

LUDGERSHALL TOWN COUNCIL



CODE OF CONDUCT

Adopted from 1st July 2012 (Revised & Adopted from 11th June 2019)

Pursuant to section 27 of the Localism Act 2011, Ludgershall Town Council ('the Council') has adopted this Code of Conduct to Promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example. When a member or co-opted member of the Council acts, claims to act or gives the impression of acting as a representative of the council, you have the following obligations:

1. You are expected to behave in such a way that a reasonable person would regard as respectful and you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
2. You must not act in a way which a reasonable person would regard as bullying or intimidatory.
3. You are expected to use the resources of the Council in accordance with its requirements.
4. You must not disclose information which is confidential or where disclosure is prohibited by law.
5. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
6. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
7. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
8. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

9. You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.

Registering and declaring pecuniary and non-pecuniary interests

10. You must, within 28 days of this Code being adopted by the Council, or your appointment as a member or co-opted member (where that is later), register with your authority's monitoring officer the interests which fall within the categories set out in Appendices A and B.
11. Upon your re-election to a member or re-appointment to a co-opted member, you must within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
12. You must register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
13. You need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

14. Where a matter arises at a meeting which relates to an interest in Appendix A you shall not participate in a discussion or vote on the matter. You only have to declare what your interest is if it is not already entered in the member's register of interests or if you have not notified the Monitoring Officer of it.
15. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, you shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, you shall disclose you have an interest but not the nature of it.
16. Where a matter arises at a meeting which relates to an interest in Appendix B, you shall not vote on the matter. You may speak on the matter only if members of the public are also allowed to speak at the meeting.
17. You only have to declare your interest in Appendix B if it is not already entered in your register of interests or you have not notified the Monitoring Officer of it or if you speak on the matter. If you hold an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, you shall declare the interest but not the nature of the interest.
18. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), you shall disclose the nature of the interest and not vote on the matter. You may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' you shall declare the interest but not the nature of the interest.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her 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.
Contracts	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	<p>Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any license (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the member’s knowledge) —</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

Securities	<p>Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where—</p> <p>(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either—</p> <p style="padding-left: 40px;">(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 style="padding-left: 40px;">(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 member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* 'director' includes a member of the committee of management of an industrial and provident society.

* '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.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.