



Members' Code of Conduct

7th December 2017

On election or co-option to Arundel Town Council a member is required to sign an undertaking to comply with the authority's Members' Code of Conduct.

The following is the new Members' Code of Conduct for Arundel Town Council, which comes into effect from 7th December 2017

As an elected or co-opted member of Arundel Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act 2011 provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority. The following are the statutory principles of the Members' 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.

As a member of Arundel Town Council, my conduct will in particular address the statutory principles of the Members' Code of Conduct by:

1. Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
2. Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
3. Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the district of Arun or the good governance of the authority in a proper manner.
4. Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member of this authority.
5. Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
6. Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
7. Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
8. Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the authority's resources.
9. Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
10. Always treating people with respect, including the organisations and public I engage with and those I work alongside.
11. Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

In addition:

12. Within 28 days of taking office, or signing an undertaking to abide by the authority's Members Code of Conduct [whichever is the sooner] and within 28 days of any change of my circumstances I will notify Arun District Council's Monitoring Officer of any discloseable pecuniary interest, where that interest is mine, my spouse's¹ or non-pecuniary interest that is

¹ or civil partner, or is the pecuniary interest of somebody with whom I am living with as if I were a spouse or a civil partner

required by the authority, by completing and signing a Register of Interests Form, and returning that Register of Interests Form to the Monitoring Officer (copy to the Town Clerk).

13. If I have a discloseable interest at a meeting, and that matter is not a 'sensitive' interest, and that interest has not been entered onto my Register of Interests Form, I will disclose that interest to the meeting of the authority at which I am present.
14. Following any disclosure of interest in paragraph 13 of the Members' Code of Conduct, I will notify the Monitoring Officer (copy to the Town Clerk) of the interest within 28 days beginning from the date of disclosure by completing and signing a new Register of Interests Form.
15. Unless dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a Pecuniary Interest as defined by regulations made by the Secretary of State.
16. I agree that, where I have a Pecuniary Interest in an item to be considered at a meeting, it is my responsibility to ask, before I leave the meeting, for it to be minuted that I am leaving the meeting for that item, so there is clear evidence that I did not take part in the debate or the vote.
17. I will observe the restrictions the authority places on my involvement in matters where I have a Pecuniary or non-Pecuniary interest as defined on my Register of Interests Form.

I hereby undertake to Arundel Town Council that I will comply with my statutory responsibilities under The Localism Act 2011 and I further undertake to comply with Arundel Town Council's local Code of Conduct as set out above and any consequential request made to me by its Standards Committee.

Signed : _____

PRINT NAME : _____

Dated : _____