



Members' Code of Conduct

1. Introduction and Interpretation

1.1 This Code applies to you as a Member of Wonersh Parish Council (“the Council”) when you act in your role as a Member.

1.2 You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.

1.3 This Code is based on and is consistent with the principles of public life set out in Section 28 Localism Act 2011 which the Council endorses:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

1.4 The Council is under a duty to promote and maintain high standards of conduct by members.

1.5 It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.

1.6 In this Code –

“meeting” means any meeting of:

- (a) the Council;
- (b) any of the Council’s committees, joint committees, working parties or special interest groups;

“Member” includes a co-opted member and an appointed member.

“Monitoring Officer” is the officer of Waverley Borough Council appointed for this purpose.

2. General Obligations

2.1 **You must** always treat other Members, employees of the Council, other organizations and members of the public with respect.

2.2 **You must not** conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.

2.3 **You must not** 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 –

- (a) you have the consent of a person authorised to give it;
- (b) you are required by law to do so;
- (c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- (d) the disclosure is –
 - (i) reasonable and in the public interest;
 - (ii) made in good faith and in compliance with the reasonable requirements of the Council; and
 - (iii) you have consulted the Monitoring Officer or taken other independent legal advice prior to its release.

2.4 **You must not** prevent another person from gaining access to information to which that person is entitled by law.

2.5 **You must not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.

2.6. When using or authorising the use by others of the resources of the Council:

- (a) **Do** act in accordance with the Council's reasonable requirements and policies;
- (b) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

3. Gifts and Hospitality

3.1 **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.

3.2 **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.

3.3 **Do** register with the Clerk to the Council any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

4. Registration of Interests

4.1 You must notify the Monitoring Officer of your disclosable pecuniary interests (as set out in the Annex A to this Code) or other interests (as defined at paragraph 4.5 below) which the Council has decided are appropriate for registration. You must complete, date and sign the form agreed upon for this purpose (Annex B). On election, you must do this within 28 days of being elected or appointed to office. 4.2 **Do** similarly notify the Monitoring Officer of any disclosable interests not already registered within 28 days of your re-election or re-appointment to office.

4.3 **Do** notify the Monitoring Officer of any change to disclosable interests or new disclosable interests within 28 days of becoming aware of it.

4.4 **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person.

4.5 **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies -

- (a) bodies to which you have been appointed or nominated by the Council;
- (b) bodies exercising functions of a public nature;
- (c) bodies directed to charitable purposes;
- (d) bodies one of whose principal purposes include the influence of public opinion or policy.

5. Disclosure of Interests and Participation

5.1 **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure, as defined at paragraph 4 above.

5.2 **Do** also disclose to a meeting at which you are present any interest where a matter arises which relates to a financial interest of a friend, relative or close associate (other than an interest as defined at paragraph 4 above).

5.3 **Do** notify the Monitoring Officer of any interest not already registered that is disclosed to a meeting under paragraph 6.1 below within 28 days of the disclosure.

5.4 **Do not** participate in any discussion, or vote, where you declared a disclosable interest in a matter under paragraphs 5.1 and 5.2 above. **Do** withdraw from the meeting during the consideration of the matter.

6. Decision-making and Predetermination

6.1 Where you have been involved in campaigning on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your role as a Member.

6.2 However, **do not** place yourself under any financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.

6.3 When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice of relevant parties, including advice from officers, and taking all relevant information into consideration, remaining objective and making decisions on merit.

7. Dispensations

7.1 At a request made to the Clerk to the Council, the Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has a disclosable interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or if it is in the interests of the inhabitants in the Council's area to allow the Member to take part; or if it is otherwise appropriate to grant a dispensation.

DISCLOSABLE PECUNIARY INTERESTS**1. Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain.

2. Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made or provided within the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7) of the Localism Act 2011 in respect of any expenses 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. Contracts

Any contract which is made between you (or a body in which you have a beneficial interest) and the Council-

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

4. Land

Any beneficial interest in land which is within the area of the Council.

5. Licences

Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

6. Corporate Tenancies

Any tenancy where (to your knowledge)-

- (a) the landlord is the Council; and
- (b) the tenant is a body in which you have a beneficial interest.

7. Securities

Any beneficial interest in securities of a body where-

- (a) that body (to your knowledge) has a place of business or land in the area of the Council; 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 you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.



Wonersh Parish Council Members' Code of Conduct

LOCALISM ACT 2011 Section 29

The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Notification by Member of Pecuniary and Other Interests

I (insert full name)

a Member Wonersh Parish Council ("the Council")

GIVE NOTICE that I or my spouse or civil partner (or a person with whom I am living as husband and wife or as if we were civil partners¹) have the following

Disclosable Pecuniary Interests²

Employment

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 Council) made or provided within the last 12 months in respect of any expenses incurred by me in carrying out duties as a member, or towards my election expenses.

¹ Section 30(3)(b) Localism Act 2011

² Specified in Schedule to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Contracts

Any contract which is made between me or my spouse/partner (or a body in which that person has a beneficial interest) and the Council (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 (e.g. my home) which is within the Council's area

Licences

Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer

Corporate Tenancies

Any tenancy where (to my knowledge)

(a) the landlord is the Council; and

(b) the tenant is a body in which I or my spouse/partner has a beneficial interest

Securities

Any beneficial interest in securities of a body where—

(a) that body (to my knowledge) has a place of business or land in the Council's area 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 I or my spouse/partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

I GIVE FURTHER NOTICE that I have the following other non-pecuniary interests that arise from my membership of or my occupation of a position of general control or management in the following bodies³

Bodies to which I have been appointed or nominated by the Council

Other bodies exercising functions of a public nature

Other bodies directed to charitable purposes

³ Specified by paragraph 4.5 of the Code of Conduct

Other bodies one of whose principal purposes include the influence of public opinion or policy

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Date:

Signed:

Note:- These pecuniary and other interests will be recorded in a public register and published on the Council's website.