Mickleham Parish Council

Members' Code of Conduct

Adopted 10 September 2025

1. Introduction and Interpretation

1.1 This Code applies to you as a Member of Mickleham Parish Council ("the Council") when you act in your role as a Member.

1.2 This Code is based on, and is consistent with, the principles of public life set out in Section 28 of the Localism Act 2011: -

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership.

1.3 These principles define the standards that Members should uphold, and serve as a reminder of the purpose of the Code of Conduct. The principles can be defined as follows:

Selflessness: Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity: Members should not place themselves in situations where their integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

Objectivity: Members should take decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability: Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to their particular office.

Openness: Members should be as open as possible about their actions and those of the Council, and should be prepared to give reasons for those actions.

Honesty: Members should not place themselves in situations where their honesty may be questioned.

Leadership: Members should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.

1.4 It is your responsibility to comply with the provisions of this Code.

1.5 In this Code –

"meeting" means any meeting of

(a) the Council;
(b) any of the Council's committees, sub-committees or working groups.

"Member" includes a co-opted member

"Disclosable pecuniary interests" means interests defined as such in regulations made by the Secretary of State.

2. General Obligations

2.1 **Do** treat others with respect. In particular, **do not** discriminate unlawfully against any person, and **do** treat people with respect regardless of their race, age, religion or lack of any religion, gender, sex, sexual orientation or disability. **Do** also respect the impartiality and integrity of the Council's officers and employees.

2.2 **Do not** conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members or the principles contained in Section 28 of the Localism Act 2011 (see paragraphs 1.2 and 1.3 above).

2.3 **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

(i) you have the consent of a person authorised to give it;

(ii) it is already in the public domain other than by reason of your breach of this paragraph 2.3

(iii) you are required by law to do so;

(iv) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that, except as required by law, the third party agrees not to disclose the information to any other person; or

(v) you have consulted the Monitoring Officer and, if you wish, taken other independent legal advice prior to its release, to confirm that the disclosure is reasonable, in the public interest, made in good faith and in compliance with the reasonable requirements of the Council.

2.4 **Do not** prevent another person from gaining access to information to which that person is entitled by law.

2.5 **Do not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.

2.6. When using or authorising the use by others of the resources of the Council:

(1) **Do** act in accordance with the Council's reasonable requirements and policies;
(2) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
(3) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

3. Gifts and Hospitality

3.1 **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe may be) offered to you because you are a Member.

3.2 **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council, nor from persons who may apply to the Council for any permission, licence or other significant advantage.

3.3 **Do** register with the Monitoring Officer any such gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

4. Registration of Interests

4.1 **Do** notify the Monitoring Officer of your disclosable pecuniary interests, or other interests which the Council has decided are appropriate for registration, within 28 days of being elected or appointed to office.

4.2 **DO** notify the Monitoring Officer of any change in your disclosable pecuniary interests, or other interests which the Council has decided are appropriate for registration, within 28 days of the change taking effect.

4.3 **Do** notify the Monitoring Officer of any disclosable pecuniary interests, or other interests which the Council has decided are appropriate for registration, not already registered within 28 days of your re-election or re-appointment to office.

4.4 **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person.

4.5 **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of, or your occupation of a position of general control or management in, the following bodies:

(i) bodies to which you have been appointed or nominated by the Council;
(ii) bodies exercising functions of a public nature;
(iii) bodies directed to charitable purposes;
(iv) bodies one of whose principal purposes includes the influence of public opinion or policy.

5. Disclosure of Interests and Participation

5.1 **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for registration.

5.2 **Do** notify the Monitoring Officer of any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for registration, not already registered, that is disclosed to a meeting under paragraph 5 (1) above, within 28 days of the disclosure.

5.3 **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter.

6. Predetermination

6.1 Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.

6.2 However, **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

6.3 When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made.

7. Dispensation

7.1 You do not have a disclosable pecuniary interest in any business of your Council where that business relates to the setting of council tax or a precept under the Local Government Finance Act 1992.

END.