

# **Littlehampton Town Council**

## **Code of Members' Conduct**

### **Part 1 – General Provisions**

#### **1. Introduction and Interpretation**

This Code of Members' Conduct – 'Code' – is made under section 27(2) of the Localism Act 2011 and was adopted by Littlehampton Town Council on 28 June 2012.

1.1 This Code applies to you as a member of the authority.

1.2 You should read this Code together with the general principles of public life referred to in section 28(1) of the Localism Act 2011 and set out in Part 5.

1.3 It is your personal responsibility to comply with the provisions of this Code.

1.4 In this Code:

- 'meeting' means any meeting of:
  - a. the authority;
  - b. any of the authority's committees, sub-committees, joint committees or joint sub-committees;
  - c. members formal or informal meetings with other members and or with officers relating to the business of the authority.
- 'member' includes a co-opted member and an appointed member;
- 'register of member's interests' means the authority's register of member's pecuniary and other interests established and maintained by the authority's monitoring officer under section 29 of the Localism Act 2011.
- 'the authority' or 'your authority' means Littlehampton Town Council.

1.5 References to the authority's monitoring officer and the authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of Arun District Council which has functions in relation to the parish council for which it is responsible under sections 28(9) and 29(4) of the Localism Act 2011.

#### **2. Scope**

2.1 Subject to sub-paragraphs 2 and 3, 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.

2.2 This Code does not have effect in relation to your conduct other than where it is in your official capacity.

2.3 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 in so far as it conflicts with any other lawful obligations to which that other body may be subject.

2.4 It is a criminal offence, without reasonable excuse, a. to fail to notify the authority's monitoring officer of a disclosable pecuniary interest, as defined in paragraph 13.1 of this Code, b. to fail to disclose such an interest at a meeting – where it is not registered or notified, c. to fail to notify the monitoring officer of such an interest that is not on the register that you have disclosed at a meeting, d. to take part in discussions or votes at meetings with such an interest, or e. to take a decision where you have a disclosable pecuniary interest. It is also an offence to knowingly or recklessly provide false or misleading information to the authority's monitoring officer.

2.5 Any written allegation received by the authority's monitoring officer that you have failed to comply with this Code will be dealt with by the authority's monitoring officer or standards committee under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding a. whether to take action and b. what action to take in relation to you.

2.6 You must comply with any sanction imposed on you following a finding that you have breached the Code.

### **3. General Obligations**

3.1 You must treat others with respect.

3.2 You must not:

- a. do anything which may cause your authority to breach any of the equality enactments – as defined in the Equality Act 2010;
- 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

The member should consult the Clerk before taking a decision on whether or not to disclose confidential information; 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. the Responsible Financial Officer; or
- b. the authority's Monitoring Officer, where that officer is acting pursuant to his or her statutory duties.

**7.2. You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.**

## **Part 2 – Personal and Prejudicial Interests**

### **8. Personal interests**

8.1 You have a personal interest in any business of your authority where either:

- a. it relates to or is likely to affect:
  - i. 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 your authority;
  - ii. any body:
    - aa. exercising functions of a public nature;
    - bb. directed to charitable purposes; or
    - cc. 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;
  - iii. the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25; or
- b. a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward, as the case may be, affected by the decision

8.2 In sub-paragraph 8.1.b, a relevant person is:

- a. a member of your family or any person with whom you have a close association; or
- b. any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- c. any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- d. any body of a type described in sub-paragraph 8.1.a.i or ii.

### **9. Disclosure of Personal Interests**

9.1 Subject to sub-paragraphs 2 to 5, where you have a personal interest described in paragraph 8 above in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

9.2 Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8.1.a.i. or 8.1.a.ii.aa., you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

9.3 Where you have a personal interest in any business of the authority of the

type mentioned in paragraph 8.1.a.iii., you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

9.4 Sub-paragraph 1 only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

9.5 Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

9.6 This sub-paragraph does not apply to your authority.

9.7 This sub-paragraph does not apply to your authority.

## **10. Prejudicial Interest Generally**

10.1 Subject to sub-paragraph 2, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

10.2 You do not have a prejudicial interest in any business of the authority where that business:

- a. does not affect your financial position or the financial position of a person or body described in paragraph 8;
- b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
- c. relates to the functions of your authority in respect of:
  - i. this sub-paragraph does not apply to your authority;
  - ii. this sub-paragraph does not apply to your authority;
  - iii. statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
  - iv. an allowance, payment or indemnity given to members;
  - v. any ceremonial honour given to members; and
  - vi. setting council tax or a precept under the Local Government Finance Act 1992.

10.3 The determining of any approval, consent, licence, permission or registration as referred to in paragraph 10.2.b shall include the amendment, modification or variation of any such approval, consent, licence, permission or registration of any condition, limitation or term to which it is subject or the revoking of any approval, consent, licence, permission or registration.

**11. Paragraph 11 does not apply to your authority.**

**12. Effect of Prejudicial Interests on Participation**

12.1 Subject to sub-paragraph 2, where you have a prejudicial interest in any business of your authority:

- a. you must withdraw from the room or chamber where a meeting considering the business is being held:
  - i. in a case where sub-paragraph 2 applies, immediately after making representations, answering questions or giving evidence;
  - ii. in any other case, whenever it becomes apparent that the business is being considered at that meeting;unless you have obtained a dispensation from your authority.
- b. this sub-paragraph does not apply to your authority;
- c. you must not seek improperly to influence a decision about that business.

12.2 Where you have a prejudicial interest in any business of your authority, which is not a Disclosable Pecuniary Interest as described in Paragraph 13 and defined in section 30 of the Localism Act 2011, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

**Part 3 – Disclosable Pecuniary Interests**

**13. Description of Disclosable Pecuniary Interests**

13.1 Subject to sub-paragraphs 2 and 3 you have a Disclosable Pecuniary Interest in any business of your authority, as defined by section 30 of the Localism Act 2011, in relation to you or your partner where it relates to or is likely to affect any of the matters within the descriptions set out in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464.

13.2 In sub-paragraph 1 your partner means:

- a. your spouse or civil partner;
- b. a person with whom you are living as husband and wife; or
- c. a person with whom you are living as if you were civil partners.

13.3 In sub-paragraph 2 any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.

13.4 A list of the descriptions of Disclosable Pecuniary Interests referred to in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations is set out in Part 6.

13.5 There are criminal offences in relation to action you may take or fail to take concerning Disclosable Pecuniary Interests which are outlined in paragraph 2.4 of this Code and more particularly defined in section 34 or the Localism Act 2011.

#### **14. Disclosure of Disclosable Pecuniary Interests**

14.1 Where you have a Disclosable Pecuniary Interest in any business of your authority and you attend a meeting of your authority at which the business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.

14.2 If the Disclosable Pecuniary Interest is not already on your register of member's interests or the subject of a pending notification to the monitoring officer and is disclosed to the meeting you must notify the monitoring officer of the interest within 28 days of disclosure to the meeting.

#### **15. Effect of Disclosable Pecuniary Interests on participation**

15.1 Where you have a Disclosable Pecuniary Interest in any business of your authority:

- a. you must not participate or participate further in any discussions of the matter at a meeting; or
- b. participate in any vote or further vote taken on the matter at the meeting; and
- c. must withdraw from the room or chamber where the meeting considering the matter is being held unless you have received a dispensation from the authority.

15.2 You may participate in any business of your authority that relates to the functions of your authority in respect of:

- a. Housing, where you are a tenant of your authority, provided that those functions do not relate particularly to your tenancy or lease;
- b. School meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- c. Statutory sick pay under part xi of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- d. An allowance, payment or indemnity given to Members;
- e. Any ceremonial honour given to Members;
- f. Setting Council Tax or a precept under the Local Government Finance Act 1992 and

- g. Discussing and voting upon any issue which affects the District Council or the County Council, save where this likely to prejudice your judgement of the public interest.

#### **Part 4 – Registration of Members’ Interests**

##### **16. Requirements for Registration of Members’ Interests**

- 16.1 Subject to paragraph 17, you must, within 28 days of:
  - a. this Code being adopted by or applied to your authority; or
  - b. your election or appointment to office, where that is later, register in your authority’s register of members’ interests – maintained under section 29 of the Localism Act 2011 – details of i. your personal interests where they fall within a category mentioned in paragraph 8.1.a. and ii. your disclosable pecuniary interests where they fall within a category mentioned in paragraph 13, by providing written notification to your authority’s monitoring officer.
- 16.2 Subject to paragraph 17, you must, within 28 days of becoming aware of any new personal interest or Disclosable Pecuniary Interest or change to any personal interest or Disclosable Pecuniary Interest registered under paragraph 1, register details of that new personal interest or Disclosable Pecuniary Interest or change by providing written notification to your authority’s monitoring officer.
- 16.3 You must within 28 days, beginning with the date of the disclosure at the meeting, provide written notification to your authority’s monitoring officer of any Disclosable Pecuniary Interests disclosed at a meeting which is not already on the register or the subject of a pending notification.
- 16.4 Any interests notified to the authority’s monitoring officer will be included on the register of member’s interests.
- 16.5 A copy of the register of member’s interests will be available for public inspection and will be published on the authority’s website.

##### **17. Sensitive Information**

- 17.1 Where you consider that the information relating to any of your interests is sensitive information, and your authority’s monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 16.
- 17.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 1 is no longer sensitive information, notify your authority’s monitoring officer asking that the information be included in your authority’s register of members’ interests.
- 17.3 In this Code, ‘sensitive information’ means information whose availability for inspection by the public could lead to you or a person connected with you being subject to violence or intimidation.
- 17.4 The published register may state you have a personal or disclosable pecuniary interest details of which have been withheld under section 32(2) of the Localism Act 2011.



## **Part 5 – The General Principles of Public Life**

The general principles governing your conduct under section 28(1) of the Localism Act 2011 are set out below:

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try to inappropriately influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discriminate or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

### **6. Honesty**

Holders of public office should be truthful.

### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Part 6 – The categories of Disclosable Pecuniary Interests under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.**

A 'disclosable pecuniary interest' is an interest of yourself or your partner – which means 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 you are civil partners – within the following descriptions:

| <b>Interest</b>                                   | <b>Description</b>  |
|---|---|
| Employment, office, trade, profession or vocation | 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 relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts   | <p>Any contract which is made between the relevant person – or a body in which the relevant person has a beneficial interest – and the relevant authority:</p> <ul style="list-style-type: none"><li>a. under which goods or services are to be provided or works are to be executed; and</li><li>b. which has not been fully discharged.</li></ul>   |
| Land  | Any beneficial interest in land which is within the area of the relevant authority.   |
| Licences  | Any licence – alone or jointly with others – to occupy land in the area of the relevant authority for a month or longer.  |
| Corporate tenancies                               | <p>Any tenancy where, to M's knowledge:</p> <ul style="list-style-type: none"><li>a. the landlord is the relevant authority; and</li><li>b. the tenant is a body in which the relevant person has a beneficial interest.</li></ul>  |

## Securities

Any beneficial interest in securities of a body where:

- a. that body – to M’s knowledge – has a place of business or land in the area of the relevant authority; 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

- “the Act” means the Localism Act 2011;
- “body” in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- “director” includes a member of the committee of management of an industrial and provident society;
- “land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person – alone or jointly with another – to occupy the land or to receive income;
- “M” means a member of a relevant authority;
- “member” includes a co-opted member;
- “relevant authority” means the authority of which M is a member;
- “relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- “relevant person” means M or any other person referred to in section 30(3)(b) of the Act;
- “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.