected to uphold the following principles at all times:

1. **Selflessness** – Act solely in the public interest
2. **Integrity** – Avoid obligations that could influence decisions
3. **Objectivity** – Make decisions impartially and on merit
4. **Accountability** – Be accountable to the public
5. **Openness** – Act transparently unless lawfully restricted
6. **Honesty** – Be truthful
7. **Leadership** – Promote and uphold these principles

These principles inform the Code but **are not themselves grounds for complaint** unless reflected in a specific breach below.

3. Scope and Application

This Code applies when you are acting, claiming to act, or giving the impression you are acting **as a councillor**, including:

- Council and committee meetings
- Site visits and official events
- Communications with officers, members or the public
- Written, verbal, electronic and social media communication

The Code does **not** apply to purely private conduct unless it reasonably impacts the reputation of the Council.

4. Definitions

- **Councillor**: An elected or co-opted member as defined by the Localism Act 2011
- **Family**: Spouse, civil partner, partner, parent, child, sibling, grandparent or grandchild
- **Monitoring Officer**: The officer responsible for standards and conduct
- **Personal Data**: As defined by UK GDPR

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5. General Obligations of Conduct

You must:

5.1 Treat Others with Respect

- Act with civility and courtesy
- Avoid personal attacks, intimidation or abusive behaviour
- Respect diversity and difference

You may robustly challenge views or policies, but not individuals.

5.2 Bullying, Harassment and Discrimination

You must not:

- Bully or harass any person
- Discriminate unlawfully
- Cause the Council to breach the **Equality Act 2010**

Protected characteristics include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

5.3 Impartiality of Officers

You must not compromise or seek to compromise the impartiality of officers.

You may question and challenge officers' advice, but must not:

- Pressure them to act unlawfully
- Attempt to influence professional advice improperly

6. Confidentiality and Information

You must not:

- Disclose confidential information given in confidence
- Disclose personal data unlawfully
- Use confidential information for personal or political advantage

Disclosure is permitted only where:

- Required by law
- Made with proper authority
- In the public interest and after consulting the Monitoring Officer

7. Use of Position and Council Resources

You must not:

- Use your position to gain advantage or cause disadvantage
- Misuse Council resources

Council resources must not be used for:

- Personal gain
- Party political purposes

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8. Disrepute

You must not conduct yourself in a manner that could reasonably be regarded as bringing:

- Your office
- The Council
- Local government

into disrepute.

This applies both inside and outside meetings.

9. Training and Cooperation

You must:

- Undertake Code of Conduct training as required
- Co-operate with any investigation
- Comply with any sanctions imposed

You must not:

- Intimidate complainants, witnesses or investigators
- Make malicious or vexatious complaints

10. Gifts and Hospitality

You must:

- Register gifts or hospitality over **£25** offered in your capacity as a councillor
- Not accept gifts or hospitality that could reasonably be perceived as influencing you

When in doubt, seek advice from the Monitoring Officer.

11. Registration and Disclosure of Interests

11.1 Registering Interests

You must register interests within **28 days** of:

- Election or co-option
- Any change in interests

This includes:

- **Disclosable Pecuniary Interests (DPIs)**
- **Other Registrable Interests**

Failure to register a DPI is a **criminal offence**.

11.2 Sensitive Interests

Where disclosure could lead to violence or intimidation, details may be withheld with Monitoring Officer agreement.

12. Interests at Meetings

12.1 Disclosable Pecuniary Interests

If a matter relates to a DPI:

- You must declare the interest
- You must not participate or vote
- You must leave the meeting unless a dispensation applies



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12.2 Other Registrable or Non-Pecuniary Interests

Where an interest could reasonably be regarded as prejudicial:

- You must declare it
- You must not participate or vote
- You must leave the meeting

13. Dispensations

Dispensations may be granted in limited circumstances under the Localism Act 2011 to allow participation.

14. Advice and Support

You are encouraged to seek advice from:

- The Parish Clerk
- The Monitoring Officer

Early advice will help protect you and the Council.

15. Adoption and Review

This Code will be reviewed periodically and in line with legislative or guidance changes.

Formal Resolution for Adoption

Resolved:

That Hollym Parish Council adopts the Code of Conduct as presented.

Adopted on: _____

Minute Reference: _____

Signed: _____ (Chair)

Next Review Due: January 2030