



CODE OF CONDUCT

Revised May 2018

Introduction

1. This Code applies to Members of Royal Sutton Coldfield Town Council.

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

Scope

2. Members of the Council must comply with this Code whenever they
 - (a) conduct the business of Royal Sutton Coldfield Town Council; or
 - (b) act, claim to act or give the impression they are acting as a representative of Royal Sutton Coldfield Town Council.

3. General Obligations

3.1 In accordance with the Localism Act provisions, when acting in this capacity Members of the Council should behave in a manner that is consistent with the following principles of public life:

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.

3.2. Members of the Council should not:-

- (a) Bring the authority or their office into disrepute.
- (b) Use the authority's resources which includes the Council's address and email address for any personal, party political or non-Council purposes.
- (c) Compromise the impartiality of people who work for the authority.
- (d) Discriminate against people on the grounds of race, gender, disability, religion or belief, sexual orientation and age.
- (e) Bully, intimidate or attempt to intimidate others.
- (f) Use their position improperly for personal gain or to advantage you're their friends or close associates.
- (g) Participate in meetings or be involved in decision-making where they have a pecuniary interest –
- (h) Disclose confidential information, other than in exceptional circumstances – refer to the Town Clerk if they are unsure.
- (i) Prevent anyone getting information they are entitled to.

3.3 Members must register gifts and hospitality received with a value of £25 or more. Please see the Town Council policy on accepting gifts and hospitality.

REGISTRATION AND DISCLOSURE OF PECUNIARY INTERESTS

As a Member¹ of Royal Sutton Coldfield Town Council (“the Council”) you are required to register certain interests (known as “disclosable pecuniary interests”) of your own and of your partner². These interests are set out in the table below.

When you are present at a meeting of the Council and you have a disclosable pecuniary interest (**which includes your own interest and that of your partner**) in any matter being considered which is entered in the Council’s register of interests, you do not need to disclose it to the meeting, but you will withdraw from the meeting room when the matter is being discussed and will not participate, or participate further, in any discussion of, or any vote taken on, the matter at the meeting.

If your disclosable pecuniary interest (**which includes your own interest and that of your partner**) is not entered in the Council’s register of interests, you will disclose its existence and, unless it is a sensitive interest³, its nature, to the meeting and will notify the Monitoring Officer⁴ of the interest within 28 days of the meeting. You will withdraw from the meeting room when the matter is being discussed and will not participate, or participate further, in any discussion of, or any vote taken on, the matter at the meeting.

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain by you or your partner
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period ⁵ in respect of any expenses incurred by you in carrying out your duties as a member, or towards your election expenses. 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 “member” means a member of the Council and includes a co-opted member;

² Partner includes your spouse, civil partner or person with whom you are living as if they were your spouse or civil partner

³ An interest is sensitive if its nature is such that you, and your Monitoring Officer, consider that its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

⁴ The Monitoring Officer of the Principal Authority, Birmingham City Council.

⁵ “relevant period” means the period of 12 months ending with the day on which you give a notification of its existence

Contracts	Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest ⁶) and the Council; (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 ⁷ which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge); (a) the landlord is the Council ; and (b) the tenant is a body in which you or your partner has a beneficial interest.
Securities	Any beneficial interest in securities ⁸ of a body where; (a) that body (to your knowledge) has a place of business or land in the area of the Council ; 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 you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

6 “body in which the relevant person has a beneficial interest” means a firm in which you or your partner is a partner or a body corporate of which you or your partner is a director, or in the securities of which you or your partner has a beneficial interest; and “director” includes a member of the committee of management of an industrial and provident society

7 “land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

8 “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.