

## CODE OF CONDUCT FOR MEMBERS

### Introduction and interpretation

1. - (1) This Code applies to **you** as a member of an authority.
- (2) You should read this Code together with the general principles set out Section 26 Localism Act namely:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership
- (3) It is your responsibility to comply with the provisions of this Code.
- (4) In this Code— "meeting" means any meeting of—
  - (a) the authority;
  - (b) the executive of the authority;
  - (c) any of the authority's or its executive's committees, subcommittees, joint committees, joint sub-committees, or area committees; "member" includes a co-opted member and an appointed member.

### Scope

2. —(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—
  - (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
  - (b) act, claim to act or give the impression you are acting as a representative of your authority, and references to your official capacity are construed accordingly.
- (2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

- (4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- (5) Where you act as a representative of your authority—
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

### **General obligations**

**3.** — (1) You must treat others with respect.

- (2) You must not—
- (a) do anything which may cause your authority to breach any of the equality enactments
  - (b) bully any person;
  - (c) intimidate or attempt to intimidate any person who is or is likely to be—
    - (i) a complainant,
    - (ii) a witness, or
    - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

**4.** 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; or

- (iv) the disclosure is—
    - (aa) reasonable and in the public interest; and
    - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
  - (b) prevent another person from gaining access to information to which that person is entitled by law.
- 5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 6. You—
  - (a) 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; and
  - (b) must, when using or authorising the use by others of the resources of your authority—
    - (i) act in accordance with your authority's reasonable requirements;
    - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—
  - (a) your authority's chief finance officer; or
  - (b) your authority's monitoring officer,
- 8. You must register your interests in the form set out below and observe the requirements of the Council, the Localism Act and the general law in relation to those interests.

## REGISTER OF INTERESTS

I, .....

Being a member of Stevenage Borough Council , set out in sections 1-8 below my Disclosable Pecuniary Interests as specified under the Localism Act 2011 and I have put "none " where I have no such interests under any heading. I also set out other interests in sections 8 and 9 which I am required to register by Stevenage Borough Council

<b><u>Disclosable Pecuniary Interests</u></b>	
<b>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</b>	
1. Your employment, office, trade, profession or vocation carried on by you or those persons referred to above for profit or gain	
2. Any payment or provision of any other financial benefit (other than from Stevenage Borough Council) 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. Any contract which is made between you or the persons referred to above (or a body in which you or they have a beneficial interest ) and Stevenage Borough 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	

<p>4. Any beneficial interest in land which is within the area of Stevenage Borough Council</p>	
<p>5 Any licence (alone or jointly with others) to occupy land in the area of Stevenage Borough Council for a month or longer.</p>	
<p>6. Any tenancy where to your knowledge the landlord is Stevenage Borough Council and the tenant is a body in which you or a person referred to above has a beneficial interest</p>	
<p>7. Any beneficial interest in securities of a body where –</p> <p>(a) that body to your knowledge has a place of business or land in the area of Stevenage Borough Council; and</p> <p>(b) either-</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued 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 Interests**

**8. Membership of other bodies**

8.1 Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council.

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8.2 Any body exercising functions of a public nature of which you are a member or in a position of general control or management.

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8.3 Any body directed to charitable purposes of which you are a member or in a position of general control or management.

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8.4 Any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

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**9. Disclosure of Gifts and Hospitality**

9.1 You must reveal the name of any person from whom you have received a gift or hospitality with an estimated value of at least £25 which you have received in your capacity as a member of the Council.

<b>Date of receipt of Gift/Hospitality</b>	<b>Name of Donor</b>	<b>Reason and Nature of Gift/Hospitality</b>


*You are reminded that you must update the register within 28 days of receiving any further gift or hospitality with an estimated value of at least £25 by completing a continuation sheet which may be obtained from Member Services*

**Changes to Registered Interests**

I understand that I must, within 28 days of becoming aware of any new or change in the above interests, including any change in relation to a sensitive interest, provide written notification thereof to the Council's Monitoring Officer.

I recognise that it is a breach of the Council's 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 give further notices in order to
  - bring up to date information given in this notice;
  - declare an interest that I acquire after the date of this notice and have to declare

and that any breach of the Code of Conduct can be referred to the Standards Committee.

Signed :

Date:

RECEIVED

Signed:

Date: