

SHALFLEET PARISH COUNCIL Code of Conduct

Dated: January 28, 2026. Adopted February 11, 2026.

Signed.

1. Purpose of this Code

This Code sets out the standards of conduct expected from all members of Shalfleet Parish Council. It is based on the Seven Principles of Public Life established under the Localism Act 2011: **Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership**. All councillors must uphold these principles in their work on behalf of the community.

2. When this Code Applies

This Code applies whenever you:

- Carry out the business of Shalfleet Parish Council
- Act, claim to act, or appear to act as a representative of the Council

This Code does not apply to your private life unless your behaviour could reasonably damage the reputation of the Council.

If you represent the Council on another authority, you must follow that authority's Code of Conduct. If you represent the Council on any other body, you must follow this Code unless it conflicts with that body's lawful requirements.

3. Standards of Behaviour

3.1 Respect

You must treat councillors, staff, volunteers and members of the public with courtesy and respect.

3.2 Unacceptable Behaviour

You must not:

- Bully, harass or intimidate any person
- Cause the Council to breach equality legislation
- Influence or pressure anyone involved in a complaint or investigation
- Compromise the impartiality of council staff or volunteers

3.3 Confidentiality

You must not disclose confidential information unless:

- You have permission
- You are legally required to
- You need professional advice and the adviser agrees to keep it confidential
- It is in the public interest, made in good faith, and follows Council procedures

You must not prevent others from accessing information they are legally entitled to.

3.4 Reputation

You must not behave in a way that could reasonably bring your role or the Council into disrepute.

3.5 Use of Position and Resources

You must not use your position improperly to gain an advantage or disadvantage for yourself or others.

When using Council resources, you must:

- Follow Council rules and guidance
- Ensure resources are not used for political or party-political purposes
- Follow any relevant Publicity Code

3.6 Decision-Making

When making decisions, you must:

- Consider any professional advice given by the Clerk when acting in their statutory role
- Provide reasons for decisions when required by law or Council policy

4. Registering Interests

You must complete your Register of Interests within **28 days** of election or co-option and update it within **28 days** of any change.

5. Declaring Interests at Meetings

You must declare any relevant interest before an item is discussed, or as soon as it becomes apparent.

5.1 Disclosable Pecuniary Interests (DPIs)

If you have a DPI:

- You must not take part in the discussion or vote
- You must leave the room for that item

If you wish to speak as a member of the public, you must request a **dispensation** in writing.

5.2 Personal Interests

You have a personal interest if the matter affects:

- A body or organisation you belong to
- Your own wellbeing or financial position
- The wellbeing or financial position of a family member or close associate

You must declare the interest at the meeting. You may still participate unless:

- It is also a DPI, or
- The interest is so close that it could reasonably affect your judgement

In these cases, you must withdraw from the meeting.

6. Gifts and Hospitality

You must register with the Clerk any gift or hospitality worth **£50 or more**, whether accepted or declined, if offered to you because of your role as a councillor.

7. Review and Approval

This Code will be reviewed every three years, or sooner if required by changes in legislation or best practice.

Next Review Due: 2029