

OGBOURNE ST ANDREW PARISH COUNCIL

CODE OF CONDUCT

This Code of Conduct should be read in conjunction with the guidance set out in Appendix 1.

As a Member or Co-opted Member of Ogbourne St Andrew Parish Council, I shall have regard to 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. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.
- **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** - Holders of public office should be truthful.
- **Leadership** - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

To uphold these principles, I will follow the below Code of Conduct whilst carrying out my role.

1. Respect

- 1.1 I treat other Councillors and members of the public with respect.
- 1.2 I treat local authority employees including the Parish Clerk, employees and representatives of partner organisations and those volunteering for the Parish Council with respect and respect the role they play.

2. Bullying, harassment, and discrimination

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

3. Impartiality of officers of the council

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Parish Council or local authority.

4. Confidentiality and access to information

4.1 I do not disclose information:

4.1.1 given to me in confidence by anyone;

4.1.2 acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

4.1.2.1 I have received the consent of a person authorised to give it;

4.1.2.2 I am required by law to do so; The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

4.1.2.3 The disclosure is:

a) Reasonable and in the public interest; and

b) made in good faith and in compliance with the reasonable requirements of the local authority; and

c) I have consulted the Chair of the Parish Council prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests

4.3 I do not prevent anyone from getting information that they are entitled to by law

5. Disrepute

5.1 I do not bring my role or the Parish Council into disrepute.

6. Use of position

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I do not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

7. Use of local authority resources and facilities

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the council or authorising their use by others:

- 7.2.1 act in accordance with the local authority's requirements; and
- 7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

8. Complying with the Code of Conduct

- 8.1 I undertake Code of Conduct training provided online or in written form.
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4 I comply with all sanctions imposed on me and any recommendations agreed to be undertaken by me following a finding that I have breached the Code of Conduct and any undertakings that I have agreed to fulfil as part of the informal/alternative resolution of any alleged breach of the Code of Conduct.

9. Interests

- I register and disclose my interests.

10. Gifts and Hospitality

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority, or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2 I register with the Parish Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3 I register with the Parish Clerk any significant gift or hospitality that I have been offered but have refused to accept

11. Taking Decisions

- 11.1 When carrying out my public duties, I make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- 11.2 I am as open as possible about my decisions and actions and the decisions and actions of my Parish Council, and am prepared to give reasons for those decisions and actions.
- 11.3 I am accountable for my decisions to the public and will co-operate fully with whatever scrutiny is appropriate to my office.

Application of the Code of Conduct

- 1.1 The Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Member or attend your first meeting as a Co-opted Member and continues to apply to you until you cease to be a Member.
- 1.2 This Code of Conduct applies to you when you are acting in your capacity as a Member which may include when:
 - 1.2.1 you misuse your position as a Member;
 - 1.2.2 Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Member.
- 1.3 The Code applies to all forms of communication and interaction, including:
 - 1.3.1 at face-to-face meetings;
 - 1.3.2 at online or telephone meetings;
 - 1.3.3 in written communication;
 - 1.3.4 in verbal communication;
 - 1.3.5 in non-verbal communication;
 - 1.3.6 in electronic and social media communication, posts, statements and comments.
- 1.4 You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Member.

Date	Version Number	Amendments	Next Review
07/05/25	Draft		
07/07/25	1		July 2026