



**FAIRFORD TOWN COUNCIL  
CODE OF CONDUCT  
2021-22**

When, as member of the Council you act or claim to act or give the impression of acting as a representative of the Council, you have the following obligations: -

- a) You shall behave in such a way that a reasonable person would regard as respectful.
- b) You shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- c) You shall not seek to improperly confer an advantage or disadvantage on any person
- d) You shall use the resources of the Council in accordance with its requirements.
- e) You shall not disclose information which is confidential or where disclosure is prohibited by law.
- f) You must, within 28 days of taking office as a member or co-opted member, notify the 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 are civil partners.
- g) You must disclose the interest at 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'. (For the purposes of this Part, a 'sensitive interest' is described as a member or co-opted member having an interest, and the nature of the interest being such that the member or co-opted member, and the Council's Monitoring Officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation).
- h) Following any disclosure of an interest 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.
- i) Unless dispensation has been granted, you may not participate in any discussion or, 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. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
- j) The Town Council, may grant a dispensation under Section 33 of the Localism Act 2011 only if, after having had regard to all relevant circumstances, it considers that
  - i. without the dispensation, the number of members or co-opted members prohibited from participating in any particular business would be so great

- a proportion of the body transacting the business as to impede the transaction of the business; or
  - ii. without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
  - iii. granting the dispensation is in the interests of persons living in the authority's area; or
  - iv. it is otherwise appropriate to grant a dispensation.
- k) A dispensation granted under Section 33 of the Localism Act must specify the period for which it has effect, and that period may not exceed four years.
- l) Complaints relating to a breach in the Code of Conduct by a Councillor(s) are reported to and dealt with by the Monitoring Officer at Cotswold District Council.
- m) When dealing with the Media, the Clerk should be permitted to speak on Policy and the Chairman to speak on decisions made by the Council. Should they wish to comment on any matter without the Council's approval they should ensure that it is made clear that they are expressing their own private personal views.
- n) Cllrs should in all cases seek approval, in the first instance from the Clerk and then from the Council as a whole, on any matter that they wish to publish, using such media i.e. facebook page, various publications, website, etc, which is related directly to the Council.

**Approved Procedures Committee Meeting 9<sup>th</sup> February 2022**

Approved by the Full Council..... *M. Lawrence* ..... 2022

Chairman..... *[Signature]* .....