



DISS TOWN COUNCIL MEMBERS' CODE OF CONDUCT

Introduction

Pursuant to section 27 of the Localism Act 2011, Diss 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.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees or working parties.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, s/he has the following obligations.

1. S/he shall behave in such a way that a reasonable person would regard as respectful.
2. S/he shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. S/he shall not seek to improperly confer an advantage or disadvantage on any person.
4. S/he shall use the resources of the Council in accordance with its requirements.
5. S/he shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), s/he shall register all interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, s/he shall within 28 days re-register any interests in Appendices A and B.
8. A member shall register any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare on the public register of interests 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

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall withdraw from the meeting. S/he only has to declare what her/his interest is if it is not already entered in the member's register of interests or if s/he has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall withdraw from the meeting. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose s/he has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. S/he may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare her / his interest in Appendix B if it is not already entered in her / his register of interests or he/she has not notified the Monitoring Officer of it or if s/he speaks on the matter. If s/he holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, s/he shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest. S/he may speak on the matter only if members of the public are also allowed to speak at the meeting but the member shall not vote on the matter. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. Please refer to the Council's Dispensation Procedure.

Appendix A

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>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.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1).</p>
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> <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	Any beneficial interest in land which is within the area of 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> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

Appendix B

Any 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;
- (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;
- (iv) any body to which he/she is appointed or nominated by the Council;
- (v) any non-remunerated advice, guidance or consultancy provided on an ongoing basis, or specifically within the past 12 month period;
- (vi) any lobbying that has been participated in, or matters he/she has been lobbied on (particularly where he/she may be predetermined on an individual matter);
- (vii) any pecuniary interests held by other members of his/her family or close associates which are likely to impact on their role as a Councillor
- (viii) any other matters he/she considers should be disclosed