

COMMUNITY COUNCIL CODE OF CONDUCT

This Code of Conduct adopted by the Council is a **legal document** that guides councillors to make sure they maintain proper standards of behaviour as members of Council. When councillors sign the “Declaration of Acceptance of Office” they also agree to abide by this Code. It is designed to enshrine the following basic principles laid down by the National Assembly for Wales.

- Selflessness
- Honesty
- Integrity and Propriety
- Duty to uphold the law
- Stewardship
- Objectivity in decision making
- Equality and Respect
- Openness
- Accountability
- Leadership

The essence of this Code is that councillors agree to act in such a way as to reflect these basic principles, and to act openly and honourably in the public interest. Councillors agree never to use their position to secure personal advantage or to avoid disadvantages to themselves, their family, their friends or close personal and/or business associates. Councillors also agree not to use their position to disadvantage others. Councillors should seek never to bring themselves, as members of Council, or the Council itself into disrepute.

Councillors shall agree to

- Promote equality
- Treat others with respect
- Provide access to information where appropriate
- Make decisions on the merits of the case and in the public interest
- Make decisions with regard to the advice of officers
- Abide by the rules on allowances and expenses
- Avoid accepting unofficial gifts, hospitality, and other benefits and services
- Report possible breaches of the Code by other members
- Report possible criminal behaviour by other members

Councillors also agree that they shall not

- Disclose information given in confidence
- Compromise the impartiality of Council staff
- Use Council resources improperly for private purposes
- Make vexatious or malicious complaints

Councillors shall declare any **personal interest** as soon as they are aware that they (or any person close to them) might benefit, more than most other constituents, from the outcome of any matter under discussion by Council. This applies whether it is a full Council meeting or committee session. Where necessary, such declarations should be made before the relevant agenda item is addressed.

Where such declarations of personal interest are made, the councillor so declaring must withdraw from the discussions, unless granted special dispensation. The councillor may speak (but not vote) if the matter relates to

- Another relevant authority of which the councillor is a member
- An organisation on which the councillor represents the Council

Personal interests include the councillor's employer, landholdings in the community which the councillor serves, and membership or posts of control in other organisations. Disclosed interests (and any gifts or hospitality received) shall be registered with the Clerk of the Council where arrangements are in place for the Clerk to keep such a register.

The Clerk to the Council may give advice on request but councillors agree that the **basic responsibility for compliance with this Code remains with them upon signing up to it.**

This Code of Conduct is designed to protect the electors, the Council and those elected to serve as councillors.

CODICIL TO ABOVE DOCUMENT

The above Code of Conduct should be interpreted in light of the Model Code of Conduct to be found in the attached document.