



Kingshurst Parish Council

Kingshurst parish Council Adapted 2023.

Code of Conduct for Councillors

I

being a duly elected Councillor/Co-opted Member for Kingshurst Parish Council hereby declare that I will undertake my duties as follows:

As a member of kingshurst Parish Council, I 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. I am committed to behaving in a manner that is consistent with the seven Nolan principles, which apply to the conduct of people in public life, to achieve best value for our residents and maintain public confidence in this authority.

The Nolan Principles are:

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 family, or their friends.

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.

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.

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.

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

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

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

BULLYING AND HARASSMENT*:

*Holders of public office must treat others with respect and must not pursue a course of conduct which amounts to bullying or harassment of another. *See Appendix 1*

The Act further provides for registration and disclosure of interests and in Kingshurst Parish Council this will be done as follows:

1. REGISTRATION OF MEMBERS' INTERESTS

(1) Subject to section 2(1), you must within 28 days of:- a) this Code being adopted by or applied to Kingshurst Parish Council; or b) your election or appointment to office (where that is later), register in Kingshurst Parish Council's Register of Members' Interests (maintained under section 81 (1) of the Local Government Act 2000) details of your personal interests by providing written notification to your authority's Monitoring Officer.

(2) Subject to section 2(1), you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph 1 register details of that new personal interest or change by providing written notification to your authority's Monitoring Officer. Note that you should also register unpaid directorships, trusteeships, management roles on charities and public bodies, and involvement in organisations to influence public opinion.

2. SENSITIVE INFORMATION

(1) Where you consider that the information relating to any of your personal interests is sensitive information, and Kingshurst Parish Council's Monitoring Officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under section 1.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under section 2(1) is no longer sensitive information, notify Kingshurst Parish Council's Monitoring Officer asking that the information be included in Kingshurst Parish Council's Register of Member's Interests.

(3) In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence, intimidation or harm. As a Member of Kingshurst Parish Council, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Kingshurst Parish Council/Solihull Borough Council or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- 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.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this 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 me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this Council's policies, protocols and procedures, including on the use of the Council's resources.
- Valuing my colleagues and Council's staff, (Clerk) and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority
- Recognise that it is presumed that I am acting in my official capacity, including on social media.

- Respecting confidentiality at all times. The General Data Protection regulation (GDPR), 2018, provides a legal framework that all Councillors are bound by. All Councillors must ensure they are familiar with both this guidance and the Council's Freedom of Information and Privacy Policies/Notices. The Council's GDPR Policy assigns responsibility to the Parish Clerk to be the data controller who has legal responsibility for how information on an individual is processed. Disclosing details of personal data is a breach of confidentiality and GDPR. As such the Council should report any breach to the Information Commissioner.

Recognising the importance of maintaining up-to-date knowledge and understanding of relevant policies, procedures and legislation by attending induction and up-date training as necessary and appropriate.

Signed:.....

Full name:.....

Date:.....

Appendix 1:

extract from <https://www.gov.uk/workplace-bullying-and-harassment>

Workplace bullying and harassment Bullying and harassment is behaviour that makes someone feel intimidated or offended.

Harassment is unlawful under the Equality Act 2010. Examples of bullying or harassing behaviour include:

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities

Bullying and harassment can happen:

- face-to-face
- by letter
- by email
- by phone

The law

Bullying itself is not against the law, but harassment is.

This is when the unwanted behaviour is related to one of the following:

- age
- sex
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

SCHEDULE

A pecuniary interest is a “disclosable pecuniary interest” if it is of a description specified in ***The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012*** (see table below) and either:

- (a) it is an interest of a member, or
- (b) it is an interest of the member’s spouse or civil partner, a person with whom the member is living as husband and wife, or a person with whom M is living as if they were civil partners

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards the election expenses of the member. 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	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— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the 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	Any tenancy where (to the member’s knowledge) (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where—

- (a) that body (to the member's knowledge) has a place of business or land in the area of the relevant authority; and
- (b) either—
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (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.