HUTTOFT PARISH COUNCIL
CODE OF CONDUCT

Huttoft Parish Council have adopted this Code setting out the expected behaviours required of its members or co-opted members, acknowledging that they each 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 2011, when acting in this capacity, all Councillors must be 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 this authority.

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.

INTERGRITY: 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 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.

PERSONAL JUDGEMENT: Councillors may take account of the views of others, including their political groups, but should act accordingly to reach their own conclusions on issues presented.

RESPECT FOR OTHERS: Councillors should promote equality and not discrimate against people according to race, age, religion, gender, sexual orientation or disability.

DUTY TO UPHOLD THE LAW: Councillors should uphold the law & act in accordance with the trust the public places in them.

STEWARDSHIP: Councillors should use the Council's resources prudently and in accordance with the law.

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

GENERAL OBLIGATIONS:

a) When serving on the Parish Council & communities in the district, all Councillors must lead by personal example and respect other people

YOU MUST NOT –

a) 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 –

i) you have the consent of a person authorised to give it,

ii) you are required by law to do so,

iii) 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

iv) the disclosure is –
reasonable & in the public interest, and
made in good faith & in compliance with the reasonable requirements of the authority, and/or you have consulted the Monitoring Officer prior to release

b) disclose information sent via email which is confidential and must not be accessed by anyone outside the Council as all Councillors have **approved and signed the GDPR Security Compliance Checklist.**

c) prevent another person from gaining access to information to which that person is entitled by law.

d) you must not use or attempt to use your position as a member to confer on or secure for yourself or any other person, an advantage or disadvantage, and

e) cause the Council to breach the Equality Act 2010 or any equality law that is subsequently enacted

f) treat all people with respect and not bully or be abusive to any person

g) attempt to intimidate any person who is likely to be a complainant, witness or involved in the administration of any investigation/proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his/her code of conduct

h) compromise the impartiality of those who work for the Parish Council

REGISTRATION OF INTERESTS AND DECLARATIONS AT MEETINGS

The Act further provides for registration and disclosure of interests and in Huttoft Parish Council this will be done as follows:

On taking up office a member or co-opted member must, within 28 days, of becoming such, notify the Monitoring Officer at East Lindsey District Council of any 'disclosable pecuniary interests' as prescribed by the Secretary of State.

On re-elections or re-appointments, a member or co-opted member must, within 28 days, notify the Monitoring Officer at East Lindsey District Council of any 'disclosable pecuniary interests' not already included in his or her register of interests which is lodged with the Monitoring Officer.

The Parish Council has considered but decided at this stage not to adopt Standing Orders requiring registration on non-disclosable pecuniary interest and/or non-pecuniary interests.

If a member or co-opted members is aware that they have a 'disclosable pecuniary interest' in a matter they must not participate in any discussion or vote on the matter at a meeting.

If a member or co-opted member is aware of a 'disclosable pecuniary interest' in a matter under consideration at a meeting but such interest is not already on the Council's register of interests or in the process of entry onto the register having been notified to ELDC's Monitoring Officer, the member or co-opted member must disclose the 'disclosable pecuniary interest' to the meeting and register it within 28 days of the meeting at which it is first disclosed. **IT IS THE PERSONAL RESPONSIBILITY OF EACH MEMBER TO NOTIFY THE MONITORING OFFICER OF ANY CHANGES IN WRITING.**

The Parish Council has adopted Standing Orders requiring a member or co-opted member with a 'disclosable pecuniary interest' to withdraw from the meeting while any discussion or vote on any matter relating to it takes place, taking no part in the debate or vote.

The Parish Council has considered but decided not at this stage to adopt any Standing Orders requiring disclosure of non-disclosable pecuniary interests and/or non-pecuniary interests at meetings.

DATA PROTECTION ACT 1998

The Data Protection Act 1998 aims to promote high standards in the handling of personal information, thereby protecting the individuals' rights to privacy.

FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them. All requests must be made in writing and must state the requesters name and correspondence details. Once received, your request will be complied with within the statutory timescale of 20 working days unless we write informing you otherwise.