



Bulcote Parish Councillor Code of Conduct

This document is adapted from The Local Government Association Model Councillor Code of Conduct 2020 which includes further information to Councillors on declaration of interests, principles of public life and best practice guidelines.

The full document is available by clicking the following link: [Local Government Association Model Councillor Code of Conduct 2020 | Local Government Association](#)

This Code of Conduct shall be signed at each Annual Parish Council Meeting held in May, by all Councillors, and upheld until an individual ceases to be a Councillor.

Councillor Name (printed)	Councillor signature	Date

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The Local Government Association (LGA) encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

Application of this Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

General Conduct

1. Respect

As a Councillor:

- a. I will treat other Councillors and members of the public with respect.
- b. I will treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

2. Bullying, harassment and discrimination

As a Councillor:

- a. I will not bully any person.
- b. I will not harass any person.
- c. I will promote equalities and do not discriminate unlawfully against any person.

3. Impartiality of officers of the Council

As a Councillor:

- a. 3.1 I will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

4. Confidentiality and access to information

As a Councillor:

- a. I will not disclose information:
 - given to me in confidence by anyone
 - acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:
- b. I have received the consent of a person authorised to give it;
- c. I am required by law to do so;
- d. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person;
- e. the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the local authority; and
 - I have consulted the Monitoring Officer prior to its release.
- f. I will not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- g. I will not prevent anyone from getting information that they are entitled to by law.

5. Disrepute

As a Councillor:

- a. I do not bring my role or local authority into disrepute.

6. Use of position

As a Councillor:

- a. I will not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

7. Use of local authority resources and facilities

As a Councillor:

- a. I will not misuse Council resources.
- b. I will, when using the resources of the local authority or authorising their use by others:
 - act in accordance with the local authority's requirements;
 - ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

8. Complying with the Code of Conduct

As a Councillor:

- a. I will undertake Code of Conduct training provided by my local authority.
- b. I will cooperate with any Code of Conduct investigation and/or determination.
- c. I will not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- d. I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

- a. I have registered and disclosed my interests.

10. Gifts and hospitality

As a Councillor:

- a. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- b. I will register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- c. I will register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.