



Lancing Parish Council

Code of Conduct

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The Parish Hall
South Street, Lancing
West Sussex, BN15 8AJ

www.lancingparishcouncil.gov.uk
admin@lancingparishcouncil.gov.uk
01903 753355

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1.0 INTRODUCTION

- 1.1 As a Member of Lancing Parish Council, Members 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.
- 1.2 This document provides an explanation as to the expectation of Members in relation to the seven principles of public life and the registration and disclosure of interests.
- 1.3 The registration and disclosure of interests are set out Appendix 1.
- 1.4 The Monitoring Officer for Lancing Parish Council is Adur District Council's Monitoring Officer.

2.0 THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, when acting in this capacity, Members are 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 Council;

2.1 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 families or their friends.

2.2 Integrity

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.

2.3 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.

2.4 Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

2.5 Openness

Holders of public office should be as open as possible about all the decisions and action they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands;

2.6 Honesty

Holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest; and

2.7 Leadership

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

3.0 DISCLOSABLE PECUNIARY INTERESTS

- 3.1 Subject to points 3.2 and 3.3, a Member that has a Disclosable Pecuniary Interest in any business of Lancing Parish Council (as defined by Section 30 of the Localism Act 2011) in relation to the Member and their partner where it relates to or is likely to affect any of the matters within the descriptions set out in the relevant Authority's (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464, namely:
- a) Employment, office, trade, profession or vocation;
 - b) Sponsorship;
 - c) Contract;
 - d) Land;
 - e) Licences;
 - f) Corporate tenancies;
 - g) Securities.
- 3.2 In sub-paragraph (1) above, partner means:
- a) A Member's spouse or civil partner;
 - b) A person with whom a Member is living as husband and wife; or
 - c) A person with whom a Member is living as if you were civil partners.
- 3.3 In sub-paragraph (2), any interest which a Member's partner may have is only treated as their interest if they are aware that their partner has the interest.
- 3.4 It is a criminal offence, for a Member, without reasonable excuse:
- a) To fail to notify the Monitoring Officer of a Disclosable Pecuniary Interest (as defined in point 3.1 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 in respect of such an interest; or
 - e) To take a decision where you have a Disclosable Pecuniary Interest.
- 3.5 It is also an offence for a Member to knowingly or recklessly provide false or misleading information to the Monitoring Officer in relation to Disclosable Pecuniary Interests.

4.0 DISCLOSURE OF DISCLOSABLE PECUNIARY INTERESTS

- 4.1 Subject to point 4.2, where a Member has a Disclosable Pecuniary Interest in any business of the Council and they attend a meeting of Lancing Parish Council or one of its Committees or Sub-Committees, at which the business is considered, they must disclose at that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- 4.2 Where a Member has a Disclosable Pecuniary Interest in any business of Lancing Parish Council, they need only disclose to the meeting the existence and nature of the interest if the interest is not already registered on their Register of Members Interests.
- 4.3 If the Disclosable Pecuniary Interest is not already on the Member's or co-opted member's Register of Members Interests or the subject of a pending notification to the Monitoring Officer and is disclosed to the meeting, the Member or co-opted member must notify the Monitoring Officer of the interest, in writing, within 28 days of disclosure to the meeting.

- 4.4 Where a Member and the Monitoring Officer considered that disclosure of the details of the Disclosable Pecuniary Interests could lead to the Member, or a person connected with the them, being subject to violence or intimidation, copies of the Register that are made available for inspection and any published version of the Register, would exclude details of the interests, but the Register will state that the Member has a Disclosable Pecuniary Interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

5.0 EFFECTS OF DISCLOSABLE PECUNIARY INTERESTS ON PARTICIPATION

Where the Member has a Disclosable Pecuniary Interest in any business of Lancing Parish Council, unless they have received a dispensation from the Monitoring Officer or Adur District Council's Standards Committee, they must:

- a) Not participate or participate further in any discussions of the matter at a meeting; or
- b) Not participate in any vote or further vote taken on the matter at the meeting; and
- c) Withdraw from the room or chamber where the meeting considering the matter is being held.

6.0 THE CONDUCT OF MEMBERS

Members of Lancing Parish Council will, in particular, address the statutory principles of the Code of Conduct by:

- a) Championing the needs of residents - the whole community and in a special way, their constituents, including those who did not vote for them, and putting their interests first;
- b) Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially;
- c) Not allowing other pressures, including the financial interests of the Member or co-opted member or others connected to them, to deter them from pursuing constituents' casework, interests of the Parish, or the good governance of the Council in a proper manner;
- d) Exercising independent judgment and not compromising their position by placing themselves under obligations to outside individuals or organisations who might seek to influence the way they perform their duties as a Member/Co-opted Member of Lancing Parish Council.
- e) Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit;
- f) Being accountable for their decisions and co-operating when scrutinised internally and externally, including by local residents;
- g) Contributing to making Lancing Parish Council's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding them and other Members to account, but restricting access to information when the wider public interest or the law requires it;
- h) Behaving in accordance with all their legal obligations, alongside any requirements contained within Lancing Parish Council's policies, protocols and procedures, including on the use of their resources;
- i) Valuing their colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between them that is essential to good local government;
- j) Always treating people with respect, including the organisations and public I engage with and those they work alongside; and
- k) Providing leadership through behaving in accordance with these principles and championing the interests of the community with other organisations, as well as within this authority.

8.0 FAILURE TO COMPLY

Any written allegations received by the Council that a Member has failed to comply with this Code will be dealt with by the Council as outlined in the Council's Standing Order. If it is found that a Member has failed to comply with the Code, the Council 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 the allegation.