

Wiltshire Council

Draft Code of Conduct

You are a member or co-opted member of [] Council and so you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

You shall set an example by promoting and demonstrating high standards of conduct, [having regard to the Role and Responsibilities of Wiltshire Councillors [Appendix 1] and Wiltshire Council's Behaviours Framework [Appendix 2]]¹

Therefore, when acting in your capacity as a member or co-opted member:

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.
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.
3. You must remain objective at all times, making decisions on merit, having regard to all relevant information, the interests of all parties, and any relevant advice from statutory and other professional officers.
4. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
5. You must be as open as possible about your decisions and actions and the decisions and actions of your council, and should be prepared to give reasons for those decisions and actions.
6. You must not disclose confidential information unless this is required by the law or permitted by a person authorised to give consent.

¹ Wiltshire Councillors

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 below.
8. You must, when using or authorising the use by others of the resources of your council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
9. You must value your colleagues and staff, engaging with them in a manner that underpins the mutual respect between you that is essential to good local government.
10. You must treat people with respect, including the organisations and public you serve or engage with and those whom you work alongside.
11. You must not bully or intimidate any person.
12. You must not do anything which may cause your council to breach any equality legislation.
13. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

Registering and declaring pecuniary and non-pecuniary interests

14. You must, within 28 days of taking office as a member or co-opted member, notify your council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
15. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your council's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your council has decided should be included in the register.
16. If an interest has not been entered onto the council's register you must disclose the interest to any meeting of the council 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.
17. Following any disclosure of an interest which is not on the council's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
18. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State.

Additionally, you must observe the restrictions your council places on your involvement in matters where you have a pecuniary or non-pecuniary interest as define by your council.

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