

EARLS COLNE PARISH COUNCIL

CODE OF CONDUCT POLICY



Document Reference Table

Review and final approval of this document lies with the Earls Colne Parish Council (ECPC).

The approval of this document must be minuted accordingly at a meeting of the ECPC.

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INTRODUCTION

1. The Earls Colne Parish Council (ECPC) Code of Conduct Policy has been designed to protect the democratic role, encourage good conduct, and safeguard the public's trust in the ECPC.
2. This Policy will be subject to an annual review.
3. For the purposes of this Code Of Conduct Policy a "Parish Councillor" means an elected or co-opted member of the ECPC.

PURPOSE OF THE ECPC CODE OF CONDUCT POLICY

1. The purpose of the ECPC Code of Conduct Policy is to guide each Parish Councillor, in modelling the behaviour that is expected to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against a Parish Councillor.
2. The ECPC Code of Conduct Policy sets out general principles of conduct expected of all Parish Councillors and specific obligations in relation to standards of conduct.
3. The fundamental aim of the ECPC Code of Conduct Policy is to create and maintain public confidence in the role of Parish Councillor and the EC Parish Council as whole.
4. The role of Parish Councillor is a vital part of the country's system of democracy. it is important that a Parish Councillor can be held accountable, and all adopt the behaviours and responsibilities associated with the role.
5. A Parish Councillors conduct as an individual affects the reputation of all EC Parish Councillors.
6. ECPC want the role of Parish Councillor to be one that people aspire to. ECPC also want individuals from a range of backgrounds and circumstances to put themselves forward to become Parish Councillors.
7. ECPC represent residents and works to develop better services, manage and deliver local change. The public have high expectations of ECPC and entrust ECPC to represent the local area, taking decisions fairly, openly, and transparently. ECPC have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.
8. ECPC should be able to undertake all activity without being intimidated, abused, bullied, or threatened by anyone, including the public.

GENERAL PRINCIPLES OF COUNCILLOR CONDUCT

1. Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles (**Appendix A**).
2. ECPC require all Parish Councillors to agree to the Nolan Principles together with specific ECPC standards as detailed in the [Earls Colne Parish Councillor Annual Compliance Declaration](#) (**Appendix B**)
3. Agreement by all Parish Councillors to the [ECPC Parish Councillor Annual Declaration](#) must be minuted at the Annual Meeting of the ECPC (See [ECPC Protocols & Guidance Handbook](#) for dates of ECPC Meetings)

APPLICATION OF CODE OF CONDUCT

1. This ECPC Code of Conduct Policy applies to a Parish Councillor as soon as the “Declaration Of Acceptance Of The Office Of Councillor” is signed or attendance at the first meeting with voting rights and continues to apply to until they cease to be a Parish Councillor.
2. The Code of Conduct Policy requirements terminate once a person ceases to become a Parish Councillor as noted by ECPC at an ordinary meeting.
3. This Code of Conduct applies when acting in the capacity as a Parish Councillor which may include:
 - misuse of position as a ECPC Councillor
 - actions which would give the impression to a reasonable member of the public (with knowledge of all the facts) that the Parish Councillor is acting as an” ECPC Councillor” and not as in an individual outside of this capacity.
4. The Code applies to all forms of communication and interaction, including:
 - at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and comments.
5. EC Parish Councillors are also expected to uphold high standards of conduct and show leadership at all times when acting as a ECPC Councillor.
6. Whilst the ECPC Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, ECPC Councillors should seek advice from the Parish Clerk (who may refer matters to the Monitoring Officer as necessary)

STANDARDS OF CONDUCT: GENERAL CONDUCT – RESPECT

1. As an ECPC Councillor:
 - I. Treat other Councillors and members of the public with respect.
 - II. Treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

GUIDANCE

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As an ECPC Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, ECPC Councillors should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in ECPC. In return, ECPC Councillors have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Parish Clerk. This also applies to fellow Parish Councillors, (where action could then be taken under the Councillor Code of Conduct) and ECPC employees, where concerns should be raised with the Parish Clerk.

Note: In the first instance an ECPC Councillor should always speak with the Parish Clerk for guidance.

STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT - BULLYING, HARRASMENT AND DISCRIMINATION

1. An ECPC Councillor:
 - 1.1 Does not bully any person.
 - 1.2 Does not harass any person.
 - 1.3 Promotes equalities and does not discriminate unlawfully against any person.

GUIDANCE

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities.

ECPC have a central role to play in ensuring that equality issues are integral to the ECPC performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Note: In the first instance an ECPC Councillor should always speak with the Parish Clerk for guidance.

STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT - IMPARTIALITY OF PARISH COUNCILLORS

1. An ECPC Councillor:
 - 1.1 Must not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the ECPC.

GUIDANCE

Parish Councillors or ECPC employees should not be coerced or persuaded to act in a way that would undermine this Code of Conduct Policy. An EC Parish Councillor can question other Parish Councillors or ECPC employees in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, an EC Parish Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

**STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT –
CONFIDENTIALITY AND ACCESS TO INFORMATION**

1. An ECPC Councillor:
 - 1.1 Does not disclose information:
 - a. given to them in confidence by anyone.
 - b. acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless
 1. consent has been received from a person authorised to give it;
 2. required by law to do so;
 3. 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;
 4. The disclosure is:
 - i. reasonable and in the public interest; and
 - ii. made in good faith and in compliance with the reasonable requirements of the ECPC; and
 - iii. has consulted the Parish Clerk (in the first instance) or Monitoring Officer prior to its release.
 - 1.2 Does not improperly use knowledge gained solely as a result of the role as a Parish Councillor for the advancement of themselves, their friends, family members, employer, or business interests.
 - 1.3 Does not prevent anyone from getting information that they are entitled to by law.

GUIDANCE

ECPC must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the ECPC must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Note: In the first instance an ECPC Councillor should always speak with the Parish Clerk for guidance.

STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT- DISREPUTE

1. An ECPC Councillor:

1.1 Does not bring the role or ECPC into disrepute.

GUIDANCE

As an ECPC Councillor, you are trusted to make decisions on behalf of Earls Colne and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other ECPC Councillors and/or ECPC and may lower the public's confidence in your or ECPC's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring ECPC into disrepute. You are able to hold ECPC and fellow ECPC Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the ECPC whilst continuing to adhere to other aspects of this Code of Conduct Policy.

STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT – USE OF POSITION

1. An ECPC Councillor:
 - 1.1 Does not use, or attempt to use, their position improperly to the advantage or disadvantage of themselves or anyone else.

GUIDANCE

Your position as a member of the ECPC provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT – USE OF ECPC RESOURCES AND FACILITIES

1. An ECPC Councillor:

1.1 does not misuse council resources.

1.2 will, when using the resources of the ECPC or authorising their use by others:

a. act in accordance with the ECPC requirements; and

b. 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 ECPC or of the office to which I have been elected or appointed.

GUIDANCE

You may be provided with resources and facilities by the ECPC to assist you in carrying out your duties as a Parish Councillor. Examples include:

- *office support*
- *Stationery*
- *access and use of ECPC room, halls etc.*

These are given to you to help you carry out your role as a Parish Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and ECPC's own policies regarding their use.

Note: In the first instance an ECPC Councillor should always speak with the Parish Clerk for guidance.

STANDARDS OF ECPC CONDUCT: GENERAL CONDUCT – COMPLYING WITH THE CODE OF CONDUCT

1. An ECPC Councillor:

1.1 undertakes Code of Conduct training provided by ECPC (as detailed on the Governance Calendar)

1.2 cooperates with any Code of Conduct investigation and/or determination.

1.3 does not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

1.4 complies with any sanction imposed on them following a finding that they have breached the Code of Conduct Policy.

GUIDANCE

It is extremely important for you as a Parish Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in ECPC or its governance. If you do not understand or are concerned about the ECPC processes in handling a complaint you should raise this with your Parish Clerk or Monitoring Officer.

Note: In the first instance an ECPC Councillor should always speak with the Parish Clerk for guidance.

PROTECTING THE REPUTATIONS ON ECPC AND PARISH COUNCILLORS – INTERESTS

1. An ECPC Councillor:
 - 1.1 registers and discloses their interests.

GUIDANCE

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the ECPC .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

Appendix B sets out the detailed provisions on registering and disclosing interests.

GIFTS AND HOSPITALITY

1. An ECPC Councillor:

1.1 does 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 to show favour from persons seeking to acquire, develop or do business with the ECPC or from persons who may apply to the ECPC for any permission, licence or other significant advantage.

1.2 Registers with the Parish Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. The Parish Clerk will report to the Monitoring Officer

1.3 Registers with the Parish Clerk any significant gift or hospitality that has been offered but have refused to accept. The Parish Clerk will report to the Monitoring Officer

GUIDANCE

In order to protect your position and the reputation of the ECPC, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Parish Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Parish Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Parish Councillor. If you are unsure, contact the Parish Clerk for guidance.

APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

THE PRINCIPLES ARE:

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.

REGISTERING INTERESTS

1. A PC must
 - a. Within 28 days of becoming a member or re-election or re-appointment to office, register with the Parish Clerk (who will forward to the Monitoring Officer) the interests which fall within the categories set out in **Table 1** (Disclosable Pecuniary Interests) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”.
 - b. Register details of other personal interests which fall within the categories set out in **Table 2** (Other Registerable Interests).
 - i. **“Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **Table 1**.
 - ii. **"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.
 - c. A PC must ensure that their register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Parish Clerk (who will forward to the Monitoring Officer)
 - i. A ‘sensitive interest’ is an interest which, if disclosed, could lead to the PC or a person connected with the PC being subject to violence or intimidation.
 - ii. Where a PC has a ‘sensitive interest’ they must notify the Parish Clerk (who will forward to the Monitoring Officer) with the reasons why the PC believes it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.
2. **Non Participation In Case Of Disclosable Pecuniary Interest.**
 - a. Where a matter arises at a meeting which directly relates to one of a PC’s Disclosable Pecuniary Interests **Table 1**, a PC must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.
 - b. If it is a ‘sensitive interest’, the PC does not have to disclose the nature of the interest, just that there is an interest. Dispensation may be granted in limited circumstances, to enable a PC to participate and vote on a matter in which they have a disclosable pecuniary interest.

3. **Disclosure of Other Registerable Interests.** Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of a PC's Other Registerable Interests (**Table 2**), the PC must disclose the interest. The PC may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless the nature of interest has been disclosed.

4. **Disclosure of Non-Registerable Interests** Where a matter arises at a meeting which directly relates to a financial interest or well-being (and is not a Disclosable Pecuniary Interest **Table 1**) or a financial interest or well-being of a relative or close associate, the PC must disclose the interest. The PC may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, the PC must not take part in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', this does not have to be disclosed.

5. Where a matter arises at a meeting which affects a PC's
 - a. own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests **Table 2**, the PC must disclose the interest. In order to determine whether a PC can remain in the meeting after disclosing interest the following test should be applied. Where a matter affects the PC's financial interest or well-being:
 - i. to a greater extent than it affects the financial interests of the majority of inhabitants of the ECPC affected by the decision and;
 - ii. a reasonable member of the public knowing all the facts would believe that it would affect the PC's view of the wider public interest. The PC may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, the PC must not take part in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', the nature of the interest does not have to be disclosed.

TABLE 1: DISCLOSEABLE PECUNIARY INTEREST

SUBJECT	DESCRIPTION
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (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 and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies Any tenancy where (to the councillor's	any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* '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.

TABLE 2: OTHER REGISTRABLE INTERESTS

You must register as an Other Registerable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

APPENDIX C – EARLS COLNE PARISH COUNCILLORS ANNUAL DECLARATION OF COMPLIANCE

Earls Colne Parish Councillor Annual Declaration of Compliance

In accordance with the public trust placed in me, on all occasions:

- I act and will continue to act with integrity and honesty
- I act and will continue to act lawfully
- I treat and will continue to treat all persons fairly and with respect; and
- I lead and will continue to lead by example and act in a way that secures public confidence in the role of Earls Colne Parish Councillor.

In undertaking my role:

- I have and will continue to impartially exercise my responsibilities in the interests of the local community
- I have not and will not improperly seek to confer an advantage, or disadvantage, on any person
- I have and will continue avoid conflicts of interest
- I have and will continue to exercise reasonable care and diligence; and
- I ensure and will continue to ensure that public resources are used prudently in accordance with my requirements and in the public interest.

My General Conduct as an EC Parish Councillor:

- I treat other councillors and members of the public with respect.
- I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.
- I do not bully any person.
- I do not harass any person.
- I promote equalities and do not discriminate unlawfully against any person.
- I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.
- I do not disclose information: a. given to me in confidence by anyone b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - I have received the consent of a person authorised to give it;
 - 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
 - the disclosure is:

- reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements; and
 - I have consulted the Parish Clerk prior to its release.
- I do not improperly use knowledge gained solely as a result of my role as an EC Parish Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- I do not prevent anyone from getting information that they are entitled to by law.
- I do not bring my role or ECPC into disrepute.
- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.
- I do not misuse ECPC resources.
- I will, when using the resources of the ECPC or authorising their use by others:
 - act in accordance with the ECPC requirements; and
 - 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 ECPC or of the office to which I have been elected or appointed.
- I undertake Code of Conduct training provided by ECPC
- I cooperate with any Code of Conduct investigation and/or determination.
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.
- I register and disclose my interests.
- 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 ECPC or from persons who may apply to the ECPC for any permission, licence or other significant advantage.
- I register with the Parish Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- I register with the Parish Clerk any significant gift or hospitality that I have been offered but have refused to accept.

With specific reference to my role as an Earls Colne Parish Councillor

- I have read and agree to adhere to all Earls Colne Parish Council Policies
- I have read and agree to adhere to the Earls Colne Parish Council Protocols & Guidance Handbook.

- I do not improperly use knowledge gained solely as a result of my role as an EC Parish Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- I do not prevent anyone from getting information that they are entitled to by law.
- I do not bring my role or local authority into disrepute.
- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.
- I do not misuse council resources.
- I will, when using the resources of the local authority or authorising their use by others:
 - act in accordance with the local authority's requirements; and
 - 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.
- I undertake Code of Conduct training.
- I cooperate with any Code of Conduct investigation and/or determination.
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.
- I register and disclose my interests.
- 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.
- I register with the Parish Clerk or Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- I register with the Parish Clerk or Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

With specific reference to my role as an Earls Colne Parish Councillor

- I have read and agree to adhere to all Earls Colne Parish Council Policies
- I have read and agree to adhere to the Earls Colne Parish Council Protocols & Guidance Handbook.

Version Control Table

Version	Date Of ECPC Approval	ECPC Minutes Ref	Parish Councillors Approved	Date of publication	Document Prepared by	Parish Clerk	ECPC Chair	Comments
V1.0	16/10/24	7	N Spelling, L Bauckham-Leys, J Jemmett, J Happs, T Calton, S Newbery	31/10/24	L Bauckham-Leys	D Ellison	N Spelling	<p>NALC endorses the 2020 LGA model code of conduct (https://www.local.gov.uk/publications/local-government-association-model Councillor-code-conduct-2020) and as such has withdrawn its template NALC code of conduct and no longer endorses its use.</p> <p>This Policy is therefore based on the LGA template and guidance and has been adapted to reflect ECPC's own needs and circumstances.</p> <p>Whilst the LGA advises certain reports/questions should be made direct to the Monitoring Officer, this has been amended to the ECPC Parish Clerk in the first instance who will then report/question the Monitoring Officer as necessary.</p> <p>ECPC will provide Annual Training (which will be reported at the ECPC Annual Meeting)</p> <p>ECPC have introduced an ECPC Annual Declaration of Compliance to be agreed at the Annual Parish Meeting. The acceptance of this Policy by current PC will be deemed acceptance of the Annual Declaration of Compliance until the next Annual Meeting in May 2025.</p>