

CODE OF CONDUCT OF MELTON BOROUGH COUNCIL

You are a member or co opted member of Melton Borough Council and as such when performing your role as a member or co opted member you are bound by this Code of Conduct. This code also applies to you in your private life if you are convicted of a criminal offence.

1. Obligations

1.1 You will have regard to the following:-

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.

1.2 Accordingly, when acting in your capacity as a Member or co-opted Member:-

1.2.1 You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain

financial or other material benefits for yourself, your family, a friend or close associate.

- 1.2.2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- 1.2.3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- 1.2.4 You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- 1.2.5 Where you have disclosed a pecuniary interest, you must leave the room where a meeting is considering business in which you have an interest and not participate in the discussion or voting.
- 1.2.6 You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- 1.2.7 You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in below.
- 1.2.8 You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- 1.2.9 You must strive to establish respectful and courteous relationships with everyone you come into contact with as a Member, follow adopted corporate operational policies of the Council, not disclose or use confidential information for any other purpose other than that provided by the law or use council resources for the undertaking of the Council duties and not for any other purposes.

2. Disclosable Pecuniary Interests

- 2.1 Subject to Paragraph 5 (sensitive interests), you must within 28 days of
 - (a) this code being adopted or
 - (b) your election or appointment (where that is later)

Notify the Monitoring Officer of any Disclosable Pecuniary Interests where such an interest is

- (i) yours,
- (ii) your spouse's or civil partner's or

(iii) somebody with whom you are living as husband and wife or civil partners
and you are aware that that person has the interest

- 2.2 You must within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Monitoring Officer in writing
- 2.3 You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State
- 2.4 Where such an interest exists you must disclose the interest to any meeting of the authority at which you are present, where you have a Disclosable Interest in any matter being considered and where the matter is not a 'sensitive interest' or where no dispensation has been given.
- 2.5 Following any disclosure of an interest not on the authority's register you must notify the Monitoring Officer in writing of the interest within 28 days beginning with the date of disclosure.
- 2.6 Where you have a Disclosable Pecuniary Interest you must not vote or participate in the discussions on the matter and will leave the room.

3. Disclosable Non-Pecuniary Interests and Non Disclosable Pecuniary Interests

- 3.1 Subject to Paragraph 5 (sensitive interests), you must within 28 days of
 - (a) this code being adopted or
 - (b) your election or appointment (where that is later)notify the Monitoring Officer of any Disclosable Non-Pecuniary Interests.
- 3.2 You have a Disclosable Non-Pecuniary Interest if it is contained on the register of interests form.
- 3.3 Where you have a Disclosable Non-Pecuniary Interest you may remain in the meeting, speak and vote on the matter unless to do would compromise your impartiality obligations or any other obligations set out in this Code.
- 3.4 You have a Non Disclosable Pecuniary Interest if the interest is specified as a Pecuniary Interest by Regulations and it is the interest of an immediate member of your family (parents, children, siblings, aunts, uncles, grandparents) or a close associate.
- 3.5 Where you have a Non Disclosable Pecuniary Interest you should declare that interest when the interest arises and you must not vote or participate in the discussions on the matter and will leave the room.

4. Dispensations

- 4.1 Dispensations may be granted by the Governance Committee only on request in writing from you. Dispensations will only be granted where there are reasonable grounds for doing so and where such grounds are in the public interest.

5. Sensitive Interests

- 5.1 A 'sensitive interest' is where disclosure of an interest of the member or co-opted member, would, in the opinion of the Governance Committee, lead to the member or co-opted member, or a person connected with the member or co-opted member, be subject to violence or intimidation.

Appendix 1 - Definitions

"Meeting" means any meeting of the Council, any of the Council's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"Member" means any person being an elected or co-opted member of the Authority and any independent person appointed by the Council to assist with the discharge of the Code of Conduct functions.

In relation to a **parish council**, references to an authority's Monitoring Officer is the Monitoring Officer of the Borough Council

In relation to **corporate operational policies** these are policies such as personnel policies, financial procedure rules, equalities policies or IT policies.