STILTON PARISH COUNCIL

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Code of Conduct

Introduction

Stilton Parish Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority.

As an elected or co-opted member of Stilton Parish Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

Principles of the Code of Conduct

In accordance with the Localism Act 2011 provisions, when acting in this capacity a councillor is committed to behaving in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in this authority.

The following are the statutory principles of the Code of Conduct:

- 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. Application

1.1 This Code of Conduct applies to you whenever you are acting in your capacity as a member, or co-opted member, of the authority, including:

- formal meetings of the authority
- when acting as a representative of the authority
- in taking any decision as a Parish Councillor
- in discharging your functions as a Parish Councillor
- when corresponding with the authority other than in a private capacity.

1.2 In this Code "meeting" means any meeting organised by or on behalf of the authority including:

- any meeting of the Council, or a Committee, Sub-Committee or Working Group
- any briefing by the Clerk or officers of other authorities
- any site visit.

2. General Conduct

You must

2.1 Provide leadership to the authority and communities within its area, by personal example

2.2 Respect others and not bully or threaten or attempt to bully or threaten any person

2.3 Respect the confidentiality of information, which you receive as a Member by-

2.3.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
2.3.2 not obstructing third parties' legal rights of access to information

2.4 Not conduct yourself in a manner which is likely to bring the Authority into disrepute.

2.5 Use your position as a Member in the public interest and not for personal advantage.

2.6 Comply with the Authority's reasonable rules on the use of public resources for private and political purposes.

2.7 Exercise your own independent judgement, taking decisions for good and substantial reasons by

2.7.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;
2.7.2 paying due regard to the advice of Officers, and in particular to the advice of the statutory officers; and
2.7.3 stating the reasons for your decisions where those reasons are not otherwise apparent

2.8 do nothing that causes the Authority to act unlawfully.

3. Register of Interests

3.1 Within 28 days of this Code being adopted by the Council, or your election (if later), you must register with the Monitoring Officer any interests that fall under any of the descriptions listed in Appendices A and B of this Code.

3.2 You must ensure that your Register of Interests is kept up to date and must notify the Monitoring Officer in writing within 28 days of becoming aware of any change in any of the descriptions listed in Appendices A and B of this Code.

4. Disclosable Pecuniary Interests

4.1 You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary State, as set out at Appendix A to this Code, and either:

a) it is an interest of yours; or

b) it is an interest of:

- your spouse or civil partner; or
- a person with whom you are living as husband and wife; or
- iii) a person with whom you are living as if you were civil partners and you are
- aware that other person has the interest.

4.2 You must:

4.2.1 make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent. Where the interest is deemed a "sensitive interest" you need only declare the existence of the interest but not the detail;

4.2.2 where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not:

(i) participate, or participate further, in any discussion of the matter at the meeting;
(ii) remain in the meeting whilst the matter is being debated;
(iii) participate in any vote taken on the matter at the meeting;

unless you have obtained a dispensation from the Monitoring Officer.

5. Non-Statutory Disclosable Interests

5.1 In addition to the requirements of Paragraph 4, if you attend a meeting at which any item of business is to be considered and you are aware that you have a "non-statutory disclosable interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

5.2 You have a "non-statutory disclosable interest" in an item of business of your authority where –

5.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or

5.2.2 it relates to or is likely to affect any of the interests listed in the Table in Appendix A to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association; or

5.2.3 it relates to or is likely to affect any of the interests listed in Appendix B to this Code and that interest is not a disclosable pecuniary interest.

6. Gifts and Hospitality

6.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the authority.

6.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

NOTE: Members must also comply with any relevant Codes and Protocols contained in the Authority's Constitution.

Document Review

Reviewed: 12 May 2026 (agenda item PC105/26)
Next review date: May 2027

Appendix A

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

Interest	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (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 which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Appendix B

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“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;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.