



CODE OF CONDUCT

In accordance with section 27 of the Localism Act 2011, Attleborough Town Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its 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, acknowledging that they each have a responsibility to represent the community and work constructively with the council's staff and partner organisations to secure better social, economic, and environmental outcomes for Attleborough Town.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a member of any committee or sub-committee of the Council who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

1 Expected Behaviour

a) All members must be committed to behaving in a manner that is consistent with the following general principles governing councillors conduct under the Relevant Authorities (General Principles) Order 2001, as set out below:

- Selflessness

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

- Honesty and Integrity

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

- Objectivity

Members should make 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 co-operate 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 their authority and should be prepared to give reasons for those actions.

- Personal Judgement

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

- Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

- Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

- Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

- 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.

b) When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations:

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

2 Dress Code

Our dress code outlines how we expect our members to dress at meetings, and at other public events whilst representing the Council in front of residents, visitors or other parties. Members should note that their appearance can create a positive or negative impression that reflects on our Council and our Culture.

- Members must be clean and well-presented. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must be appropriate to a role in public office.
- Members must avoid clothes with stamps that are offensive or inappropriate.

3 Confidentiality Requirement

- a) Under the legal requirement of The Local Authorities (Model Code of Conduct) Order 2007 to include a confidentiality clause in the Code of Conduct, the following must be observed by all Councillors.
- b) Members must not disclose to anyone else any information given to me in confidence; nor disclose any information coming into their possession (including at a meeting or committee meeting of the Council) which they believe or might reasonably be expected to believe to be of a confidential nature; except in one of the following circumstances:
- they have received the consent of a person authorised to give it; or
 - they are required by law to do so; or
 - the disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party undertakes not to disclose the information to any other person; or
 - the disclosure is reasonable and in the public interest and made in good faith to comply with a reasonable requirement of the Council.

4 Registration of Interests

- a) 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), he/she shall register with Breckland Council's Monitoring Officer of the interests which fall within the categories set out in clause 4.
- b) Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with Breckland Council's Monitoring Officer any interests set out in clause 4.
- c) A member shall register with Breckland Council's Monitoring Officer any change to interests or new interests in set out in clause 4 within 28 days of becoming aware of it.
- d) A member need only declare the existence but not the details of any interest which Breckland Council's 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.

5 Description of Interests

Subject	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 to the member during the 12-month period ending on the latest date referred to in clause 3(a) above for expenses incurred by him/her in carrying out

	<p>his/her duties as a member, or towards his/her election expenses.</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.</p>
Contracts	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of**) and the Council —</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	<p>Any beneficial interest in land which is within the area of the Council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.</p>
Corporate Tenancies	<p>Any tenancy where (to the member's knowledge)—</p> <p>a) the landlord is the Council; and</p> <p>b) the landlord is the Council; and</p> <p>c) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities** of.</p>
Securities	<p>Any beneficial interest in securities** of a body where—</p> <p>a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>b) either—</p> <ul style="list-style-type: none"> • the total nominal value of the securities** exceeds £25,000 or one hundredth of the total issued share capital of that body; or • 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 member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial

	interest exceeds one hundredth of the total issued share capital of that class.
Other Interests	<p>Any other interest which relates to or is likely to affect:</p> <p>a) anybody of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;</p> <p>b) anybody</p> <ul style="list-style-type: none"> • exercising functions of a public nature; • directed to charitable purposes; or • 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; <p>c) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office. Please refer to clause 6 for more information.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

** 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

6 Declaration of Interests at Meetings & Dispensations

- a) Where a matter arises at a meeting which relates to an interest listed in clause 3 the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Please refer to the Council's Meetings Protocol for more information.
- b) On a written request made to the Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in clause 3 if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation. Please refer to the Council's Meetings Protocol for more information.

7 Gifts & Hospitality

- Councillors are required to register any gifts or hospitality worth £50 or over that you receive in connection with your official duties, and the source of the gift or hospitality. You must notify the Council in writing within 28 days of receiving it.
- As with other registered interests, you have a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving you a gift or hospitality. You must declare the existence and nature of the gift or hospitality as an interest at the meeting. You will also need to consider whether your interest is prejudicial.
- The receipt of gifts or hospitality can be misinterpreted. This is intended to help you to consider the implications of receiving gifts and hospitality and to make an appropriate judgement. Treat with extreme caution any offer or gift, favour or hospitality that is made
- to you personally which may possibly be perceived to be in connection with your position within the Council.
- Your personal reputation and that of the Council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

8 Code of Conduct Complaints

- a) Upon notification by Breckland Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Clerk shall report this to the council.
- b) Where the notification in 7(a) above relates to a complaint made by the Clerk, the Clerk shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been concluded.
- c) The council may:
 - provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) Upon notification by Breckland Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

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