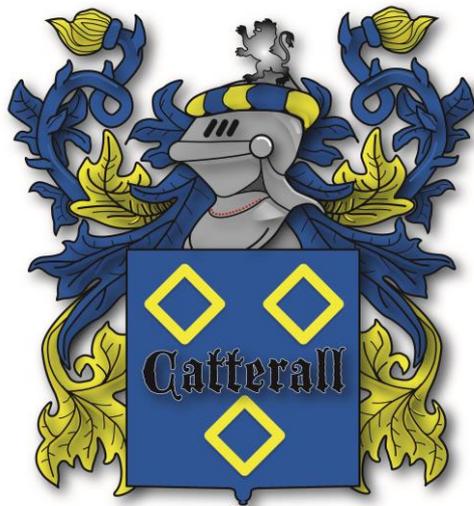


# Catterall Parish Council



## Code of Conduct

As an elected or co-opted member of Catterall Parish Council you must have regard to the following principles - **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 (or when you claim to act, or give the impression you are acting in your capacity as a member or when you are acting as a representative of the Council on another body):

1. You must uphold and have respect for the law.
2. You must treat others with respect (\* see advisory note).
3. You must have due regard, to advice provided by the Council's employees and treat those employees with respect.
4. 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.
5. 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.
6. 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.
7. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
8. 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.
9. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.
10. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

**\*Advisory Note** on treating others with respect

- If you make personal attacks or indulge in rude or offensive comments this may be interpreted as disrespectful behaviour.
- Bullying can include behaviour, which is inappropriate, unwelcome or offensive and which makes an individual or group feel undermined, hurt, humiliated or insulted. It can have a damaging effect on a victim's confidence, capability and health. Inappropriate behaviour, even if not intentionally malicious, may amount to bullying if the impact is, or could be perceived to be, significant. Bullying conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of their colleagues, through the press or social media. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying, particularly if there is not an imbalance of power or status between the perpetrator and the victim.

Bullying does not include criticisms, comments or other actions that are delivered in an appropriate manner and in an appropriate arena which can reasonably be considered to be part and parcel of healthy/lively debate.

### **Registering and declaring pecuniary and non-pecuniary interests**

1. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband of wife, or as if you were civil partners.
2. In addition, you must, within 28 days of taking office as a member or co-opted member, notify the Parish Clerk of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
3. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
4. Following any disclosure of an interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
5. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

February, 2021

<b>Date</b>	<b>Changes</b>	<b>Author</b>	<b>Presented</b>	<b>Minute</b>
February, 2021	Updated from S L C C model	G. Benson, clerk	March, 2021	3310