



Barrowby Parish Council

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Code Of Conduct

Document control

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1. Introduction

This Code of Conduct has been adopted by Barrowby Parish Council pursuant to section 27 of the Localism Act 2011.

The purpose of this Code is to:

- promote and maintain high standards of conduct by members and co-opted members of the Council;
- assist members in modelling the behaviour expected of those in public office;
- provide a clear framework for conduct when acting in an official capacity;
- protect the reputation of the Council; and
- promote public confidence in local government.

This Code is based on the **Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.**

2. Definitions

For the purposes of this Code:

“Council” means Barrowby Parish Council.

“Member” means an elected member of the Council and includes a co-opted member unless otherwise stated.

“Co-opted member” means a person who is not an elected member of the Council but who is appointed to a committee or sub-committee of the Council, or represents the Council on a joint committee or similar body, and who is entitled to vote.

“Meeting” means any meeting of the Council, or of any committee, sub-committee, joint committee or joint sub-committee of the Council.

“Monitoring Officer” means the Monitoring Officer of the principal authority.

“Disclosable Pecuniary Interest” or **“DPI”** means an interest described in regulations made under section 30 of the Localism Act 2011 and set out in Appendix 1.

“Other Registerable Interest” means an interest of the type set out in Appendix 2.

“Non-Registerable Interest” means an interest which is not required to be registered but which relates to or affects a member’s financial interest or wellbeing, or that of a relative or close associate, as set out in this Code.

“Official capacity” includes when a member:

- acts as, claims to act as, or gives the impression of acting as a representative of the Council;
- is acting as a member of the Council, its committees or sub-committees;
- is representing the Council on another body; or
- is communicating, including on social media, in a way that a reasonable person would regard as being connected with their role as a councillor.

3. Scope of the Code

This Code applies whenever a member is acting in their official capacity.

This Code may also apply where a member’s conduct could reasonably be regarded as bringing their office or the Council into disrepute.

This Code does not seek to regulate a member’s purely private life unless the conduct is sufficiently connected to their public role.

4. General Principles of Member Conduct

A member must act with integrity, courtesy and respect, and must not conduct themselves in a manner which could reasonably be regarded as bringing their office or the Council into disrepute.

5. Standards of Conduct

When acting in an official capacity, a member shall:

Respect

5.1 Treat other members, officers, employees, contractors, volunteers, partner organisations and members of the public with civility and respect.

5.2 Not bully, harass, intimidate or unlawfully discriminate against any person.

5.3 Promote a professional and respectful working environment and support the Council's commitment to civility and respect.

Proper behaviour

5.4 Not bring their role or the Council into disrepute.

5.5 Not use or attempt to use their position improperly to secure an advantage or disadvantage for themselves or any other person.

5.6 Not make trivial, malicious or vexatious complaints against other members, officers, employees or any other person.

5.7 Not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.

Use of resources and information

5.8 Use Council resources only for proper purposes and in accordance with the Council's requirements and policies.

5.9 Not misuse Council resources.

5.10 Not disclose information:

- given to them in confidence; or
- which they believe, or ought reasonably to be aware, is of a confidential nature,

unless:

- they have 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 agrees not to disclose the information to any other person; or
- the disclosure is otherwise proper and reasonable and in the public interest.

5.11 Not prevent another person from gaining access to information to which that person is entitled by law.

Decision-making

5.12 Act lawfully and make decisions on merit, having regard to relevant advice, all relevant information, and the public interest.

5.13 Have regard to the Council's duty to act fairly and reasonably and to the rules of natural justice.

5.14 When involved in regulatory, quasi-judicial or decision-making matters, approach each matter with an open mind and avoid predetermination.

Accountability and leadership

5.15 Be accountable for their conduct.

5.16 Cooperate, where appropriate, with any standards investigation, complaint process, or reasonable request made by the Monitoring Officer or the Council in connection with this Code.

5.17 Show leadership by example and uphold the high standards expected of a councillor.

6. Registration of Interests

6.1 Within 28 days of:

- this Code being adopted by the Council; or
- the member's election; or
- the co-opted member's appointment,

whichever is later, the member must register with the Monitoring Officer the interests set out in Appendices 1 and 2.

6.2 A member must, within 28 days of becoming aware of any new interest or change to a registered interest, notify the Monitoring Officer of that interest or change.

6.3 Upon re-election or re-appointment, a member must re-register interests as required by law or by the principal authority's arrangements.

6.4 A member need only disclose the existence, but not the details, of a **sensitive interest** where the Monitoring Officer agrees that disclosure of the details could lead to the member, or a person connected with the member, being subject to violence or intimidation.

7. Declaration of Interests at Meetings

7.1 Where a matter arises at a meeting which relates to a **Disclosable Pecuniary Interest**:

- the member must disclose the interest if it is not already registered or otherwise recorded;
- the member must not participate in any discussion of the matter;
- the member must not participate in any vote on the matter; and

- the member must leave the room or meeting area while the matter is being considered, unless a dispensation has been granted or the member is permitted to address the meeting in the same way as a member of the public and then leaves immediately afterwards.

7.2 Other Registerable Interests

Where a matter arises at a meeting which **directly relates to the financial interest or wellbeing** of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest, you need only disclose that you have an interest and not its nature.

7.3 Non-Registerable Interests

Where a matter arises at a meeting which **directly relates to:**

- your own financial interest or wellbeing, where that interest is not a Disclosable Pecuniary Interest; or
- the financial interest or wellbeing of a relative or close associate,

you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest, you need only disclose that you have an interest and not its nature.

7.4 Interests that affect financial interests or wellbeing

Where a matter arises at a meeting which **affects:**

- the member's own financial interest or wellbeing; or
- the financial interest or wellbeing of a relative or close associate; or
- the financial interest or wellbeing of a body included under Other Registerable Interests,

the member must disclose the interest where:

- the matter affects that financial interest or wellbeing to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the parish affected by the decision; and
- a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

In those circumstances, you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest, you need only disclose that you have an interest and not its nature

8. Gifts and Hospitality

8.1 A member must not accept gifts, hospitality, favours or services which could reasonably be perceived as placing them under an improper obligation or influencing them in the performance of their duties.

8.2 A member must register with the Monitoring Officer any gift or hospitality with an estimated value of **£50 or more**, received by virtue of their office, within 28 days of receipt.

8.3 A member should also consider declaring any gift or hospitality below that level where acceptance could reasonably be perceived as affecting their impartiality.

8.4 A member should also consider registering any significant gift or hospitality offered and refused where this would assist transparency and protect the member and the Council.

9. Dispensations

9.1 On a written request made to the Proper Officer, the Council may grant a dispensation to a member under the relevant statutory provisions.

9.2 A dispensation may be granted where:

- without the dispensation, the number of persons prohibited from participating would impede the transaction of Council business;
- it is in the interests of persons living in the Council's area to grant the dispensation;
- it is otherwise appropriate to grant a dispensation; or
- any other statutory ground applies.

9.3 Any dispensation should be recorded in writing and retained with the Council's records.

10. Complaints and Alleged Breaches

10.1 Alleged breaches of this Code shall be dealt with in accordance with the standards arrangements of the principal authority and any local procedures adopted by the Council which are consistent with those arrangements.

10.2 Nothing in this Code prevents informal resolution of concerns where appropriate.

10.3 A member must not victimise or retaliate against any person because they have made, or may make, a complaint alleging a breach of this Code.

11. Training

11.1 Members should undertake Code of Conduct and interests training on election, co-option and thereafter as reasonably required.

11.2 The Council supports regular training and awareness to promote civility, respect, good governance and lawful decision-making.

12. Review

This Code shall be reviewed periodically by the Council and may be amended from time to time to reflect legislative changes, principal authority requirements, or best practice.

Appendix 1

Disclosable Pecuniary Interests

For the purposes of this Code, the following are Disclosable Pecuniary Interests, subject to the statutory definitions and any guidance issued by the principal authority:

1. Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

2. Sponsorship

Any payment or financial benefit, other than from the Council, made or provided within the relevant period in respect of expenses incurred in carrying out duties as a member, or towards election expenses. This includes any payment or financial benefit from a trade union.

3. Contracts

Any contract made between the member, or the member's spouse or civil partner or person with whom the member lives as such, or a body in which such a person has a relevant interest, and the Council:

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

4. Land

Any beneficial interest in land within the area of the Council.

5. Licences

Any licence, alone or jointly with others, to occupy land in the Council's area for a month or longer.

6. Corporate tenancies

Any tenancy where, to the member's knowledge:

- the landlord is the Council; and
- the tenant is a body in which the member, or the member's spouse or civil partner or person with whom the member lives as such, has a beneficial interest.

7. Securities

Any beneficial interest in securities of a body where:

- that body, to the member's knowledge, has a place of business or land in the Council's area; and
- either:
 - 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 body has more than one class of share, the total nominal value of the shares of any one class exceeds one hundredth of the total issued share capital of that class.

Appendix 2

Other Registerable Interests

A member must register as an Other Registerable Interest:

1. Any unpaid directorship.
2. Any body of which the member is in a position of general control or management and to which the member is nominated or appointed by the Council.
3. Any body:
 - 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 is a member or is in a position of general control or management.

4. Any gifts or hospitality with an estimated value of £50 or more received by virtue of office.

Appendix 3

The Seven Principles of Public Life

Members of public bodies should uphold the following principles:

Selflessness – Holders of public office should act solely in terms of the public interest.

Integrity – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.

Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit.

Accountability – Holders of public office are accountable to the public for their decisions and actions.

Openness – Holders of public office should act and take decisions in an open and transparent manner.

Honesty – Holders of public office should be truthful.

Leadership – Holders of public office should exhibit these principles in their own behaviour and treat others with respect.