

Pirton Neighbourhood Plan Steering Group

Code of Conduct

This Code of Conduct was adopted by Pirton Neighbourhood Plan Steering Group hereafter referred to as the **Steering Group** at their meeting held on 6th February 2014.

Introduction

The Steering Group has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Steering Group, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Steering Group.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Steering Group but who is either a member of any working group or equivalent and who is entitled to vote on any question that falls to be decided at any meeting of that working group or equivalent or who has been specifically invited by the Steering Group to join the Steering Group to participate on a specific issue.

For the purposes of this Code, a 'meeting' is a meeting of the working group or equivalent.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Steering Group includes a co-opted member of the Steering Group.

Member obligations

When a member of the Steering Group acts, claims to act or gives the impression of acting as a representative of the Steering Group, he/she has the following obligations.

1. He / she shall behave in such a way that a reasonable person would regard as respectful.
2. He / she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He / she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He / she shall use the resources of the Steering Group in accordance with its requirements.
5. He / she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 14 days of this Code being adopted by the Steering Group, or the co-opted member's appointment (where that is later), he / she shall register the interests which fall within the categories set out in Appendix A.
7. A member shall register any change to interests or new interests in Appendices A within 14 days of becoming aware of it.
8. A member need only declare the existence but not the details of any interest which the Monitoring Officer of the Pirton Parish Council agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He / she only has to declare what his / her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of the Pirton Parish Council of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he / she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

13. On a written request made to the Steering Group's proper officer, the Steering Group may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A if the Steering Group believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Neighbourhood Plan's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

<i>Subject</i>	<i>Description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain which directly relates to items under consideration for inclusion in the Neighbourhood Plan or associated document or activity.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member 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 Steering Group —
	(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	Any beneficial interest in land which is within the area of the Neighbourhood Plan.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Neighbourhood Plan for a month or longer.
Securities	Any beneficial interest in securities* of a body where that body (to the member's knowledge) has a place of business or owns land in the area of the Neighbourhood Plan.

For the avoidance of doubt if a member has financial or beneficial interest in any matter they may speak but not vote.

Ann Webb	
Clive Millar	
Diane Burleigh	
Gil Burleigh	
Jill Stuart	
Jonty Wild	
Lorna Sexton	
Michael Goddard	
Nick Parkin	
Peter Harding	
Tom Gammell	
Wilfred Aspinall	