

Membership from May 2022

Councillor Borda

Councillor Drummond

Councillor Ferries

Councillor Hall (Vice)

Councillor Harvey (Chair)

Councillor Hood

Councillor Hulbert

Councillor Jefferys

Councillor Lay

Councillor Perry

Councillor Yarrow



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the

FINANCE & POLICY COMMITTEE to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP on

Monday 21st November at 7pm

*or following on from the Development and Planning
Committee meeting, whichever is later*

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader

1. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
2. **Apologies** – To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 26th September 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Submission of schedules of payments for information** - To approve cashbooks 1-4 for months 6 and 7
7. **Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month (month 7)
9. **Grants**
 - a) To receive a small grant application
 - b) To receive information regarding a previous grant
10. **Budget 2023/2024** – To receive a draft budget proposal for the municipal year 2023/2024 for the Finance & Policy Committee
11. **Committee Schedule** – to review the trial schedule & make recommendations for going forward
12. **LGA Code of Conduct** – to receive further guidance information regarding declarations of interest at meetings
13. **Policies**
 - a) Council to consider signing up to the Civility and Respect Pledge (NALC, SLCC, SALC)
 - b) To consider and approve a Dignity at Work Policy for Newmarket Town Council
 - c) To consider an update to the Newmarket Town Council Grants Policy
 - d) To receive an update regarding a previous council resolution
14. **Health and safety** – to receive a monthly report
15. **Interim Audit** – to receive the interim internal audit report from Heelis & Lodge Local Council Services
16. **Correspondence**

17. Date of next meeting **Monday 23rd January 2023**

Signed *CE Whitaker* Cathy Whitaker, Town Clerk

Date 15th November 2022



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 26th September 2022 at the Memorial Hall at 7:00pm**

Attendance:

Councillor J Harvey (Chairman)
 Councillor J Borda
 Councillor A Drummond
 Councillor J Ferries
 Councillor R Hood

Councillor P Hulbert
 Councillor M Jefferys
 Councillor J Lay
 Councillor S Perry

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllrs Crissal and Winter as Members of the Public, 1 Member of the Press and 27 Members of the Public.

Minute

- F/22/09/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
 The Chairman opened the meeting and read out the Fire Notice and that the meeting may be filmed or recorded.
- F/22/09/2 Apologies for Absence**
 Apologies were received from Cllr Yarrow. Cllr Hall was absent.
- F/22/09/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation**
 None noted. There were no requests for dispensations.
- F/22/09/4 To Confirm the Minutes of the Meeting Held on 25th July 2022 and any Matters Arising**
 Members received the minutes of the Finance & Policy Committee meeting held on 25th July 2022 and the following was agreed:
- F/22/09/4.01 Resolved**
That the minutes of the Finance & Policy Committee meeting held on 25th July 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.
- There were no matters arising.
- F/22/09/5 Public Open Session**
 No members of the public wished to speak.
- F/22/09/6 Submission of Schedules of Payments for Information CB1 - CB4 2022**
 Members reviewed CB1 - CB4 for July and August 2022 and the following was agreed:

F/22/09/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2022 – 31/08/2022 (Cash Book 1 - 4) be received and adopted.

F/22/09/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/08/2022 (up to and including month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/09/8 To Receive the Income and Expenditure

The Income and Expenditure reports for August 2022 were received and noted.

F/22/09/9 Grants

The grant paid to CAB West Suffolk for £3,000 was reviewed in light of a report on the current demands for their service and the following was agreed:

F/22/09/9.01 Recommendation

That a further grant to CAB West Suffolk for £2,000 be approved and that £2,000 be vired from account 4076/101 to account 4075/101.

Further information was requested on the services and funding arrangements available in Newmarket.

A grant application from Newmarket BID to support the Christmas Lights was considered and the following was agreed:

Cllr Drummond declared a non-pecuniary interest in the following item.

F/22/09/9.02 Recommendation

That a grant for £500 be awarded to Newmarket BID to support the Christmas Lights Switch On.

F/22/09/10 Health and Safety

The monthly health and safety report was received and noted.

F/22/09/11 Correspondence

None noted.

F/22/09/12 Date of Next Meeting

Monday 21st November 2022 at the Memorial Hall.

Meeting closed at 7:10pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/09/6.01 Resolved</u>	That the ratification of the schedules of payments for the period 01/07/2022 – 31/08/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/09/9.01 Resolved</u>	That a further grant to CAB West Suffolk for £2,000 be approved and that £2,000 be vired from account 4076/101 to account 4075/101.
<u>F/22/09/9.02 Recommendation</u>	That a grant for £500 be awarded to Newmarket BID to support the Christmas Lights Switch On.

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Date: 09/11/2022

Newmarket Town Council Current Year 2022/2023

Page: 1

Time: 16:26

Cashbook 1

User: CEW

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		820,518.34					820,518.34	
correction	Banked: 01/03/2022	-50.00						
	Sales Recpts Page 2378	-50.00	-50.00		101			Sales Recpts Page 2378
bacs	Banked: 01/03/2022	50.00						
bacs	Stour Valley/Hearne	50.00		8.33	565		41.67	hdep.Aug.Hearne
correction	Banked: 27/07/2022	-300.00						
correction	Triple Threat	-300.00		-50.00	565		-250.00	hdep corr.TripleThreat
bacs	Banked: 27/07/2022	300.00						
	Sales Recpts Page 2379	300.00	300.00		101			Sales Recpts Page 2379
000148	Banked: 01/09/2022	34.80						
000148	Eggleton	34.80		5.80	565		29.00	hdep for 27/8/22 bkg Eggleton
000147	Banked: 01/09/2022	1,849.49						
000147	SoapboxDerby22.cash donations	1,849.49			1172	303	1,849.49	SoapboxDerby22.cash donations
bacs	Banked: 01/09/2022	1,000.00						
bacs	Suffolk Cinema Network	1,000.00			1005	303	1,000.00	grant for cinema kit
bacs	Banked: 05/09/2022	300.00						
bacs	Cornerstone	300.00		50.00	565		250.00	HDep.Cornerstone deposit
000149	Banked: 06/09/2022	100.00						
000149	SBox team donations	100.00			1172	303	50.00	SBTeamDon.Engcol/Fleetwood
					1172	303	50.00	SBTeamDon.Wallis&Son Ltd
SBOXDEP	Banked: 06/09/2022	-50.00						
SBOXDEP	S Sadler (TeamBean)	-50.00			1172	303	-50.00	deposit ref Team Bean SBOX
bacs	Banked: 06/09/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	HDep.Bluest Blue
000150	Banked: 07/09/2022	50.00						
000150	PCSO team soapbox	50.00			1172	303	50.00	SBoxTeamDon. PCSO Team
000150	Banked: 08/09/2022	50.00						
000150	BAE Systems Ltd	50.00			1172	303	50.00	BAE/SBox dep donation
bacs	Banked: 12/09/2022	247.50						
	Sales Recpts Page 2380	247.50	247.50		101			Sales Recpts Page 2380
bacs	Banked: 12/09/2022	80.00						
bacs	William Cahill	80.00		13.33	565		66.67	hdep.William Cahill
bacs	Banked: 16/09/2022	500.00						
bacs	Tattersalls Ltd	500.00		83.33	1172	303	416.67	sbox sponsor.Tattersalls
bacs	Banked: 16/09/2022	7,000.00						
	Sales Recpts Page 2381	7,000.00	7,000.00		101			Sales Recpts Page 2381
bacs	Banked: 18/09/2022	1,368.00						

Continued on Page 2

Receipts for Month 6				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
000151	Sales Recpts Page 2382	1,368.00	1,368.00		101			Sales Recpts Page 2382
	Banked: 22/09/2022	221.20						
	Sales Recpts Page 2383	221.20	221.20		101			Sales Recpts Page 2383
bacs	Banked: 23/09/2022	450.00						
bacs	Edmondson Hall	450.00			1005	101	450.00	REfund for overpayment
bacs	Banked: 26/09/2022	200.00						
	Sales Recpts Page 2384	200.00	200.00		101			Sales Recpts Page 2384
bacs	Banked: 27/09/2022	364.80						
bacs	Ceroc Evoke	364.80		60.80	565		304.00	hdep.Ceroc
Total Receipts for Month		13,909.79	9,286.70	195.59			4,427.50	
Cashbook Totals		834,428.13	9,286.70	195.59			824,945.84	

Payments for Month 6					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/09/2022	Total Gas and Power Ltd	3005957526	632.33	632.33		501			ELECTRICITY MH
08/09/2022	Just Go Parking Ltd	1168	828.29	828.29		501			SOAPBOX TRAFFIC MANAGEMENT
08/09/2022	Jockey Club Estates	0011192	1,800.00	1,800.00		501			SLA AUG 22
08/09/2022	N P Nunn Ltd	552060	10,281.60	10,281.60		501			BALES
08/09/2022	Phillip Green	5/9/22	115.00	115.00		501			CLOCK TOWER AUG
08/09/2022	SRM Security (DKL Training Ltd	8788/8790	3,353.40	3,353.40		501			SOAPBOX STEWARDS
08/09/2022	Mrs G King	689	567.71	567.71		501			SOCIAL MEDIA MARKETING
08/09/2022	Cooleraid Ltd	1616977/02	288.94	288.94		501			COOLER RENTAL
08/09/2022	Ellis Whittam Ltd	036736/022	8,061.37	8,061.37		501			INSURANCE
08/09/2022	Newmarket Plant Hire Ltd	616926/534	151.73	151.73		501			COLLECTION OF HERAS PANEL
08/09/2022	Abbey Security Services Ltd	37429/7506	846.00	846.00		501			CALL OUTS
08/09/2022	Michelle Bolger Expert Landsc	382	762.30	762.30		501			SUNNICA CONTRIBUTION
08/09/2022	Dawn Burford	03	1,165.00	1,165.00		501			CRAFT WORKSHOPS
08/09/2022	David Hyam	31/8/22	250.00	250.00		501			SOAPBOX MUSIC
08/09/2022	Newmarket Community Arts Creat	007	150.00	150.00		501			SOAPBOX PERFORMANCE
08/09/2022	Cambridge Scaffold Hire	22-314	720.00	720.00		501			SOAPBOX STARTING RAMP
08/09/2022	Libra Security Ltd	1247	3,018.00	3,018.00		501			ALARMS TAKEOVER & MAINTENANCE
08/09/2022	Mead Contruction (Cambridge) L	169894	288.00	288.00		501			SPOIL REMOVAL
08/09/2022	JezO's Events Ltd	3175	1,200.00	1,200.00		501			SOAPBOX PA SERVICES
08/09/2022	Doxbond (Cambridge)	W7390	64.80	64.80		501			CONFIDENTIAL WASTE DISPOSAL
08/09/2022	Ken Booth & Co Ltd	399911	328.02	328.02		501			JANITORIAL SUPPLIES
12/09/2022	Petty Cash (A) Sept.	PETTYCASHA	82.24		2.42	4009	101	43.20	PCash/EM mileage Events
						4064	101	24.50	PCash/Staff leaving
						4037	310	3.62	PCash/chain for Severals gate
						4020	102	8.50	PCash/Staff Parking
12/09/2022	CORRECTION P.CASH	PETTYCASHA	-82.24		-2.42	4009	101	-43.20	CORRECTION P.CASH
						4064	101	-24.50	CORRECTION P.CASH
						4037	310	-3.62	CORRECTION P.CASH
						4020	102	-8.50	CORRECTION P.CASH
12/09/2022	British Telecommunications Plc	Q051V8	46.80	46.80		501			RED CARE LINE
12/09/2022	N-CIS	9830	516.96	516.96		501			IT SERVICES
13/09/2022	Petty Cash	300811	82.24			210		82.24	PCash September (A)
13/09/2022	Ken Booth & Co Ltd	400353	45.59	45.59		501			JANITORIAL SUPPLIES
13/09/2022	Crash Cleaner Ltd	43	217.00	217.00		501			GARDEN CLEANING
13/09/2022	Phs Group Plc	69339592/3	244.60	244.60		501			SANITARY SERVICES MH
13/09/2022	Latta Hire Limited	171009	3,000.00	3,000.00		501			TOILET HIRE SOAPBOX
13/09/2022	Abbey Security Services Ltd	37230	192.00	192.00		501			CALL OUTS JULY
13/09/2022	Bridget Pooley	NTC0042022	200.00	200.00		501			YOGA SESSIONS
13/09/2022	SRM Security (DKL Training Ltd	8789	216.00	216.00		501			PARKING STEWARDS SOAPBOX
13/09/2022	MPB Electrical Contractors Ltd	0106	1,974.00	1,974.00		501			EV CHARGE POINT
15/09/2022	Odin Events Limited	2435	3,480.00	3,480.00		501			SNOW GLOBE 2 DAYS

Payments for Month 6					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/09/2022	Total Gas and Power Ltd	3006241140	121.85	121.85		501			GAS PAVILION
20/09/2022	Total Gas and Power Ltd	3004259050	534.43	534.43		501			GAS MH
22/09/2022	Odin Events Limited	2454	10,200.00	10,200.00		501			ICE RINK HIRE
26/09/2022	Total Gas and Power Ltd	3006009237	77.46	77.46		501			ELECTRICITY CEM
27/09/2022	Total Gas and Power Ltd	3006079835	45.28	45.28		501			ELECTRICITY CLOCKTOWER
29/09/2022	Complete Business Solutions Gr	03365360	48.53	48.53		501			A4 OFFICE PAPER
29/09/2022	Business Watch UK Fire & Secu	4032084/76	217.65	217.65		501			ALARM FAULT CALL OUT
29/09/2022	West Suffolk Council	1207972/	750.00	750.00		501			PARKING PERMIT TC
29/09/2022	West Suffolk Council	1208188	10,516.62	10,516.62		501			QUARTER 2 RECHARGES CEM
29/09/2022	Libra Security Ltd	1248	2,532.00	2,532.00		501			CCTV MH BALANCE
29/09/2022	UK Printing.com	19956	2,277.60	2,277.60		501			PARASOLS
29/09/2022	MPB Electrical Contractors Ltd	0110	806.40	806.40		501			REPLACE GLOBE LIGHTS
29/09/2022	Dorans Plumbing	2506	184.10	184.10		501			SUPPLY/REPLACE TOILET SEAT
29/09/2022	Kallkwik	91022	216.00	216.00		501			WEBSITE HOSTING
29/09/2022	PKF Littlejohn LLP	SB20222583	1,920.00	1,920.00		501			ASSURANCE REVIEW
29/09/2022	Crash Cleaner Ltd	44/45/46	405.00	405.00		501			TOILET CLEANING AUG
29/09/2022	Barclaycard Account	statement	1,055.35			208		1,055.35	Aug statement
30/09/2022	Unity Trust Bank	BANKCHARG	15.60			4051	101	15.60	handling charge
30/09/2022	Petty Cash	300812	81.67			210		81.67	Petty Cash reimbursement M6
30/09/2022	Unity Trust Bank	BANKCHARG	52.65			4051	101	52.65	Service Charge
Total Payments for Month			77,145.87	75,858.36	0.00			1,287.51	
Balance Carried Fwd			757,282.26						
Cashbook Totals			834,428.13	75,858.36	0.00			758,569.77	

Receipts for Month 6				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00	
Banked: 13/09/2022		82.24						
300811	Current Account	82.24			201		82.24	PCash September (A)
Banked: 30/09/2022		81.67						
300812	Current Account	81.67			201		81.67	Petty Cash reimbursement M6
Total Receipts for Month		163.91	0.00	0.00			163.91	
Cashbook Totals		<u>313.91</u>	<u>0.00</u>	<u>0.00</u>			<u>313.91</u>	

Payments for Month 6					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2/09/2022	Petty Cash A	PETTYCASHA	82.24		2.42	4009	101	43.20	PCashA/Travel for EM Events
						4064	101	24.50	PCashA/Leaving Gift - ADMIN
						4037	310	3.62	PCashA/Sev Gate Chain
						4020	102	8.50	PCashA/Parking fee
0/09/2022	Petty Cash (B)	PETTYCASH	81.67		6.70	4038	120	24.97	PCASH/Office Fan
						4020	102	11.00	PCASH/Staff Parking
						4020	103	39.00	PCASH/eyetest
Total Payments for Month			163.91	0.00	9.12			154.79	
Balance Carried Fwd			150.00						
Cashbook Totals			313.91	0.00	9.12			304.79	

Date: 09/11/2022

Newmarket Town Council Current Year 2022/2023

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Time: 16:27

Cashbook 3

User: CEW

Staff Salary Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	49,900.30					49,900.30	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>49,900.30</u>	<u>0.00</u>	<u>0.00</u>			<u>49,900.30</u>	

Continued on Page 2

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/09/2022	HMRC	1108662306	4,481.45			515		4,481.45	PAYE/NICS M6
22/09/2022	Net Salaries M6	BACS	9,812.30			516		9,812.30	Net Salaries M6
22/09/2022	Peoples Pension M6	DD	863.44			514		863.44	Peoples Pension M6
30/09/2022	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Service Charge
Total Payments for Month			15,175.19	0.00	0.00			15,175.19	
Balance Carried Fwd			34,725.11						
Cashbook Totals			49,900.30	0.00	0.00			49,900.30	

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked: 29/09/2022		1,055.35						
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statement	Current Account	1,055.35			201		1,055.35	Aug statement
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Total Receipts for Month		1,055.35	0.00	0.00			1,055.35	
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Balance Carried Fwd		947.87						
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Cashbook Totals		<u>2,003.22</u>	<u>0.00</u>	<u>0.00</u>			<u>2,003.22</u>	
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Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			1,019.36					1,019.36	
01/07/2022	card/Adobe	VATCORRECT	-15.17			4025	101	-15.17	correction of vat
01/07/2022	card/Adobe	VATCORRECT	15.17		2.53	4025	101	12.64	correction for VAT
01/09/2022	card/Post Office Ltd	CC230433	20.82		3.47	4022	101	17.35	card/postage
01/09/2022	card/Adobe	CC230456	15.17		2.53	4025	101	12.64	card/Adobe lic
06/09/2022	card/SLCC Enterprises Ltd	CC230435	141.80		0.80	4023	101	141.00	card/LC Admin Book
08/09/2022	card/AllSaintsNews	CC230436	26.60			4028	101	26.60	card/office newspapers
08/09/2022	card/Homebase	CC230437	36.00		6.00	4029	200	30.00	card/gen.equip
08/09/2022	card/Homebase	CC230438	55.00		9.17	4029	200	45.83	card/gen equip
09/09/2022	card/Best One Shop	CC230439	5.08		0.66	4020	102	4.42	office refr
12/09/2022	card/Grammarly Inc	CC230440	127.98			4025	101	127.98	card/Grammarly subs
13/09/2022	card/Amazon	CC230441	10.99		1.83	4023	101	9.16	card/holders for cards
16/09/2022	card/BP	CC230442	89.71		14.95	4039	200	74.76	card/fuel for van
20/09/2022	card/B&M	CC230443	1.15			4020	102	1.15	card/office refr
20/09/2022	card/Amazon	CC230444	34.11		5.70	4016	120	28.41	card/Henry Hoover
22/09/2022	card/All Saints Wine	CC230445	1.69			4078	120	1.69	card/meeting refreshments
22/09/2022	card/Amazon	CC230446	10.98		1.84	4036	120	9.14	card/Screws
23/09/2022	card/Amazon	CC230448	10.02		1.68	4019	101	8.34	card/HDMI Cable
28/09/2022	card/Savers	CC230449	7.99		1.33	4016	120	6.66	card/cleaning supplies
28/09/2022	card/Amazon	CC230450	11.99		2.00	4019	101	9.99	card/Audio Cable
28/09/2022	card/Amazon	CC230452	11.49		1.92	4023	101	9.57	card/label tape
29/09/2022	card/Cartridge People.com	CC230451	229.25		38.22	4018	101	191.03	card/ink cartridges TC
29/09/2022	card/Amazon	CC230453	99.20		16.50	4310	308	82.70	card/Lights for High St trees
29/09/2022	card/Zoom	CC230455	14.39		2.40	4115	101	11.99	card/monthly lic Zoom
30/09/2022	card/Value Products	CC230454	22.45		3.74	4036	120	18.71	card/Signage for MH
Total Payments for Month			983.86	0.00	117.27			866.59	
Cashbook Totals			2,003.22	0.00	117.27			1,885.95	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	757,282.26					757,282.26	
correction	Banked: 05/09/2022	-300.00						
correction	Cornerstone correction	-300.00		-50.00	565		-250.00	correc/Cornerstone
bacs	Banked: 05/09/2022	300.00						
bacs	Cornerstone	300.00			1172	303	300.00	Soapbox.refund for tap machine
000152	Banked: 04/10/2022	250.00						
000152	Manchetts	250.00			1172	303	250.00	SBOX donation.Manchetts
bacs	Banked: 04/10/2022	156.00						
bacs	Alex Payne (JCE)	156.00		26.00	1172	303	130.00	A.Payne(JCE)20 Sbox bales
000153	Banked: 05/10/2022	64.80						
	Sales Recpts Page 2385	64.80	64.80		101			Sales Recpts Page 2385
000154	Banked: 05/10/2022	80.00						
000154	R Southey	80.00		13.33	565		66.67	hdep bkg 19/11/22 R.Shouthey
bacs	Banked: 05/10/2022	144.82						
	Sales Recpts Page 2386	144.82	144.82		101			Sales Recpts Page 2386
bacs	Banked: 07/10/2022	2,100.00						
	Sales Recpts Page 2387	2,100.00	2,100.00		101			Sales Recpts Page 2387
bacs	Banked: 10/10/2022	125.34						
bacs	West Suffolk Council	125.34		20.89	1005	102	104.45	ref.-ADMIN parking permit
bacs	Banked: 10/10/2022	54.00						
	Sales Recpts Page 2390	54.00	54.00		101			Sales Recpts Page 2390
bacs	Banked: 12/10/2022	1,140.05						
	Sales Recpts Page 2388	1,140.05	1,140.05		101			Sales Recpts Page 2388
bacs	Banked: 12/10/2022	160.00						
	Sales Recpts Page 2389	160.00	160.00		101			Sales Recpts Page 2389
bacs	Banked: 12/10/2022	190.00						
bacs	W Cahill	190.00		31.67	565		158.33	hdep.W Cahill.15/10/22pty
bacs	Banked: 13/10/2022	432.00						
bacs	The Offshoot Foundation	432.00		72.00	565		360.00	hdep. bkg 21/12/22.Offshoot
bacs	Banked: 14/10/2022	1,950.00						
bacs	The Jockey Club	1,950.00		325.00	1172	303	1,625.00	250 Sbox bales.JockeyClub
bacs	Banked: 17/10/2022	100.00						
bacs	DAC Beachcroft CLA	100.00		16.67	565		83.33	hdep.Beachcroft.UNKNOWN?
bacs	Banked: 20/10/2022	575.15						
bacs	SBox online donations	575.15			1172	303	575.15	SBox online donations
bacs	Banked: 26/10/2022	208.80						
bacs	Tom Hacker	208.80		34.80	565		174.00	hdep.22/11/22.HACKER

Receipts for Month 7			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 26/10/2022	120.00						
bacs	C English	120.00		20.00	565		100.00	hdep.17/12/22.ENGLISH
bacs	Banked: 31/10/2022	20,533.74						
bacs	HMRC	20,533.74			105		20,533.74	VAT refund for Q2
bacs	Banked: 31/10/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.Nov22.BluestBlue
bacs	Banked: 31/10/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.Dec2022.BluestBlue
bacs	Banked: 31/10/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.Oct22.BluestBlue
bacs	Banked: 31/10/2022	382.80						
bacs	Bluest Blue	382.80		63.80	565		319.00	hdep.NYE2022.Bluest Blue
bacs	Banked: 31/10/2022	139.20						
bacs	Bluest Blue	139.20		23.20	565		116.00	hdep.NY D Ay2023 BluestBlue
bacs	Banked: 31/10/2022	226.20						
bacs	Bluest Blue	226.20		37.70	565		188.50	hdep.NY Day2023.Bluest Blue
bacs	Banked: 31/10/2022	180.00						
bacs	Bluest Blue	180.00		30.00	565		150.00	hdep.2/1/23.Bluest Blue
Total Receipts for Month		29,744.90	3,663.67	737.06			25,344.17	
Cashbook Totals		787,027.16	3,663.67	737.06			782,626.43	

Payments for Month 7					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/10/2022	Jockey Club Estates	INJCE00113	2,070.00	2,070.00		501			TREE WATERING
06/10/2022	Abbey Security Services Ltd	37589/677/	1,620.00	1,620.00		501			LOCKING/UNLOCKING
06/10/2022	Anglian Water Business Nationa	229789301/	183.32	183.32		501			WATER AT SEVERALS
06/10/2022	Simplicity	784394	693.89	693.89		501			ADMIN TEMP
06/10/2022	Whitworth Co-Partnership LLP	22282	2,534.69	2,534.69		501			CLOCKTOWER REPAIRS
06/10/2022	Regina Ray Photography	010-394	250.00	250.00		501			SOAPBOX PHOTOGRAPHY
06/10/2022	Penguinos	309229	56.00	56.00		501			LUNCHES FOR BOOKING
06/10/2022	Symphotech Limited	0296	2,932.80	2,932.80		501			SAFETY MANAGEMENT SOAPBOX
06/10/2022	St John Ambulance	SP22006822	1,159.20	1,159.20		501			FIRST AID SOAPBOX
06/10/2022	West Suffolk Council	1207044	125.00	125.00		501			HIRE OF GL FIELD FOR CARBOOTS
06/10/2022	Phillip Green	51022	115.00	115.00		501			CLOCKTOWER WINDING SEPT
06/10/2022	Newmarket Plant Hire Ltd	619272	118.80	118.80		501			HERAS FENCING CHAPEL
06/10/2022	Rialtas Business Solutions Ltd	SM26271	999.60	999.60		501			OMEGA SUPPORT/MAINT
06/10/2022	Business Watch UK Fire & Secu	4032093	323.40	323.40		501			CALLOUT/MAINT
12/10/2022	N-CIS	9912/4089	513.77	513.77		501			IT SERVICES
13/10/2022	West Suffolk Council	1209156	250.00	250.00		501			PARKING PERMIT ATK
13/10/2022	Simplicity	786347	867.36	867.36		501			ADMIN TEMP
13/10/2022	Newmarket BID Ltd	CN505517/1	640.00	640.00		501			SPONSORSHIP LIGHTS EVENT
13/10/2022	Suffolk West Citizens Advice B	135	2,000.00	2,000.00		501			ADDITIONAL GRANT
13/10/2022	Collaboration 23 Construction	748	6,240.00	6,240.00		501			SCAFFOLD FOR CHAPEL WORK
13/10/2022	BUK Solutions Ltd	11921	816.00	816.00		501			CONFERENCE SYS RENTAL
13/10/2022	Thalia WB ODC Ltd	101204465/	818.40	818.40		501			CREDIT FOR LOCKED BIN
20/10/2022	Siemens Financial Services	DD	645.36		107.56	4028	101	537.80	Q'ly lease for printer
25/10/2022	Total Gas and Power Ltd	3006009237	27.77	27.77		501			ELECTRICITY CEM
25/10/2022	Total Gas and Power Ltd	3005957526	544.43	544.43		501			ELECTRICITY MH
26/10/2022	Collaboration 23 Construction	750/752	12,000.00	12,000.00		501			BELLTOWER REPARIS
26/10/2022	Penguinos	181022	48.00	48.00		501			MEETING LUNCHES
26/10/2022	Suffolk Police & Crime Commiss	9422006398	18,000.00	18,000.00		501			PCSO 50% OCT22-MAR23
26/10/2022	Cambridge Door Services Ltd	8600	1,066.80	1,066.80		501			SHUTTER SERVICE PAV
26/10/2022	Anglian Water Business Nationa	290307401/	82.29	82.29		501			WATER CEMETERY
26/10/2022	Francis Taylor Building	84979OCT	2,700.00	2,700.00		501			FEES FROM FEB22 INQUIRY
26/10/2022	Complete Business Solutions Gr	03396068	23.45	23.45		501			STATIONERY
26/10/2022	Rialtas Business Solutions Ltd	SM26322	362.40	362.40		501			SOFTWARE SUPPORT AND MAINT
26/10/2022	Suffolk Association of Local C	26550	31.20	31.20		501			TRAINING COURSE CW
26/10/2022	Crash Cleaner Ltd	47/48	318.50	318.50		501			W/END CLEANING PUBLIC TOILETS
26/10/2022	Adams & Eden Restoration	251022	336.00	336.00		501			REPLACE EXIT PANIC BARS
26/10/2022	Anglia Gifts & Promotions	5035	268.32	268.32		501			UNIFORM TK/ATK
26/10/2022	Mead Contruccion (Cambridge) L	175928	300.00	300.00		501			REMOVAL OF CEM SPOIL
26/10/2022	Total Gas and Power Ltd	3005903109	23.20	23.20		501			ELECTRICITY BILL TUTTE

Payments for Month 7					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/10/2022	Total Gas and Power Ltd	3006079835	26.15	26.15		501			ELECTRICITY CLOCKTOWER
31/10/2022	Petty Cash	300813	115.44			210		115.44	Petty Cash topup M7
31/10/2022	Barclaycard Account	CC payment	963.04			208		963.04	Sept statement payment
Total Payments for Month			63,209.58	61,485.74	107.56			1,616.28	
Balance Carried Fwd			723,817.58						
Cashbook Totals			787,027.16	61,485.74	107.56			725,433.86	

Receipts for Month 7				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00	
Banked: 31/10/2022		115.44						
300813	Current Account	115.44			201		115.44	Petty Cash topup M7
Total Receipts for Month		115.44	0.00	0.00			115.44	
Cashbook Totals		265.44	0.00	0.00			265.44	

Payments for Month 7					Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>	
8/10/2022	Petty Cash M7	PETTYCASH	115.44		15.50	4016	120	8.07	PC/cutlery drainer	
							4020	102	2.39	PC/Staff refr
							4029	200	36.67	PC/buckets
							4038	120	3.33	PC/Frame
							4010	102	37.49	PC/Work boots ATK
							4020	102	10.00	PC/car parking staff
							4179	303	1.99	PC/refr.bulb planting event
Total Payments for Month			115.44	0.00	15.50			99.94		
Balance Carried Fwd			150.00							
Cashbook Totals			265.44	0.00	15.50			249.94		

Receipts for Month 7				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	34,725.11					34,725.11	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>34,725.11</u>	<u>0.00</u>	<u>0.00</u>			<u>34,725.11</u>	

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/10/2022	HMRC Cumbernauld	1108660723	3,759.10			515		3,759.10	PAYE/NICs M7
20/10/2022	Net Salaries M7	BACS	10,026.31			516		10,026.31	Net Salaries M7
25/10/2022	Peoples Pension	DD WPP0722	672.15			514		672.15	Peoples Pension M7
Total Payments for Month			14,457.56	0.00	0.00			14,457.56	
Balance Carried Fwd			20,267.55						
Cashbook Totals			34,725.11	0.00	0.00			34,725.11	

Date: 09/11/2022

Newmarket Town Council Current Year 2022/2023

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User: CEW

Barclaycard Account

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 31/10/2022	963.04						
CC payment	Current Account	963.04			201		963.04	Sept statement payment
Total Receipts for Month		963.04	0.00	0.00			963.04	
Balance Carried Fwd		892.91						
Cashbook Totals		<u>1,855.95</u>	<u>0.00</u>	<u>0.00</u>			<u>1,855.95</u>	

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Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			947.87					947.87	
04/10/2022	card/Screwfix	CC230457	22.99			4010	102	22.99	card/safety boots TK
07/10/2022	card/Adobe	CC230458	15.17		2.53	4025	101	12.64	card/Adobe licence
11/10/2022	card/Tesco	CC220459	90.00		15.00	4039	200	75.00	card/Fuel for van
12/10/2022	card/Homebase	CC230460	33.00		5.50	4311	304	27.50	card/paint for Xmas tree fence
12/10/2022	card/Homebase	CC230461	81.00		13.50	4036	120	67.50	card/paint firedoors
12/10/2022	card/Amazon	CC230462	19.99		3.33	4037	306	16.66	card/bird seed - gardens
13/10/2022	card/Amazon	CC230463	68.88		11.48	4037	203	57.40	card/Hammerite-churchyard
17/10/2022	card/Amazon	CC230464	52.60		8.77	4311	304	43.83	card/Astroturf-xmas tree(MH)
17/10/2022	card/Thurlow Nunn	CC230465	14.22		2.37	4029	200	11.85	card/Gloves for ATK
17/10/2022	card/Homebase	CC230466	43.80		7.30	4179	303	36.50	card/ paint-bulb planting
18/10/2022	card/BestOneShop	CC230467	6.42		0.56	4078	120	5.86	card/meeting refr
18/10/2022	card/Amazon	CC230468	14.49		2.42	4311	304	12.07	card/astroturf BT xmas tree
19/10/2022	card/Amazon	CC230469	11.29		1.88	4311	304	9.41	card/lagging for BT xmas tree
19/10/2022	card/Amazon	CC230470	198.00		33.00	4311	304	165.00	card/astroturf BT xmas tree
19/10/2022	card/Thurlow Nunn	CC230471	53.17		8.86	4179	303	44.31	card/fuel for bulb planting
21/10/2022	card/Tesco	CC230472	41.95			4179	303	41.95	card/catering-bulb planting
21/10/2022	card/EastAnglianFestiveFair	CC230473	4.00			4009	101	4.00	card/EM networking
23/10/2022	card/BP	CC230476	95.01		15.84	4039	200	79.17	card/fuel for van
25/10/2022	card/Amazon	CC230474	21.38			4023	101	21.38	card/lanyards
27/10/2022	card/Homebase	CC230475	6.33		1.05	4036	120	5.28	card/window insulationChamber
29/10/2022	card/Zoom	CC230477	14.39		2.40	4115	101	11.99	card/Zoom licence
Total Payments for Month			908.08	0.00	135.79			772.29	
Cashbook Totals			1,855.95	0.00	135.79			1,720.16	

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Newmarket Town Council Current Year 2022/2023

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Detailed Income & Expenditure by Budget Heading as at 31/10/2022

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	715,210	715,210	0			100.0%	
Precept :- Income	0	715,210	715,210	0			100.0%	0
Net Income	0	715,210	715,210	0				
101 Administration								
1003 Banner Income	0	1,000	1,000	0			100.0%	
1005 Misc Income	0	611	0	(611)			0.0%	
1006 Sumup Commission offset	0	11	0	(11)			0.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	0	1,622	1,100	(522)			147.4%	0
4008 Staff Training	59	945	3,000	2,055	2,055	31.5%		
4009 Staff Travel	4	105	250	145	145	41.9%		
4018 Software/Computer Consumables	0	484	2,500	2,016	2,016	19.3%		
4019 New IT System/Hardware	680	1,609	5,000	3,391	3,391	32.2%		
4021 Telephone and Fax	90	593	2,000	1,407	1,407	29.7%		
4022 Postage	0	217	2,100	1,883	1,883	10.3%		
4023 Stationery	41	963	2,000	1,037	1,037	48.2%		
4025 Subscriptions&Licences	13	3,383	5,700	2,317	2,317	59.4%		
4026 Insurance	0	222	10,000	9,779	9,779	2.2%		
4028 Office Maintenance	2,624	9,066	11,500	2,434	2,434	78.8%		
4030 Recruitment Advertising	0	0	500	500	500	0.0%		
4051 Bank Charges/Interest	0	158	200	42	42	79.1%		
4056 Legal Expenses	2,250	8,385	10,000	1,615	1,615	83.9%		
4057 Audit & Accountancy Fees	0	2,508	3,850	1,342	1,342	65.1%		
4058 Professional Fees	0	6,087	5,398	(689)	(689)	112.8%		
4059 web site	0	489	1,000	511	511	48.9%		
4060 Councillors Training	0	0	550	550	550	0.0%		
4061 Councillors Expenses	0	0	275	275	275	0.0%		
4062 Civic Regalia	0	172	325	153	153	52.9%		
4064 Town Mayor's Allowance	0	85	1,000	916	916	8.4%		
4075 Grant to CAB	2,000	5,000	5,000	0	0	100.0%		
4076 Grants	500	1,750	3,000	1,250	1,250	58.3%		
4077 Marketing	0	2,878	3,000	122	122	95.9%		
4079 Remembrance Event Expenses	0	0	1,000	1,000	1,000	0.0%		
4083 PCSO	18,000	36,000	36,000	0	0	100.0%		
4090 Biodegradable Dog Poo Bags	0	300	1,000	700	700	30.0%		

Continued over page

Detailed Income & Expenditure by Budget Heading as at 31/10/2022

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Sumup Commission	0	6	0	(6)		(6)	0.0%	
4097 Election Costs	0	3,388	5,000	1,612		1,612	67.8%	
4113 Rolling Capitol Reserve	0	0	13,800	13,800		13,800	0.0%	
4114 Other Projects / Reserves	0	0	8,601	8,601		8,601	0.0%	
4115 Coronavirus Response Costs	74	558	5,000	4,442		4,442	11.2%	
4180 Civic Functions	0	2,233	2,000	(233)		(233)	111.6%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	969	2,000	1,031		1,031	48.5%	
Administration :- Indirect Expenditure	26,335	93,553	157,549	63,996	0	63,996	59.4%	0
Net Income over Expenditure	(26,335)	(91,931)	(156,449)	(64,518)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	151	250	99		99	60.4%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,651	3,000	349	0	349	88.4%	0
Net Expenditure	0	(2,651)	(3,000)	(349)				
Finance & Policy :- Income	0	716,832	716,310	(522)			100.1%	
Expenditure	26,335	96,204	160,549	64,345	0	64,345	59.9%	
Movement to/(from) Gen Reserve	(26,335)	620,628						
Grand Totals:- Income	0	716,832	716,310	(522)			100.1%	
Expenditure	26,335	96,204	160,549	64,345	0	64,345	59.9%	
Net Income over Expenditure	(26,335)	620,628	555,761	(64,867)				
Movement to/(from) Gen Reserve	(26,335)	620,628						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	0	716,832	716,310	(522)			100.1%
Expenditure	26,335	96,204	160,549	64,345	0	64,345	59.9%
Net Income over Expenditure	<u>(26,335)</u>	<u>620,628</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(26,335)</u>	<u>620,628</u>					

Community Services

Income	0	56,939	65,100	8,161			87.5%
Expenditure	20,460	142,244	231,984	89,740	0	89,740	61.3%
Net Income over Expenditure	<u>(20,460)</u>	<u>(85,305)</u>					
plus Transfer from EMR	0	23,880					
less Transfer to EMR	0	15,614					
Movement to/(from) Gen Reserve	<u>(20,460)</u>	<u>(77,039)</u>					

Leisure Services

Income	6,571	56,329	41,700	(14,629)			135.1%
Expenditure	7,807	191,002	230,377	39,375	0	39,375	82.9%
Net Income over Expenditure	<u>(1,237)</u>	<u>(134,673)</u>					
plus Transfer from EMR	0	36,655					
less Transfer to EMR	0	1,000					
Movement to/(from) Gen Reserve	<u>(1,236)</u>	<u>(99,018)</u>					

Human Resources

Income	104	246	0	(246)			0.0%
Expenditure	16,263	114,838	189,700	74,862	0	74,862	60.5%
Net Income over Expenditure	<u>(16,159)</u>	<u>(114,592)</u>					
plus Transfer from EMR	0	1,440					
Movement to/(from) Gen Reserve	<u>(16,159)</u>	<u>(113,152)</u>					

Neighbourhood Plan

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income	0	0	0	0			0.0%
Expenditure	0	0	10,500	10,500	0	10,500	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

Grand Totals:- Income	6,675	830,346	823,110	(7,236)			100.9%
Expenditure	70,866	544,287	823,110	278,823	0	278,823	66.1%
Net Income over Expenditure	<u>(64,191)</u>	<u>286,058</u>	<u>0</u>	<u>(286,058)</u>			
plus Transfer from EMR	0	61,975					
less Transfer to EMR	0	16,614					
Movement to/(from) Gen Reserve	<u>(64,191)</u>	<u>331,419</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	4,856	
105	Vat Due	5,604	
201	Current Account	723,818	
204	Staff Salary Bank Account	20,268	
208	Barclaycard Account	(893)	
210	Petty Cash	150	
	Total Current Assets		753,802
	<u>Current Liabilities</u>		
501	Creditors	238	
565	Bookings Deposit	2,075	
	Total Current Liabilities		2,313
	Net Current Assets		751,489
	Total Assets less Current Liabilities		751,489
	<u>Represented by :-</u>		
301	Current Year Fund	286,058	
310	General Fund	176,682	
311	EMR Play Equipment	35,449	
313	EMR Town Regeneration	41,680	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	7,867	
318	EMR Buildings - Pavilion Fund	9,563	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
321	EMR Grants	4,801	
322	EMR Street Lighting	3,500	
323	EMR Allotments	2,839	
325	EMR Public Realm	12,000	
326	EMR Elections	16,428	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	3,260	
330	EMR Cemetery	24,453	
331	EMR Town Improvement	28,840	
332	EMR Human Resources	32,449	
333	EMR Carnival	8,428	
334	EMR Christmas Lights	2,679	
335	EMR Winter Event	6,000	
336	EMR Events-General	6,000	
337	EMR Twinning	4,543	
338	EMR Soapbox Derby	5,200	
341	EMR Water Feature	4,971	
342	EMR Memorial Gardens	8,034	
343	EMR Workwear	472	
344	EMR Asset Sales	3,401	
345	EMR Cinema Kit Fund	1,000	
	Total Equity		751,489

Blank



Report to	Finance & Policy Committee
Subject	Small Grant Application
Purpose	Decision
Classification	Unrestricted
Meeting date	21st November 2022
Item number	9a
Written By	Cathy Whitaker CLERK

Summary:	This report provides an application for a small grant from 6 th Newmarket Brownies.
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1.	Financial/Resource Implications
a.	£250 grant from account 4076/101.
5.	Next Steps/Recommendations
a.	That a small grant of £250 be awarded to 6 th Newmarket Brownies.



Grant Application Form

The Town Council considers grant applications from local organisations every year, each is considered on its merits and against availability of funds. Applications are invited from local organisations which directly benefit residents. For guidance, applicants are advised to read the Grants and Funding Policy document which is available on the Council's website: www.newmarket.gov.uk

1. Your Organisation

Name of Organisation 6th Newmarket Brownies

Address The Scout Hut
Cardigan Street
Newmarket CB88 4HZ

Telephone

E-mail 6thnewmarketcubs@gmail.com

Is this application a consortium/partnership bid? ☒ Yes ☐ No

If yes, name(s) of other organisations involved:

Details of main contact person Christine Byford
(name, address, phone and email)

Telephone: [REDACTED]

2. Please describe the project for which you are applying for funds

Give consideration to the following:

a. Number of clients/members/public served (where relevant) 32

b. Description of service/activity provided, project or event to be supported Pantomime trip.

c. Reason for application with details of how the grant will be used To keep the cost down for parents.

d. How the grant will benefit the town and people of Newmarket

It will enable the girls to go to a Pantomime while keeping the cost down for their parents and put money back into the local community by supporting our local theatre.

3. What is the total of the grant you are applying for?

£ 250

4. Where will this take place? Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

We are taking the girls to see the Pantomime at the Kings Theatre in Newmarket. The total cost for 27 girls and 5 adults is £320. Address is The Kings Theatre, 16 Fitzroy Street, Newmarket CB8 0JW.

5. When is the project due to start and end?

Start date 14th January 2023

End date 14th January 2023

6. If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount

N/A.

7. How would Newmarket Town Council support be acknowledged?

We would advise all parents of the support you have given us for this.

8. Please confirm the following documents are available for inspection if required

Your accounts ✓

Budget projections for the activity ✓

The constitutional document that governs your organisation ✓



9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature

(digital signature acceptable)

Name CHRISTINE BYGGERD (TAWNYOUL)
6TH NEWMARKET BROWNIES.

Date 7/10/2022

Return this application form with all necessary supporting information to: townclerk@newmarket.gov.uk

King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
01638 667 227

Telephone

For internal use only

Date received 10/10/2022 .

Date presented to
F&P committee 21/11/2022 .

Decision

Notes

Z:\TCM\Newmarket Constitutions\Newmarket Constitution
2020\P12 Grant application form.docx

Cathy Whitaker

From: p.hulbert [REDACTED]
Sent: 05 October 2022 15:23
To: Cathy Whitaker
Subject: FW: 6th Newmrket Brownies

Cathy can we help on this please as I feel it is a worthwhile cause.
Many thanks and I await your reply.
Cllr Peter Hulbert

From: [REDACTED] <[REDACTED]>
Sent: 05 October 2022 10:56
To: p.hulbert [REDACTED]
Subject: 6th Newmrket Brownies

Dear Peter

Hope you are both well.

Just a quick email to let you know that we are planning on taking the girls to see the Nomads Pantomime at the Kings Theatre on Saturday 14th January 2022. The price of the tickets for the girls is 10 pounds and 12 pounds for us leaders. We are hoping to subsidise this price as we realise that times are difficult for families. There is interest from the girls and this is a great opportunity to support our local theatre.

I was wondering if you and your fellow Councillors would be able to help us with this through your locality budgets as I would not like to think of any of the girls missing out on this opportunity because of the price. We are looking to get 30 tickets for 5 leaders and 25 girls at the moment with potential for more if numbers increase.

Thank you for taking the time to read this.

I look forward to receiving a reply from you.

Christine Byford
Tawny Owl
6th Newmarket Brownies

Townclerk

From: Potter, Charlie <[REDACTED]>
Sent: 18 October 2022 12:37
To: Townclerk
Subject: RE: Explore Outdoor - May Half Term Feedback
Attachments: ACL510_Teen Chill Youth Worker_Brandon and NLC_6.docx

Hello Cathy.

Thank you for your email. We still haven't been successful enrolling an individual to the Youth worker role to support the delivery of Teen Chill. This has been predominantly down to absentees in the interview. We have also been put into a position where are Brandon Youth worker is now residing elsewhere due to education, therefore, as of yesterday to make the role more attractive we have advertised for one role to oversee both teen chill programmes- Brandon & Newmarket- we would like to hope offering more hours may entice better appetite. Due to this we will have to change the model of Teen Chill for Newmarket and look at hosting on a different evening with some support from pupils at Newmarket Academy and our own space to offer this could be a Thursday.

We have used funding secured from the town council to purchase capital such as equipment in readiness for the project to launch but due to the reasons highlighted above have not been used. I have attached the advert is at all possible you could circulate through your databases, this live on recruiting engines such as indeed.

With kind regards
Charlie Potter
Active Communities Manager.

W: 07950 891299



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**

From: Townclerk <Townclerk@newmarket.gov.uk>
Sent: 17 October 2022 02:22
To: Potter, Charlie <Charlie.Potter@acleisure.com>
Subject: Re: Explore Outdoor - May Half Term Feedback

Youth Worker- Teen Chill Project

Newmarket Leisure Centre and Brandon Leisure and Health Hub

Join Suffolk's largest independent leisure operator and charitable social enterprise. We work for the whole community, providing quality facilities and opportunities to lead a healthier, active lifestyle. If you are passionate and would like to develop your career with a dynamic company that makes a positive impact on the community, then we want to hear from you.

About the role

To support, develop and implement innovative community based physical and social activity programme for young people across the whole of West Suffolk. We are looking for a person who has a proven ability to engage with young people within the community to support our Teen Chill project. Teen Chill is a youth initiative created through the partnership of Suffolk County Council, Abbeycroft Leisure and West Suffolk Borough Council and supported by Brandon and Newmarket Town Council. The outcomes of the session are to give young people a fun, safe and friendly environment to socialise. The youth worker role includes the safe and effective delivery of the sessions and most importantly to engage with the young people on local issues in which affect them such as social provision, education and career pathways. This is a hands-on role that requires you to be able to work independently, engaging with local stakeholders to deliver combined community outcomes as well as collecting and measuring impact.

About the person

You will be an organised person, confident communicator, and a supportive team player but equally comfortable working on your own initiative, a flexible approach to tasks and ability to inspire and engage young people. A DBS enhanced disclosure will be required for this post.

Qualifications and Experience required

Level 2 Youth Work Qualification is required. For candidates applying without this qualification, full training can be provided with the essential requirement to complete the course. The successful applicant will have proven experience of engaging within the local community and preferably within projects for young people. A valid First Aid Certificate and Safeguarding course completion are essential requirements with full training available to the successful candidate.

Hours

6 hours (average) per week

Thursday 18:00-21:00

Friday 18.00-21.00

Primarily you will be based between both or Newmarket and Brandon sites to support our Teen Chill project at both locations.

Salary

Your hourly rate is £9.87 and then up to £12 per hour after completing training (*Following national living wage changes in April 2022*)

Staff benefits

All contracted staff gain free use of Abbeycroft Leisure's health, swim, and fitness facilities, as well as Westfield Health benefits, to help support your mental and physical health. Generous annual leave, training opportunities, and on-going personal development.

Closing date

The closing date is 31st October 2022 but we will close this early if an appropriate applicant applies.

Potential interview date

Interviews to take place week commencing 24th October 2022 although we may contact suitable candidates for interview before this date.

How to apply (APPLY NOW LINK)**Further information**

For more information – please email recruitment@acleisure.com

Abbeycroft Leisure is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment.

Focused on Equal Opportunities, we value diversity in our workforce and positively encourage applications from all sections of the community.

Please note that we are only able to reply to those who have been shortlisted. If you do not hear from us within four weeks of the closing date then regrettably your application has been unsuccessful on this occasion.

Our full privacy policy can be viewed at acleisure.com/privacy-policy

	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023	2022/2023	Year to Date as at 18/10/2022	2022/2023 Projected Actual at 31/3/2023	2023/2024 Proposed Budget	% change	
	Budget	Actual	Budget	Actual	Budget						
101 Administration											
4008 Staff Training	£ 2,500.00	£ 1,946.00	£ 2,500.00	£ 2,310.00	£ 3,000.00	£ 919.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	0%	
4009 Staff Travel	£ 250.00	£ -	£ 250.00	£ 100.00	£ 250.00	£ 101.00	£ 250.00	£ 250.00	£ 250.00	0%	
4018 Software/Computer Consumables	£ 1,500.00	£ 555.00	£ 1,500.00	£ 1,222.00	£ 2,500.00	£ 484.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	0%	for hybrid meetings and upgrades
4019 New IT System/Hardware	£ 2,030.00	£ 341.00	£ 2,030.00	£ 1,451.00	£ 5,000.00	£ 1,609.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%	
4021 Telephone and Fax	£ 2,000.00	£ 1,566.00	£ 2,000.00	£ 1,300.00	£ 2,000.00	£ 593.00	£ 1,500.00	£ 1,500.00	£ 2,000.00	0%	
4022 Postage	£ 2,100.00	£ 1,310.00	£ 2,100.00	£ 541.00	£ 2,100.00	£ 217.00	£ 600.00	£ 1,000.00	£ 1,000.00	-52%	less postage used
4023 Stationery	£ 2,000.00	£ 1,066.00	£ 2,000.00	£ 1,777.00	£ 2,000.00	£ 922.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	0%	
4025 Subscriptions&Licences	£ 4,000.00	£ 3,329.00	£ 5,700.00	£ 5,765.00	£ 5,700.00	£ 3,370.00	£ 4,500.00	£ 6,000.00	£ 6,000.00	5%	
4026 Insurance	£ 8,129.00	£ 8,128.00	£ 8,308.00	£ 8,308.00	£ 10,000.00	£ 222.00	£ 9,000.00	£ 9,000.00	£ 9,500.00	-5%	
4028 Office Maintenance	£ 7,500.00	£ 10,886.00	£ 11,500.00	£ 12,317.00	£ 11,500.00	£ 8,226.00	£ 11,000.00	£ 12,500.00	£ 12,500.00	9%	
4030 Recruitment Advertising	£ 406.00	£ -	£ 9,000.00	£ 6,307.00	£ 500.00	£ -	£ 500.00	£ 1,000.00	£ 1,000.00	100%	
4051 Bank Charges/Interest	£ 600.00	£ 280.00	£ 200.00	£ 323.00	£ 200.00	£ 158.00	£ 300.00	£ 300.00	£ 300.00	50%	
4056 Legal Expenses	£ 41,205.00	£ 44,205.00	£ 21,975.00	£ 21,976.00	£ 10,000.00	£ 6,135.00	£ 10,000.00	£ 12,000.00	£ 12,000.00	20%	Ellis WhittamWeatherby/Field Terrace/RPZ underwriting fund
4057 Audit & Accountancy Fees	£ 3,500.00	£ 2,750.00	£ 2,955.00	£ 2,955.00	£ 3,850.00	£ 2,508.00	£ 3,500.00	£ 3,850.00	£ 3,850.00	0%	
4058 Professional Fees	£ -	£ 100.00	£ -	£ -	£ 200.00	£ 6,087.00	£ 6,087.00	£ 2,000.00	£ 2,000.00	900%	
4059 web site	£ 3,050.00	£ 3,199.00	£ 1,000.00	£ 887.00	£ 1,000.00	£ 489.00	£ 750.00	£ 1,000.00	£ 1,000.00	0%	
4060 Councillors Training	£ 508.00	£ 50.00	£ 550.00	£ 1,000.00	£ 550.00	£ -	£ 550.00	£ 600.00	£ 600.00	9%	
4061 Councillors Expenses	£ 254.00	£ -	£ 275.00	£ -	£ 275.00	£ -	£ -	£ 200.00	£ 200.00	-27%	
4062 Civic Regalia	£ 305.00	£ 50.00	£ 325.00	£ -	£ 325.00	£ 172.00	£ 200.00	£ 325.00	£ 325.00	0%	
4064 Town Mayor's Allowance	£ 1,000.00	£ 96.00	£ 1,000.00	£ 369.00	£ 1,000.00	£ 85.00	£ 250.00	£ 1,000.00	£ 1,000.00	0%	
4075 Grant to CAB	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	67%	
4076 Grants	£ 13,300.00	£ 13,300.00	£ 5,000.00	£ 42,891.00	£ 5,000.00	£ 1,750.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%	
4220 Discover Newmarket Stakeholder Fee	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%	
4221 CCTV WSC SLA Monitoring	£ 2,000.00	£ 1,829.00	£ 2,000.00	£ 1,845.00	£ 2,000.00	£ 969.00	£ 2,000.00	£ 2,300.00	£ 2,300.00	15%	
4222 Tourism Stakeholder Fee	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	no longer required	
4077 Marketing	£ 315.00	£ 199.00	£ 3,000.00	£ 249.00	£ 3,000.00	£ 2,878.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	0%	
4079 Remembrance Event Expenses	£ 25.00	£ 103.00	£ 25.00	£ 472.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,500.00	£ 1,500.00	50%	
4083 PCSO	£ 34,000.00	£ 34,000.00	£ 36,000.00	£ 36,000.00	£ 36,000.00	£ 18,000.00	£ 36,000.00	£ 38,000.00	£ 38,000.00	6%	new 2-yr contract inc - ESTIMATED FIGS
4090 Biodegradable Dog Poo Bags	£ 964.00	£ 307.00	£ 150.00	£ 150.00	£ 1,000.00	£ 300.00	£ 500.00	£ 500.00	£ 500.00	-50%	
4093 Sumup Commission (card payments)	£ -	£ -	£ -	£ -	£ -	£ 6.00	£ 50.00	£ 50.00	£ 50.00	100%	for bi-elections or save into bi-election EMR
4097 Election costs	£ 12,790.00	£ -	£ 5,000.00	£ 13,166.00	£ 5,000.00	£ 3,388.00	£ 5,000.00	£ 10,000.00	£ 10,000.00	6%	Civic function costs around £2K
4180 Civic Functions	£ -	£ -	£ 2,000.00	£ 140.00	£ 2,000.00	£ 2,233.00	£ 2,233.00	£ 2,124.00	£ 2,124.00	-28%	Recommended by the int auditors to increase general reserve
4113 Capital Reserve	£ 13,000.00	£ -	£ 13,176.00	£ -	£ 13,800.00	£ -	£ -	£ 10,000.00	£ 10,000.00	-100%	no longer required
4115 Coronavirus Response Costs	£ 5,000.00	£ 8,738.00	£ 3,601.00	£ 2,559.00	£ 5,000.00	£ 548.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	-24%	to be vired to relevant codes on resolution
4114 Other Projects / Reserves	£ -	£ -	£ -	£ -	£ 19,799.00	£ -	£ -	£ -	£ 15,000.00	0%	
Expenditure	£ 173,231.00	£ 146,333.00	£ 153,320.00	£ 174,400.00	£ 163,549.00	£ 72,367.00	£ 127,770.00	£ 163,499.00	£ 163,499.00		
1003 Lamppost banner Income	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	0%	Jockey Club Racecourses
1005 Misc Income	£ -	£ 370.00	£ -	£ -	£ -	£ 611.00	£ 611.00	£ -	£ -	0%	land adj to allotments
1103 Rent receivable	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 100.00	£ -	£ 100.00	£ 100.00	£ 100.00	0%	
1181 Grants Received WSC	£ -	£ 2,000.00	£ -	£ 56,820.00	£ -	£ -	£ -	£ -	£ -		
1100 Grants Received	£ -	£ 1,000.00	£ -	£ -	£ -	£ 11.00	£ 50.00	£ 50.00	£ 50.00		
1006 Sumup commission offset	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		uncertain cannot budget
1190 Interest Received	£ 50.00	£ 1.00	£ -	£ -	£ -	£ 1,622.00	£ 1,761.00	£ 1,150.00	£ 1,150.00	5%	
Income	£ 1,125.00	£ 3,446.00	£ 1,075.00	£ 57,895.00	£ 1,100.00	£ 1,622.00	£ 1,761.00	£ 1,150.00	£ 1,150.00		
103 Health & Safety											
4020 Misc. Staff Costs	£ 250.00	£ -	£ 250.00	£ 163.00	£ 250.00	£ 151.00	£ 250.00	£ 500.00	£ 500.00	100.00%	
4028 Office Maintenance	£ 250.00	£ -	£ 250.00	£ 69.00	£ 250.00	£ -	£ 100.00	£ 100.00	£ 100.00	-60.00%	
4058 Professional Fees	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	0.00%	
Expenditure	£ 3,000.00	£ 2,500.00	£ 3,000.00	£ 2,732.00	£ 3,000.00	£ 2,651.00	£ 2,850.00	£ 3,100.00	£ 3,100.00	3.33%	
Total Expenditure	£ 176,231.00	£ 148,833.00	£ 156,320.00	£ 177,132.00	£ 166,549.00	£ 75,018.00	£ 130,620.00	£ 166,599.00	£ 166,599.00	0.03%	
Total Income	£ 1,125.00	£ 3,446.00	£ 1,075.00	£ 57,895.00	£ 1,100.00	£ 1,622.00	£ 1,761.00	£ 1,150.00	£ 1,150.00	4.55%	
Net Income	£ 175,106.00	£ 145,387.00	£ 155,245.00	£ 119,237.00	£ 165,449.00	£ 73,396.00	£ 128,859.00	£ 165,449.00	£ 165,449.00	0.00%	£0.00 same as previous year's committee budget

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Report to	Finance & Policy Committee
Subject	Committee Schedule Review Report (six-month)
Purpose	Decision
Classification	Unrestricted
Meeting date	21st November 2022
Item number	11
Written By	Cathy Whitaker CLERK
Summary: This report gives an evaluation of the six-month trial of a new committee schedule, which comes to an end on 30th November. - Attached: - a: Review of the committee process evaluation sheet from original workshop - b: Draft suggested meeting dates for December to May 2022 (for approval at this meeting) - c: Draft suggested meeting dates for the municipal year May 2023 to May 2024 (for approval at the Annual Meeting of the Council in May 2023).	
1.	Introduction
a.	A review of the committee process was conducted and a six-month trial approved 22/04/13.01 Resolved That the proposed amended meeting schedule be approved for a 6-month trial period commencing June 2022.
b.	The six-month trial period ends 30 th November.
2.	Context
a.	All councillors and relevant staff have been asked to give feedback and comment regarding the six-month trial period and make any suggestions for improvement.
3.	Feedback/Comment
a.	Councillor Comments:- A few comments were received indicating that there was no comment regarding the meeting schedule. A query regarding the voting of committee chairs at the Annual Meeting cannot be progressed – committee chairs/vice chairs must be voted as first business of the first meeting of each committee.
b.	Staff Comments:- The schedule has worked well over the past six months. The originally suggested renaming caused some confusion and wasn't actioned. Overall, staff feel less pressurised, having more time to action resolutions, carry out research and prepare reports for future agendas. Business transaction has progressed without any impact from the trial schedule.
4.	Financial/Resource Implications
a.	None
5.	Next Steps/Recommendations
a.	To continue with the current committee schedule; approving the dates from December to 2 nd May 2023.
b.	That the committee names revert to those prior to the trial period.
c.	That the draft committee schedule from 9 th May 2023 to May 2024 be approved at the Annual Meeting of the Council on 9 th May 2023.

Appendix: Outcomes evaluation

Objective	Achieved by	Success criteria / evaluation method
More realistic timeframe and workload for meetings and agendas	Allowing more time for staff to prepare agendas and for Councillors to digest information (potentially pre-briefings)	Agendas & supporting paper despatches more complete, Councillors better informed
Ensure agenda items are appropriate	Items follow the decision paths that are relevant either for information, finance or decision-making (see report Appendix A)	Items follow appropriate paths with a focus on decisions required and enacted
Balance committee workloads	Review agendas (using the decision path above) and the Terms of reference particularly Community and Leisure (C&L) and how to best fit into the committee cycle	More manageable workload at committees
Improving quality of reports and clarity of the decisions required	Allowing more time to prepare fuller/clearer /complete reports	Quality of reports, clarity of decisions required and enacted, effective and timely decisions made
Improved decision-making	All agenda items and presentations to include in advance a brief explanation of the purpose for example information, consultation, decision, asking for funding, urgency, etc	An improvement in clarity of the decisions required on agenda items and in presentations
Staff - workload more balanced/productive	Spread peak workloads, increase productivity, review processes (finance, planning), use of technology, time for training	Feedback from staff regarding workloads, productivity, ability to perform additional tasks including timeliness of following up decisions
Councillors - more time / greater involvement and training	Allows more time for Working Groups, progressing projects, workshops, training, community engagement	Progress on projects, training delivered, community engagement
Advancing NNP objectives / progressing projects	Working Groups, direct communication with relevant parties	Progress on NNP objectives and projects
Improved information / accountability	Weekly bulletin to inform Councillors, local press and for briefings including social media (as per approved strategy), use of technology e.g. hybrid meetings	Feedback from Councillors, staff, Local press, other parties and increased public engagement
Enable day-to-day services to operate more effectively	Revise Financial Regulations, Standing orders, delegations at appropriate levels for staff to be able to deliver budgeted for services	Services delivered as budgeted for and to meet demands
Overall: increase effectiveness of staff and Councillor time, increased productivity, enhanced public engagement	Spreading peak workloads and freeing up time for staff and Councillors, potentially for working group meetings and progressing projects, keeping Councillors and external parties informed and engaged	Feedback from Councillors, staff, Local press, public, other parties

05-Dec	6.15	DEVELOPMENT & PLANNING	21-Nov	19-Dec
	7.00	COMMUNITY SERVICES		06-Feb

12-Dec	NO MEETINGS			
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19-Dec	6.15	DEVELOPMENT & PLANNING	05-Dec	09-Jan
	7.00	FULL TOWN COUNCIL		30-Jan

26-Dec	NO MEETINGS			
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02-Jan	NO MEETINGS			
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09-Jan	6.15	DEVELOPMENT & PLANNING	19-Dec	23-Jan
	7.00	LEISURE SERVICES		06-Mar

16-Jan	NO MEETINGS			
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23-Jan	6.15	DEVELOPMENT & PLANNING	09-Jan	06-Feb
	7.00	FINANCE & POLICY		20-Mar

30-Jan	6.15	FULL TOWN COUNCIL	19-Dec	27-Feb
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06-Feb	6.15	DEVELOPMENT & PLANNING	23-Jan	20-Feb
	7.00	COMMUNITY SERVICES		03-Apr

13-Feb	NO MEETINGS			
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20-Feb	6.15	DEVELOPMENT & PLANNING	06-Feb	06-Mar
	7.00	PERFORMANCE & AUDIT		17-Apr

27-Feb	6.15	FULL TOWN COUNCIL	30-Jan	27-Mar
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06-Mar	6.15	DEVELOPMENT & PLANNING	20-Feb	20-Mar
	7.00	LEISURE SERVICES		15-May

13-Mar	6.15	NO MEETINGS		
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20-Mar	6.15	DEVELOPMENT & PLANNING	06-Mar	03-Apr
	7.00	FINANCE & POLICY		15-May

27-Mar	6.15	FULL TOWN COUNCIL	27-Feb	24-Apr
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03-Apr	6.15	DEVELOPMENT & PLANNING	20-Mar	17-Apr
	7.00	COMMUNITY SERVICES		05-Jun

10-Apr	NO MEETINGS			
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17-Apr	6.15	DEVELOPMENT & PLANNING	03-Apr	02-May
	7.00	PERFORMANCE & AUDIT	20-Feb	22-May

24-Apr	6.15	FULL TOWN COUNCIL	27-Mar	30-May
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02-May (Tues)	6.15	DEVELOPMENT & PLANNING	17-Apr	15-May
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04-May (Thurs)		LOCAL ELECTIONS		
09-May (Tues)	6.15	ANNUAL MEETING OF THE COUNCIL (OLD COUNCIL RETIRES)	23-May 2022	May 2024
15-May	6.15	DEVELOPMENT & PLANNING new committee	02-May	22-May
	7.00	LEISURE SERVICES new committee	06-Mar	03-Jul
	7.45	FINANCE & POLICY new committee	20-Mar	17-Jul
18-May (Thurs)	6.15	ANNUAL MEETING OF THE TOWN (TBC)	May-2022	May-2024
22-May	6.15	DEVELOPMENT & PLANNING	15-May	05-Jun
	7.00	PERFORMANCE & AUDIT new committee	17-Apr	17 Jul
	7.30	HUMAN RESOURCES new committee	31-Oct	16-Oct
30-May (Tues)	6.15	FULL TOWN COUNCIL	24-Apr	26-Jun
05-Jun	6.15	DEVELOPMENT & PLANNING	22-May	19-Jun
	7.00	COMMUNITY SERVICES new committee	03-Apr	04-Sep
12-Jun		NO MEETINGS		
19-Jun	6.15	DEVELOPMENT & PLANNING	05-Jun	03-Jul
26-Jun	6.15	FULL TOWN COUNCIL	30-May	24-Jul
03-Jul	6.15	DEVELOPMENT & PLANNING	19-Jun	17-Jul
	7.00	LEISURE SERVICES	15-May	02-Oct
10-Jul		NO MEETINGS		
17-Jul	6.15	DEVELOPMENT & PLANNING	03-Jul	07-Aug
	7.00	FINANCE & POLICY	15-May	18-Sep
	7.30	PERFORMANCE & AUDIT	22-May	16-Oct
24-Jul	6.15	FULL TOWN COUNCIL	26-Jun	29-Aug
31-Jul		NO MEETINGS		
07-Aug	6.15	DEVELOPMENT & PLANNING	17-Jul	21-Aug
14-Aug		NO MEETINGS		

21-Aug	6.15	DEVELOPMENT & PLANNING	07-Aug	04-Sep
29-Aug (Tues)	6.15	FULL TOWN COUNCIL	24-Jul	25-Sep
04-Sep	6.15	DEVELOPMENT & PLANNING	21-Aug	18-Sep
	7.00	COMMUNITY SERVICES	05-Jun	06-Nov
11-Sep		NO MEETINGS		
18-Sep	6.15	DEVELOPMENT & PLANNING	04-Sep	02-Oct
	7.00	FINANCE & POLICY	17-Jul	20-Nov
25-Sep	6.15	FULL TOWN COUNCIL	29-Aug	23-Oct
02-Oct	6.15	DEVELOPMENT & PLANNING	18-Sep	16-Oct
	7.00	LEISURE SERVICES	03-Jul	04-Dec
09-Oct		NO MEETINGS		
16-Oct	6.15	DEVELOPMENT & PLANNING	02-Oct	06-Nov
	7.00	PERFORMANCE & AUDIT	17-Jul	22-Jan
	7.45	HUMAN RESOURCES	22-May	TBA
23-Oct	6.15	FULL TOWN COUNCIL	25-Sep	27-Nov
30-Oct		NO MEETINGS		
06-Nov	6.15	DEVELOPMENT & PLANNING	16-Oct	20-Nov
	7.00	COMMUNITY SERVICES	04-Sep	08-Jan
13-Nov		NO MEETINGS		
20-Nov	6.15	DEVELOPMENT & PLANNING	06-Nov	04-Dec
	7.00	FINANCE & POLICY	18-Sep	22-Jan
27-Nov	6.15	FULL TOWN COUNCIL	23-Oct	18-Dec
04-Dec	6.15	DEVELOPMENT & PLANNING	20-Nov	18-Dec
	7.00	LEISURE SERVICES	02-Oct	05-Feb
11-Dec		NO MEETINGS		
18-Dec	6.15	DEVELOPMENT & PLANNING	04-Dec	08-Jan
	7.00	FULL TOWN COUNCIL	27-Nov	29-Jan

25-Dec		NO MEETINGS		
01-Jan		NO MEETINGS		
08-Jan	6.15	DEVELOPMENT & PLANNING	18-Dec	22-Jan
	7.00	COMMUNITY SERVICES	06-Nov	04-Mar
15-Jan		NO MEETINGS		
22-Jan	6.15	DEVELOPMENT & PLANNING	08-Jan	05-Feb
	7.00	FINANCE & POLICY	20-Nov	18-Mar
	7.30	PERFORMANCE & AUDIT	16-Oct	22-Apr
29-Jan	6.15	FULL TOWN COUNCIL	18-Dec	26-Feb
05-Feb	6.15	DEVELOPMENT & PLANNING	22-Jan	19-Feb
	7.00	LEISURE SERVICES	04-Dec	08-Apr
12-Feb		NO MEETINGS		
19-Feb	6.15	DEVELOPMENT & PLANNING	05-Feb	04-Mar
26-Feb	6.15	FULL TOWN COUNCIL	29-Jan	25-Mar
04-Mar	6.15	DEVELOPMENT & PLANNING	19-Feb	18-Mar
	7.00	COMMUNITY SERVICES	08-Jan	06-May
11-Mar		NO MEETINGS		
18-Mar	6.15	DEVELOPMENT & PLANNING	04-Mar	08-Apr
	7.00	FINANCE & POLICY	22-Jan	20-May
25-Mar	6.15	FULL TOWN COUNCIL	26-Feb	29-Apr
01-Apr		NO MEETINGS		
08-Apr	6.15	DEVELOPMENT & PLANNING	18-Mar	22-Apr
	7.00	LEISURE SERVICES	05-Feb	TBA(June)
15-Apr	6.15	NO MEETINGS		
22-Apr	6.15	DEVELOPMENT & PLANNING	08-Apr	06-May
	7.00	PERFORMANCE & AUDIT	22-Jan	TBA
29-Apr	6.15	FULL TOWN COUNCIL	25-Mar	28-May

06-May	6.15	DEVELOPMENT & PLANNING	22-Apr	20-May
(Tues)	7.00	COMMUNITY SERVICES	04-Mar	TBA(July)

13-May	NO MEETINGS			
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20-May	6.15	DEVELOPMENT & PLANNING	06-May	TBA(June)
	7.00	FINANCE & POLICY	18-Mar	TBA(July)

28-May	6.15	ANNUAL MEETING OF THE COUNCIL (incorporating Full Town Council)	09-May 2023	May-2025
(Tues)				

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Report to	Finance & Policy Committee
Subject	LGA Code of Conduct
Purpose	Information
Classification	Unrestricted
Meeting date	21st November 2022
Item number	12
Written By	Cathy Whitaker CLERK

Summary: This report gives further guidance on the LGA Code of Conduct, adopted by this Council in May 2022, with specific regard to declarations of interest at committee meetings.

1.	Introduction
a.	NTC adopted the LGA Code of Conduct in May 2022. The LGA Code of Conduct superseded the Suffolk Code of Conduct which was in place since 2012.
b.	Adoption of the LGA Code of Conduct was recommended by SALC and NALC and most Town/Parish Councils have already or will be moving to it.
2.	Context
a.	Much of the general principles of councillor conduct is similar regarding bullying, harassment, discrimination, etc. The full Code of Conduct document is attached along with a guidance document which gives in depth detail and advice.
b.	Particularly, there are changes to the way interests are declared at meetings, <i>with the removal of the 'non-pecuniary interest' category.</i> Interests are now categorised as:- i. Disclosable Pecuniary Interests (DPI) ii. Other Registerable Interests (ORI) iii. Non-Registerable Interests (NRI) DPI and ORI must be recorded on a public register. NRI do not need to be recorded on a register but do need to be declared when they arise.
c.	DPI (see Table 1 in the attached documents) • Must be recorded on a public register • Must be declared when they arise in a meeting • Failure to knowingly register or declare a DPI is a criminal offence under the Localism Act 2011 • No participation in any discussion at meetings • No participation in any vote taken at meetings • If DPI is not registered, it must be disclosed at meeting • If DPI is not registered, and is not pending notification, it must be notified to Monitoring Officer within 28 days of the meeting at which it arose • For transparency, leave the room whilst discussion and voting takes place • Dispensation may be granted
d.	ORI (see Table 2 in the attached documents) • Must be recorded on a public register • No participation in the relevant business:-

	i. when a matter directly relates to the finances or wellbeing of the interest ii. when a matter affects the finances or wellbeing of that interest to a greater extent than it affects the majority of inhabitants; and a reasonable member of the public would thereby believe that councillor's view of the public interest would be affected • No discussion or vote • Leave the room whilst discussion and voting takes place if matter directly relates to that interest • May speak on the matter before withdrawing ONLY in cases where the public are able to do so • If ORI is not registered, and is not pending notification, it must be notified to Monitoring Officer within 28 days of the meeting at which it arose • Dispensation may be granted
e.	NRI (no Table included in the attached documents) • Does not need to be recorded on a public register • Must be declared when they arise in a meeting • Leave the room whilst discussion and voting takes place if matter directly relates to that interest • No participation in the relevant business:- i. when a matter directly relates to the interest ii. when a matter affects that interest to a greater extent than it affects the majority of inhabitants; and a reasonable member of the public would thereby believe that councillor's view of the public interest would be affected • May speak on the matter before withdrawing ONLY in cases where the public are able to do so • Dispensation may be granted
3.	Next Steps/Recommendations
a.	Councillors urged to read the LGA Code of Conduct alongside the guidance document to fully understand the regulations and advice around declarations of interest.
b.	Councillors to complete the attached Register of Interest Form for DPI, if changed from existing declaration, which can be found at https://democracy.westsuffolk.gov.uk/mgParishCouncilDetails.aspx?ls=12&SLS=5&bcr=1 Also, to complete and submit the attached ORI form if it applies.
c.	Councillors to heed the new Code of Conduct regulations and advice, declaring the relevant types of interest at committee meetings and withdrawing as necessary from discussion and vote.

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We 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.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

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.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

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

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

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

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

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.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 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.

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 a 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, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you 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 local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

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

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers 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, you 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.

4. Confidentiality and access to information

As a councillor:

4.1 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. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. 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**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities 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 local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community 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 councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority 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.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's 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 the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a 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 the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

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

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.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 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.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, 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 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 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 councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

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.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with 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”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“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 below.

"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.

1. You must ensure that your 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 Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You 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 you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your 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 as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registrable Interest or Non-Registrable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

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 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.
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* '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 – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Guidance on Local Government Association Model Councillor Code of Conduct



We are pleased to publish this supporting guidance which is aimed to help understanding and consistency of approach towards the code. The code, together with the guidance, has been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

08 Jul 2021

Part 1 - Introduction

In December 2020, the Local Government Association (LGA) developed and published a **Model Councillor Code of Conduct** [\[https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020\]](https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020) in association with key partners and following extensive consultation with the sector. This was in response to the recommendation of the Committee of Standards in Public Life Local Government Ethical Standards 2019. The code was part of our work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance, and our civility in public life programme.

The code is a template for Local Authorities to adopt in whole and or with amendments to take into account local circumstances.

Our aim was to make the code relatively short and easy to read rather than an overly-complex legal document as it needed to be accessible to councillors, officers, and the public alike. The consultation response also asked for supporting guidance to help understand some of the key provisions in greater depth with examples and case illustrations.

We are therefore pleased to publish this supporting guidance which is aimed to help understanding and consistency of approach towards the code.

The code together with the guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government. While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected of councillors, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of local government.

This guidance embeds the provisions of the code and is structured to enable each chapter to be directly accessed. We have also produced a standalone document without the embedded code intended to provide easy access to the guidance.

The LGA will undertake an annual review of this guidance and the code to ensure it continues to be fit for purpose, incorporating advances in technology, social media, case law and changes in legislation.

For the purposes of this guidance, we have adopted the definitions used in the Code of Conduct, for "councillor" and "local authority".

Any comments on the use of the guidance or suggestions for improvement would be welcomed and should be sent to ModelCode@local.gov.uk [\[mailto:ModelCode@local.gov.uk\]](mailto:ModelCode@local.gov.uk)

General principles of Councillor conduct

The Seven Principles of Public Life (also known as the Nolan Principles) outline the ethical standards those working in the public sector are expected to adhere to. The principles apply to all public office holders at all levels including ministers, civil servants, councillors, and local authority officers, as well as private and voluntary organisations delivering services paid for by public funds.

The principles are set out in **Appendix 2** [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#appendix-2-general-principles->] below.

These principles underpin the standards that councillors should uphold and form the basis for the Code of Conduct, where the principles have been translated into a series of clear rules. While fundamental to the Code of Conduct, the principles are not part of the rules of the code and should be used for guidance and interpretation only.

Application of the Model Councillors' Code of Conduct

When does the Code apply?

S27(2) of the Localism Act 2011 says that a local authority must adopt 'a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.'

The term 'capacity' is not further defined in the Act. However, the Model Code states that:

The Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

This means it applies when you are carrying out your official duties, for example when you are considering or discussing local authority business, either as a councillor or representing the local authority on an outside body.

There is no formal description of what the role of a councillor is, but aside from formal local authority business it would include promoting and representing the local authority in the local community and acting as a bridge between the community and the local authority. The LGA's **Guidance** [https://www.local.gov.uk/sites/default/files/documents/11.166%20Councillors%20Guide%202019_08_0.pdf] for new councillors is a helpful reference point.

The code does not, therefore, apply solely when you are in local authority meetings or on local authority premises.

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 communications

in electronic and social media communication, posts, statements, and comments.

This includes interactions with the public as well as with fellow councillors and local authority officers.

Acting as a private individual

For something to fall within the code there must be a clear link to a local authority function or your role as a councillor. For example, an argument with a neighbour which does not relate to local authority business would not engage the code, even if your neighbour happens to know you are a councillor and therefore complains to the local authority about being treated disrespectfully.

Example

A councillor and an officer had a personal relationship. The councillor sent and encouraged the officer to send inappropriate social media messages, including messages of a sexual nature, during office hours. The panel rejected arguments that the councillor had been acting in an entirely personal capacity. It found that the councillor could not divorce himself from his role as the officer's quasi-employer and that, when sending or encouraging the officer to send the messages during working hours, he was acting in his official capacity.

It is not always immediately apparent in which capacity you are acting, therefore in situations where there may be ambiguity it may be helpful if you can make clear to people in which capacity you are engaging with them.

While the Code does not apply to your non-councillor roles, what you do as a councillor could impact on your position in those other roles.

Political party or group rules may also require you as a councillor to demonstrate certain behaviours as a private individual and failure to do so can result in sanctions from political groups.

Under the Local Government Act 1972 councillors can be disqualified from being a councillor due to matters in their private life, such as being subject to a bankruptcy order or receiving a custodial sentence of three months or longer (whether or not suspended).

In what circumstances might I give the impression to a reasonable member of the public that I was engaged on local authority business?

When you use or attempt to use your position as a councillor to seek to gain an advantage for yourself or someone close to you or to disadvantage someone this is an attempt to misuse your position and therefore falls within the scope of the Code of Conduct.

A number of factors will need to be taken into account to determine whether or not you had used or attempted to use your position as a councillor.

For example:

writing to someone on local authority headed paper or using a local authority email address may lead someone to assume you were writing in your capacity as a councillor

handing out a business card where you describe yourself as a councillor may also lead to that assumption

wearing official local authority regalia.

Examples

Attempting to misuse your position as a councillor would include if you threaten to use your position improperly to block someone's planning, licence or grant application. In effect you would be doing something that only a councillor could do even if as a matter of fact, you did not have the power to do so. That may include an assumption, for example, that you would put inappropriate pressure on officers or fellow councillors or lobby behind the scenes for a particular outcome. It should not be up to a member of the public to have to work out whether you are in fact on a planning committee.

Another example would be disclosing confidential information improperly you had received because of your role as a councillor.

A councillor returning from a party got into an argument with a taxi driver. When he arrived home, he refused to pay the fare and when he spoke to the manager of the taxi company, he said that he was a councillor and would make sure that the taxi driver's licence was withdrawn by the council. While he was entitled to dispute the payment if he was dissatisfied with the service he had received he was found to have breached the code by invoking his office and seeking to misuse his position to intimidate the manager and driver and to seek to gain an advantage for himself, notwithstanding the fact that he did not in reality have the ability to carry out his threat.

Social media postings

Simply describing yourself as a councillor in a social media posting or at the top of your page or in your username or profile, for example, does not of itself mean that every posting you make is covered by the Code. There must be a link within the individual posting or thread to your role as a councillor or to local authority business. However, even if you do not describe yourself as a councillor you may fall within the scope of the code if you are discussing local authority business.

For example, a posting which is simply discussing a recent football match is not covered by the code even if you have described yourself as a councillor. However, if you make a posting threatening a fellow councillor or officer that would fall within the code even if you have not described yourself as a councillor as it relates to local authority business or your role as a councillor.

Each matter would need to be looked at on a case-by-case basis ([see guidance on 'disrespect, bullying and harassment in Part 2 for further information](https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct) [\[https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct\]](https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct)).

You should be very careful when describing yourself as a councillor as seeing the word "councillor" may lead to assumptions amongst the community that you are acting as a councillor.

To help avoid some of these issues, some councillors have found it helpful to have separate social media profiles for personal and local authority use, though even the strictest privacy settings are no guarantee that posts or actions will remain private. As a rule of thumb, never post anything online you would not be comfortable saying or sharing in a public meeting. If your local authority has guidance on the effective use of social media this can help.

The LGA has published [guidance on councillors](https://local.gov.uk/councillors-and-social-media) [\[https://local.gov.uk/councillors-and-social-media\]](https://local.gov.uk/councillors-and-social-media) and social media.

Examples

Following a heavy snowstorm which meant a local street market could not go ahead a councillor posted on the local community Facebook page that a certain local authority officer should be sacked for failing to put adequate arrangements in place to clear the snow. Even though it was not posted on a local authority page and he did not explicitly describe himself as a councillor in the post he was found to have breached the code by treating an officer with disrespect and seeking to put undue pressure on officers.

A councillor who described himself as such in his Twitter profile made insulting and offensive comments about the Prime Minister which led to complaints being made to his local authority. He was found not to have breached the code as the comments did not directly relate to his role as a councillor or local authority business but were seen as wider political comments.

What does acting as a representative of my local authority mean?

You are acting as a representative of the local authority when you are sitting on an outside body to which you have been appointed by the local authority, for example.

You would also be considered a representative of the local authority where you were attending an external function or conference on behalf of the local authority or as the local authority's nominated delegate.

You would not be considered as a representative of the local authority where you were attending an event in a party-political role, for example at a political party's annual conference. In that situation you would be subject to any relevant party rules.

Matters in party group meetings would also normally not be covered by the code as they are more matters for a party to regulate. However, if you are clearly trying to improperly influence fellow councillors or put undue pressure on them in relation to local authority business for example then relevant provisions of the code would apply. The same would apply to social media groups you may be a member of, such as a WhatsApp group set up for your local authority group.

What if I sit on more than one local authority?

If you sit on more than one local authority, you are subject to the code and associated procedures of the local authority you are representing at any one time. As such, if you are on a district council and a parish council, you would be bound by the district code when attending district council meetings or speaking to district council officers; and bound by the parish council code when attending parish council meetings or speaking to parish council officers.

Where your local authorities have the same code, the same rules would apply and, for example, your completed register of interests should be the same on both tiers.

What is a co-opted member?

The code also applies to co-opted members under the Localism Act. A co-opted member under the Act is someone who is entitled to vote on any matter to be decided at a local authority committee or sub-committee.

A parish councillor who has been co-opted to fill a casual vacancy where an election has not been held is also covered by the Code of Conduct in the same way as if they had been elected.

It does not, therefore include co-opted members who do not have voting rights, nor does it cover, for example, an Independent Person appointed under s28 of the Localism Act to support the local authority on standards matters.

However, it would be good practice to ask such councillors to agree to abide by the code of conduct and to inform the monitoring officer of any interests they might have. While they would not formally fall within the statutory framework for complaint handling, they can be removed from their role by the local authority should they be found to have committed a serious breach of the code so it is important that they are also aware of the expected standards of behaviour.

Part 2 – General obligations under the Code of Conduct

Respect

As a councillor:

- 1. I treat other councillors and members of the public with respect.**
- 2. 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.**

Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written word. It also relates to all forms of communications councillors undertake, not just in meetings. Rude, offensive, and disrespectful behaviour lowers the public's expectations and confidence in its elected representatives.

Respect

The key roles and responsibilities of councillors; representing and serving your communities and taking decisions on their behalf, require councillors to interact and communicate effectively with others. Examples of councillor interaction and communication include talking to constituents, attending local authority meetings, representing the local authority on outside bodies, and participating in community meetings and events. In turn this means that as a councillor you are required to interact with many different people, often from diverse backgrounds and with different or conflicting needs and points of view.

You will engage in robust debate at times and are expected to express, challenge, criticise and disagree with views, ideas, opinions, and policies. Doing these things in a respectful way will help you to build and maintain healthy working relationships with fellow councillors, officers, and members of the public, it encourages others to treat you with respect and helps to avoid conflict and stress. Respectful and healthy working relationships and a culture of mutual respect can encourage positive debate and meaningful communication which in turn can increase the exchange of ideas, understanding and knowledge.

Examples of ways in which you can show respect are by being polite and courteous, listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind. In a local government context this can mean using appropriate language in meetings and written communications, allowing others time to speak without interruption during debates, focusing any criticism or challenge on ideas and policies rather than personalities or personal attributes and recognising the contribution of others to projects.

Disrespectful behaviour

Failure to treat others with respect will occur when unreasonable or demeaning behaviour is directed by one person against or about another. The circumstances in which the behaviour occurs are relevant in assessing whether the behaviour is disrespectful. The circumstances include the place where the behaviour occurs, who observes the behaviour, the character and relationship of the people involved and the behaviour of anyone who prompts the alleged disrespect.

Disrespectful behaviour can take many different forms ranging from overt acts of abuse and disruptive or bad behaviour to insidious actions such as bullying and the demeaning treatment of others. It is subjective and difficult to define. However, it is important to remember that any behaviour that a reasonable person would think would influence the willingness of fellow councillors, officers or members of the public to speak up or interact with you because they expect the encounter will be unpleasant or highly uncomfortable fits the definition of disrespectful behaviour.

Examples of disrespect in a local government context might include rude or angry outbursts in meetings, use of inappropriate language in meetings or written communications such as swearing, ignoring someone who is attempting to contribute to a discussion, attempts to shame or humiliate others in public, nit-picking and fault-finding, the use of inappropriate sarcasm in

communications and the sharing of malicious gossip or rumours.

Disrespectful behaviour can be harmful to both you and to others. It can lower the public's expectations and confidence in you and your local authority and councillors and politicians more generally. It influences the willingness of fellow councillors, officers, and the public to speak up or interact with you because they expect the encounter will be unpleasant or uncomfortable. Ongoing disrespectful behaviour can undermine willingness of officers to give frank advice, damage morale at a local authority, and ultimately create a toxic culture and has been associated with instances of governance failure.

Freedom of expression

The requirement to treat others with respect must be balanced with the right to Freedom of expression. Article 10 of the European Convention on Human Rights protects your right to hold your own opinions and to express them freely without government interference. This includes the right to express your views aloud or in writing, such as in published articles or leaflets or on the internet and social media. Protection under Article 10 extends to the expression of views that may shock, disturb, or offend the deeply-held beliefs of others.

However, Article 10 is not an absolute but a qualified right which means that the rights of the individual must be balanced against the interests of society. Whether a restriction on freedom of expression is justified is likely to depend on a number of factors, including the identity of the speaker, the context of the speech and its purpose, as well as the actual words spoken or written. Democracy depends on people being free to express, debate and criticise opposing viewpoints. The courts have generally held that the right to free expression should not be curtailed simply because other people may find it offensive or insulting. A balance must still be struck between the right of individuals to express points of view which others may find offensive or insulting, and the rights of others to be protected from hatred and discrimination.

Freedom of expression is protected more strongly in some contexts than others. In particular, a wide degree of tolerance is accorded to political speech, and this enhanced protection applies to all levels of politics, including local government. Article 10 protects the right to make incorrect but honestly made statements in a political context but it does not protect statements which the publisher knows to be false. Political expression is a broad concept and is not limited to expressions of or criticism of political views but extends to all matters of public administration including comments about the performance of public duties by others. However, gratuitous personal comments do not fall within the definition of political expression.

Public servants such as local government officers are subject to wider levels of acceptable criticism than other members of the public when matters of public concern are being discussed. However, the limits are not as wide as they are for elected politicians such as councillors. Officers do not necessarily have the same right of reply to such comments as councillors do and councillors should take care not to abuse or exploit this imbalance.

Recent case law has confirmed that local authority officers should be protected from unwarranted comments that may have an adverse effect on good administration and states that it is in the public interest that officers are not subject to offensive, abusive attacks and unwarranted comments that prevents them from carrying out their duties or undermine public confidence in the administration. That said, officers who are in more senior positions, for example chief executives or heads of services, will also be expected to have a greater degree of robustness.

Is the Respect provision of the code a gag on councillors?

This provision of the Code (Paragraph 1) is not intended to stand in the way of lively debate in local authorities. Such discussion is a crucial part of the democratic process. Differences of opinion and the defence of those opinions through councillors' arguments and public debate are an essential part of the cut and thrust of political life. Councillors should be able to express their opinions and concerns in forceful terms. Direct language can sometimes be appropriate to ensure that matters are dealt with properly. The code is not intended to stifle the expressions of passion and frustration that often accompany discussions about local authority business.

Can councillors criticise officers?

Yes. In some cases, officers have been known to reject reasonable criticism appropriately made and describe it as disrespectful or bullying. The Code of Conduct is not intended to constrain councillors' involvement in local governance, including the role of councillors to challenge performance. Councillors can question and probe poor officer performance provided it is done in an appropriate way. In the everyday running of a local authority, it is inevitable that councillors may have disagreements with officers from time to time.

This paragraph of the code does not mean that councillors cannot express disagreement with officers. This disagreement might, in the appropriate context, manifest itself in criticism of the way in which an officer or officers handled particular matters.

It is important that councillors raise issues about poor performance in the correct way and at the appropriate forum in accordance with your local authority's processes and procedures, and not in a public meeting or through a published attack in the media.

All local authorities should have clearly defined policies, procedures, and occasions where such issues can be properly raised. It is only where councillors' conduct is unfair, unreasonable, or demeaning that the code will be relevant. If a councillor's criticism is abusive or offensive it is likely to breach the code.

What kinds of conduct are not covered?

A very clear line must be drawn between the Code of Conduct's requirement of respect for others, including councillors with opposing views, and the freedom to disagree with the views and opinions of others. In a democracy, members of public bodies should be able to express disagreement publicly with each other.

What if a member of the public is being unnecessarily disrespectful to me?

Councillors are allowed to respond to criticism, and where that criticism is robust, then they can be robust in response. However, councillors should always seek to try to be civil and demonstrate leadership in their communication. Even where councillors have been wrongly accused, responding in an angry, defensive way can often escalate the situation.

There has been a growing tendency for members of the public to use social media channels to unfairly criticise local councillors. For this reason, many local authorities now offer social media guidance to councillors in addition to the civility in public life resources available on the [LGA's website \[https://www.local.gov.uk/our-support/guidance-and-resources/civility-public-life\]](https://www.local.gov.uk/our-support/guidance-and-resources/civility-public-life)

Examples

The complaint alleged that the councillor posted on their blog a highly critical comment and an offensive caption about a former councillor, who had passed away and whose funeral had taken place the previous day. The councillor was found to have breached the provisions of his local authority's Code of Conduct relating to councillors treating others with respect; as well as conducting themselves in a manner which could reasonably be regarded as bringing their role or their authority into disrepute.

The complaint alleged that a councillor commented under a pseudonym on a local authority blog referring to possible nepotism in the awarding of a contract to a local firm by the local authority. The standards committee found that the councillor had breached the Code of Conduct in making the posts because he had failed to treat others with respect and, in doing so, he had conducted himself in a manner which brought his role and his local authority into disrepute.

The complaint alleged that a councillor had made remarks of an abusive, insulting and personal nature to the complainant, a police officer, and also made a number of unfounded allegations about him during two telephone calls to a police station made in his capacity as a ward councillor. It was found that the comments amounted to an unacceptable personal attack on the complainant and that the councillor had breached the respect provisions in his local authority's Code of Conduct.

Bullying

As a councillor:

1.
 - 1.1. **I do not bully any person.**

Bullying, harassment, discrimination, and victimisation (either directly or indirectly) are unacceptable and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.

Bullying may be characterised as offensive, intimidating, malicious, insulting, or humiliating behaviour, an abuse or misuse of power that can make a person feel vulnerable, upset, undermined, humiliated, denigrated or threatened. Power does not always mean being in a position of authority and can include both personal strength and the power to coerce through fear or intimidation. Bullying may be obvious or be hidden or insidious. Such conduct is usually part of a pattern of behaviour which attempts to undermine an individual or a group of individuals, is detrimental to their confidence and capability, and may adversely affect their health.

Bullying can take the form of physical, verbal, and non-verbal conduct but does not need to be related to protected characteristics. Bullying behaviour may be in person, by telephone or in writing, including emails, texts, or online communications such as social media. The standards of behaviour expected are the same, whether you are expressing yourself verbally or in writing.

Bullying can affect anyone, in any career, at any time, at any level and within any workplace. Such behaviour can take the form of easily noticed, physically threatening or intimidatory conduct with immediate impact, or it can take place behind closed doors, or be much more subtle or camouflaged and difficult to identify, at least at first. It can start, for example, with what appear to be minor instances, such as routine 'nit-picking' or fault-finding, but which become cumulative or develop into more serious behaviour over time, enabling the perpetrator to isolate and control the person.

Some bullies lack insight into their behaviour and are unaware of how others perceive it. Others know exactly what they are doing and will continue to bully if they feel they are unlikely to be challenged. Bullying can sometimes be overlooked, as a result of common euphemisms being used by way of explanation or justification, referring to someone as having a "poor leadership style" or a "bad attitude," for example, or to the problem being due to a "personality clash".

You should always be mindful of the overall potential impact of the behaviour on others. First and foremost, bullying can have a significant impact on the recipient's well-being and health. Bullying can have an impact on a local authority's effective use of resources and provision of services. Officers who are subject to bullying are frequently away from their posts, sometimes for extended periods, on sickness or stress-related leave. Bullying can impact on a councillor's ability to represent their residents effectively. It can also discourage candidates from standing in local elections, making local authorities less representative of their communities, and impacting local democracy.

Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered it's likely that the person handling the complaint will consider both the perspective of the alleged victim, and whether the councillor intended their actions to be bullying. They will also consider whether the individual was reasonably entitled to believe they were being bullied.

Conduct is unlikely to be considered as bullying when it is an isolated incident of a minor nature, where it is targeted at issues, rather than at an individual's conduct or behaviour, or when the behaviour by both the complainant and councillor contributed equally to the breakdown in relations. However, the cumulative impact of repeated 'minor' incidents should not be underestimated.

Examples of bullying include but are not limited to:

- verbal abuse, such as shouting, swearing, threats, insults, sarcasm, ridiculing or demeaning others, inappropriate nicknames, or humiliating language
- physical or psychological threats or actions towards an individual or their personal property
- practical jokes
- overbearing or intimidating levels of supervision, including preventing someone from undertaking their role or following agreed policies and procedures
- inappropriate comments about someone's performance
- abuse of authority or power, such as placing unreasonable expectations on someone in relation to their job, responsibilities, or hours of work, or coercing someone to meet such expectations
- ostracising or excluding someone from meetings, communications, work events or socials
- sending, distributing, or posting detrimental material about other people, including images, in any medium
- smear campaigns.

Freedom of expression 'Respect' guidance Part 2 [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#respectful-behaviour->]

Does this mean that councillors cannot raise concerns about officers or fellow councillors?

Bullying behaviour should be contrasted with the legitimate challenges which a councillor can make in challenging policy or scrutinising performance. An example of this would be debates in the chamber about policy or asking officers to explain the rationale for the professional opinions they have put forward. You are entitled to challenge fellow councillors and officers as to why they hold their views. However, if your criticism is a personal threat or abusive or offensive in nature, you are likely to cross the line of what is acceptable behaviour.

Preventing bullying conduct from developing

Ideally, a culture of honest and clear communication should be sought, with respect for the individual and for the confidentiality required when managing individual performance-related issues. The bullying of officers might be reduced by establishing a specific protocol, which addresses issues such as councillor-officer work relations and appropriate behaviour.

The protocol for parish and town councils can include such simple but important matters as acceptable times to contact the clerk by telephone at home or call at the clerk's home on council business.

Local authority officers and parish clerks also need to be mindful that councillors can come from a wide range of backgrounds and may have been part of workplaces where the culture and expected standards are very different from what the clerk or officers expect; as a result, the councillor simply may not be aware of the impact that their communications have had on the clerk or officer.

Early discussion about emerging issues is important to help avoid matters escalating and help establish more effective working arrangements for the future.

Bullying and harassment and the law

In some cases, acts of bullying or harassment can be civil offences, which can be brought to an employment tribunal or a county court.

In some cases, conduct that amounts to bullying and harassment may also amount to criminal offences, which can be tried in the criminal courts. There is not an exhaustive list of acts of bullying or harassment that may constitute a criminal offence. Examples may include, but are not limited to:

- physical assault
- making threats of violence or death threats
- stalking
- hate crimes
- sexual harassment

Intimidation of councillors

Councillors can face behaviours which could amount to bullying and intimidation when carrying out their role.

The LGA and the Welsh Local Government Association recognise the growing need among councillors for support related to intimidation and have jointly developed a **"Councillors' guide to handling intimidation. Practical steps that you and your local authority can undertake to protect yourself as a person in a public position"**

[\[https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors'](https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors)

. The guide covers topics such as how to handle abuse, both face-to-face, letters or online, guidance on personal safety, lone working and online abuse and the legal and practical remedies, including the nature of the criminal offences involved. It will be continuously updated with the latest advice and information available.

Harassment

As a councillor:

1.
 - 1.1. **I do not harass any person.**

The Protection from Harassment Act 1997 states that harassment includes behaviour which alarms a person or causes a person 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 victim in a manner that could be expected to cause distress or fear in any reasonable person. Harassment of any kind whether direct or indirect is in no-one's interest and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.

Like bullying, harassment can take the form of physical, verbal, and non-verbal conduct but does not need to be related to protected characteristics. Harassment may be in person, by telephone or in writing, including emails, texts, or online communications such as social media. It may manifest obviously or be hidden or insidious.

The factors likely to be considered when assessing allegations of harassment are whether the councillor knows or ought to know that their actions constitute harassment, whether a reasonable person would consider the actions to be harassment and the impact of the behaviour/conduct on victim.

Examples of harassment include but are not limited to:

- sending unwelcome emails
- unnecessarily repetitive, intrusive questioning
- unwelcome physical contact such as touching or invading 'personal space'
- haranguing
- intimidation
- inappropriate remarks or questioning such as comments about someone's appearance, lewd comments, and offensive jokes
- overbearing or intimidating levels of supervision, including preventing someone from undertaking their role or following agreed policies and procedures
- inappropriate comments about someone's performance

- placing unreasonable expectations on someone in relation to their job, responsibilities, or hours of work, or coercing someone to meet such expectations
- sexual harassment

What does the law say about harassment?

[\[https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors\]](https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors)

In some cases, acts of harassment can be civil offences, which can be brought to an employment tribunal or county court.

In some cases, conduct that amounts to harassment may also amount to criminal offences, which can be tried in the criminal courts. There is not an exhaustive list of acts of harassment that may constitute a criminal offence. Examples may include, but are not limited to physical assault:

- making violent or death threats
- stalking
- hate crimes
- sexual harassment

Example

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

Discrimination

As a councillor:

2.3 I promote equalities and do not discriminate unlawfully against any person.

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

The Equality Act 2010 imposes positive duties on local authorities to promote equality and to eliminate unlawful discrimination and harassment. Under the Act your authority may be liable for any discriminatory acts which you commit. This will apply when you do something in your official capacity in a discriminatory manner. You must be careful not to act in a way which may amount to any of the prohibited forms of discrimination, or to do anything which hinders your authority's fulfilment of its positive duties under the Act. Such conduct may cause your authority to break the law, and you may find yourself subject to a complaint that you have breached this paragraph of the Code of Conduct. If you are unsure about the particular nature of the duties of your authority you should seek advice from the monitoring officer or parish clerk.

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

There are four main forms of discrimination:

Direct discrimination: treating people differently because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Indirect discrimination: treatment which does not appear to differentiate between people because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation but which disproportionately disadvantages them.

Harassment: engaging in unwanted conduct on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, which violates another person's dignity or creates a hostile, degrading, humiliating or offensive environment.

Victimisation: treating a person less favourably because they have complained of discrimination, brought proceedings for discrimination, or been involved in complaining about or bringing proceedings for discrimination.

Examples of discriminatory behaviour include but are not limited to:

- exclusion or victimisation based on the Protected Characteristics
- treating someone less favourably or limiting their opportunities based on any of the Protected Characteristics
- comments, slurs, jokes, statements, questions, or gestures that are derogatory or offensive to an individual's or group's characteristics
- promoting negative stereotypes relating to individual's or group's characteristics
- racial or ethnic slurs, insults, or jokes
- intolerance toward religious customs
- mimicking, mocking, or belittling a person's disability
- homophobic, biphobic or transphobic comments or slurs
- discriminating against pregnant people or mothers
- declaring ('outing') someone's religion or sexuality or threatening to do so against their will
- deliberate, unwarranted application of an authority's practice, policy or rule in a way that may constitute indirect discrimination
- instructing, causing, inducing, or knowingly helping someone to commit an act of unlawful discrimination under the Equality Act 2010.

A councillor's personality and life experiences will naturally incline them to think and act in certain ways. They may form views about others based on those experiences, such as having an affinity with someone because they have a similar approach to life or thinking less of someone because they are from a different generation. This is known as "unconscious bias" and it can lead people to make decisions based on biases or false assumptions. Councillors need to be alert to the potential of unconscious bias and ensure they make decisions based on evidence, and not on assumptions they have made based on biases.

Questions

How can councillors cause their authority to be in breach of the Equality Act?

The Code of Conduct is not intended to stifle democratic debate. Councillors should always remember that Article 10 of the European Convention on Human Rights gives a high level of protection to comments that are genuinely made during political debate, even if most people would find them offensive.

Some councillors have particular roles which may give a higher risk for the potential for discrimination; for example, if you are on an appointment panel for a position in the local authority, or you are able to award local grants in your ward and will need to decide which organisations to support.

Merely arguing, or even voting, against a proposal which is aimed at complying with a positive anti-discriminatory duty would not be enough by itself to risk breaking this part of the code. Simply having a party-political or personal position on an issue is unlikely to amount to a breach of this provision because it does not, of itself, involve the local authority doing anything.

Under the Equality Act 2010, an authority is made liable for any discriminatory acts which a councillor commits. This will apply where they say or do something in their official capacity in a discriminatory manner.

Examples

The complaint alleged that a councillor 'liked' several racially discriminatory comments on social media and one comment advocating violence against Travellers. The panel found that 'Liking' of the offensive comments did amount to a failure to treat those who were the subject of such comments with respect and a failure to promote equalities in breach of the Code of Conduct.

A councillor was a member of the local authority's recruitment panel to appoint a new chief executive. Five applicants were shortlisted. After one candidate had finished his presentation and left the room the councillor said, "good candidate, shame he's black". The panel found that the Code of Conduct had been breached.

Impartiality of officers

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers 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, you 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.

Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. Councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Councillors of the executive, chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships.

Officers may sometimes give you advice that you do not want to hear or does not suit your political views. They must be allowed to do this without fear of recriminations to allow for good decision-making looking at all relevant options.

That means in your dealing with officers you must not seek to influence them improperly or put undue pressure on them. For example, you should not get officers to help you prepare party political material, or to help you with matters relating to your private business. You should not provide or offer any incentive or reward in return for acting in a particular way or reaching a particular decision.

Other than political assistants, officers are required to remain politically neutral and not demonstrate their support for specific parties or candidates.

The fundamentally held principle is that "the local government system of the UK has long resided on a bond of trust between elected members and a permanent corps of local government officer... that relationship of trust stems from the right of council members to expect that they are being assisted in their functions by officers who are politically neutral and whose loyalty is to the council as a whole^{[1].[\[#_ftn1\]](#)}".

Examples

A councillor became involved in a social care case on behalf of a constituent during which time he inappropriately sought to influence operational decision-making and sent discourteous and disrespectful correspondence to the officers. In doing so, he lost sight of his overall responsibility to the local authority to allow its officers to perform their statutory functions. He was found to have breached the Code of Conduct.

A councillor who, over a period of six months, persistently sought to influence the decisions of officers dealing with a complaint by his son and daughter-in-law against their local authority tenant neighbour was found, through his actions, to have compromised the impartiality of the officers and to have used his position improperly to promote the interest of his family and to have brought the role of councillor into disrepute in breach of the Code of Conduct.

What does working on behalf of the authority mean?

Local Authorities deliver services in a range of ways. Often services will have been contracted out to outside bodies. For example, if you are in a highway authority, road repair services may be carried out by outside contractors. Their employees delivering that contract are doing so on behalf of the local authority and you should not use your position to interfere improperly in delivery of that service.

What if I disagree with the views of an officer?

You are perfectly entitled to disagree with officers. They are there to give you impartial professional advice and you do not need to accept their advice without question. When you do question them however, you should treat them with respect and recognise that they are professionals.

If you feel dissatisfied with the advice you are given you should raise through appropriate management channels in line with your local authority's councillor-officer protocol (where you have one) - [\[https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#respectful-behaviour-\]](https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#respectful-behaviour-) **see guidance on respect, bullying and harassment in Part 2.** [\[https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#bullying\]](https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#bullying)

Where you have a declarable interest in a matter you are discussing with an officer you should make that clear to the officer – **see guidance on declarations of interest in Part 3.** [\[https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest\]](https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest) Where it is an interest which would stop you from taking part in a meeting you should not discuss those matters with officers except where you are seeking professional advice in the same way as any member of the public could – for example, assistance with making an application – and the officer should make a note that an interest has been declared. If you need to speak to an officer about the matter, you should arrange a meeting as a member of the public and not seek to use your position to gain preferential or quicker access.

[1] Ahmed v United Kingdom (2000) 29 EHRR 1

Having regard to Officer advice

Councillors take decisions every day that affect the lives of those who live and work within your community. It is therefore important that those decisions are made having regard to all available evidence and weighing up all sides of the argument.

Decisions can be challenged if they are unreasonable, and the local authority could find itself facing an expensive legal bill if it takes a decision which is unlawful. When considering any decision, you must have regard to any professional advice you have been offered, for example from planning or licensing officers. Both the monitoring officer and the chief finance officer have a statutory duty to report formally to the local authority where they believe a local authority action or expenditure is, or may be, unlawful. Similarly, when it comes to elections, you will need to have regard to any advice given to you by the returning officer who may well be a senior officer but in that capacity is entirely independent of and separate from the local authority and is required to be politically neutral.

You must also give reasons for all decisions in accordance with statutory requirements and any reasonable requirements imposed by your local authority. Giving reasons for decisions is particularly important in relation to regulatory decisions and decisions where people's rights are affected. Where councillors disagree with officer recommendations in making a decision, councillors will need to take particular care in giving clear reasons for the decision.

If you seek advice as an individual councillor, or advice is offered to you, for example, on whether or not you should register or declare an interest, you must have regard to this advice before you make your mind up. Failure to do so may lead to a breach of the Code of Conduct.

If in any doubt – be safe and always seek advice from your monitoring officer before taking any action.

Local authorities have protocols for councillor-officer relations in their constitutions which are accessible on their websites.

The LGA published “

[\https://www.local.gov.uk/sites/default/files/documents/11.141%20A%20councillor%27s%20workbook%20on%20councillor_x
A councillor's workbook on effective councillor/officer relationships 2018

[\https://www.local.gov.uk/sites/default/files/documents/11.141%20A%20councillor%27s%20workbook%20on%20councillor_x
”

[\https://www.local.gov.uk/sites/default/files/documents/11.141%20A%20councillor%27s%20workbook%20on%20councillor_x

. This workbook has been designed as a distance learning aid for local councillors. It forms part of the suite of LGA resources intended to provide councillors with insight and assistance into key skills and knowledge. It is designed to provide a foundation for effective working as you progress in your councillor career, from the ward level to holding a leading councillor position. The workbook has been updated to contain information and examples obtained from the LGA's work on the ground in local authorities and through the **Corporate Peer Challenge programme** [\[https://www.local.gov.uk/our-support/peer-challenges/peer-challenges-we-offer\]](https://www.local.gov.uk/our-support/peer-challenges/peer-challenges-we-offer), and to reflect the changing nature of the councillor and officer relationship.

Confidentiality and access to information

As a councillor:

4.1 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:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the monitoring officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer, or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently. 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 local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Confidential information

While local authority business is by law generally open and local authorities should always operate as transparently as possible, there will be times – for example, when discussing a named individual, confidential HR matters or commercially sensitive information – when it is appropriate for local authority business to be kept confidential or treated as exempt information.

In those circumstances, you must not disclose confidential information, or information which you believe to be of a confidential nature, unless:

- you have the consent of the person authorised to give it
- you are required by law to do so
- the disclosure is made to a third party for the purposes of obtaining professional advice (for example, your lawyer or other professional adviser) provided that person agrees not to disclose the information to any other person
- the disclosure is in the public interest

Disclosure in the public interest

Disclosure ‘in the public interest’ is only justified in limited circumstances, when all the following four requirements are met:

- the disclosure must be reasonable

- the disclosure must be in the public interest
- the disclosure must be made in good faith
- the disclosure must be made in compliance with any reasonable requirements of your authority

In relation to the disclosure of confidential information in the public interest, the four requirements are outlined in more detail below.

1. The first requirement, that the disclosure must be reasonable, requires you to consider matters such as:

Whether you believe that the information disclosed, and any allegation contained in it, is substantially true. If you do not believe this, the disclosure is unlikely to be reasonable.

Whether you make the disclosure for personal gain. If you are paid to disclose the information, the disclosure is unlikely to be reasonable.

The identity of the person to whom the disclosure is made. It may be reasonable to disclose information to the police or to an appropriate regulator. It is less likely to be reasonable for you to disclose the information to the world at large through the media.

The extent of the information disclosed. The inclusion of unnecessary detail, and in particular, private matters such as addresses or telephone numbers, is likely to render the disclosure unreasonable.

The seriousness of the matter. The more serious the matter disclosed, the more likely it is that the disclosure will be reasonable.

The timing of the disclosure. If the matter to which the disclosure relates has already occurred, and is unlikely to occur again, the disclosure may be less likely to be reasonable than if the matter is continuing or is likely to reoccur.

Whether the disclosure involves your authority failing in a duty of confidence owed to another person.

2. The second requirement, that the disclosure must be in the public interest, needs to involve one or more of the following matters or something of comparable seriousness, that has either happened in the past, is currently happening, or is likely to happen in the future:

- a criminal offence is committed.
- your local authority or some other person fails to comply with any legal obligation to which they are subject.
- a miscarriage of justice occurs.
- the health or safety of any individual is in danger.
- the environment is likely to be damaged.
- that information tending to show any matter falling within the above is deliberately concealed.

3. The third requirement, that the disclosure is made in good faith, will not be met if you act with an ulterior motive, for example, to achieve a party-political advantage or to settle a score with a political opponent.

4. The fourth requirement, that you comply with the reasonable requirements of your local authority, means that before making the disclosure you must comply with your local authority's policies or protocols on matters such as whistle-blowing and confidential information. You must first raise your concerns through the appropriate channels set out in such policies or protocols.

In summary, to decide whether the disclosure is reasonable and in the public interest, you may need to conduct a balancing exercise weighing up the public interest in maintaining confidentiality against any countervailing public interest favouring disclosure. This will require a careful focus on how confidential the information is, on any potentially harmful consequences of its disclosure, and on any factors, which may justify its disclosure despite these potential consequences. If in doubt you should always seek advice from the monitoring officer. Always keep a note of the reason for your decision.

In some situations, it is extremely unlikely that a disclosure can be justified in the public interest. These will include where the disclosure amounts to a criminal offence, or where the information disclosed is protected by legal professional privilege.

Circumstances in which a local authority can treat information as confidential

The presumption under local government law is that local authority business is open unless it falls within a specific category of confidential or exempt information as set out in legislation. These categories are:

1. information given to the local authority by a Government Department on terms which forbid its public disclosure

2. information the disclosure of which to the public is prohibited by or under another Act or by Court Order.

Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

Exempt information means information falling within the following categories (subject to any condition):

1. relating to any individual.
2. which is likely to reveal the identity of an individual.
3. relating to the financial or business affairs of any particular person (including the authority holding that information).
4. relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
5. in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. which reveals that the authority proposes:
 - 6.1. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - 6.2. to make an order or direction under any enactment
7. relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

Where information is legally classified as 'confidential' under the above categories the public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

Where an officer recommends that a report to a decision-making committee should be treated as exempt information under the above categories the committee must still agree that the matter should be heard in a closed session. The committee may disagree with any recommendation and decide that those legal tests have not been met; or they may agree that those tests have been met but nevertheless it is in the public interest that the matter be considered in an open session. Again, you should keep a record of the rationale for the decision.

Once the local authority has agreed that the matter be treated as exempt, public access to relevant reports, background papers and minutes will also be excluded and an individual councillor must abide by that collective decision or risk breaching the code if they disclose that information (papers and content of discussion) without lawful excuse.

Does confidentiality under the code apply only to information which is classified as confidential or exempt by law?

No. The code goes wider than matters simply considered in a formal local authority setting. Information is a broad term. It includes facts, advice, and opinions. It covers written material, including tapes, videos, CDs, DVDs, and other electronic media. It covers material in unwritten form, including intellectual property. Information can only be confidential if all the following apply:-

- it has the necessary 'quality of confidence' about it (trivial information will not be confidential but information that you would expect people to want to be private would be);
- it was divulged in circumstances importing an obligation of confidence (information properly in the public domain will not be confidential);
- disclosure of it would be detrimental to the party wishing to keep it confidential.

For example, you may be told confidential information by a constituent in the course of your duties. That is why the code is written broadly to cover information classed as confidential which you may come across in your duties.

You should use your judgment when you are given information. An individual does not have to explicitly say that information is confidential if they tell you something which a reasonable person would regard as sensitive. You may, however, wish to clarify if somebody tells you something whether they want you to treat it as confidential.

Examples

A councillor was assisting a resident in an adoption process, which the resident decided to subsequently withdraw from. The resident's estranged parent contacted the councillor for information as to what was happening with the case and the councillor inadvertently shared confidential information as she had not realised that father and son were estranged. This was found to be a breach of the code.

A councillor circulated information about an officer's medical condition to other councillors and a local headteacher with whom he was acquainted. He was found to have disclosed information which should reasonably be regarded as being of a confidential nature and without the officer's consent in breach of the Code of Conduct.

What does consent by the person authorised to give it mean?

If somebody, for example a constituent, has told you something in confidence – for example in the line of casework – you may later want to put that in the public domain as part of pursuing that case. You should always check with the individual before you disclose something you believe is confidential to ensure that they are comfortable with that information being disclosed. You should also be clear with them as to how you may use the information, they give you to help resolve their issue.

In what circumstances am I required to disclose confidential information by law?

This would be where a law enforcement or regulatory agency or the courts required disclosure of information.

In what way could I use information I have obtained to advance myself or others?

As a councillor you will often receive commercially sensitive or other confidential information. You must not use that information to your own advantage. For example, if you know the local authority is considering the purchase of a piece of land, you should not use that information in your private dealings to seek to purchase the land.

How does this relate to the Data Protection Act?

As part of their role councillors will receive personal information. They should seek to ensure they are familiar with how the Data Protection Act applies to their role in handling such information through training, and if they are not sure to seek advice from an appropriate officer in the council.

Although councillors are not required to register as a data controller, they will receive personal information from residents in their area. They should only use it for the purpose for which it has been given and must ensure this information is held securely and only share with others that are entitled to it.

In contrast, the local authority is responsible for information they provide to councillors and ensuring they know how it can be used.

Access to information

Transparency is a very important principle underpinning local democracy and public decision-making. The public are entitled to see information about the way decisions are made unless there are specific reasons why that information is confidential. Your local authority should have a publication scheme setting out what information is accessible to the public and you as an individual councillor must not prevent any person from accessing information which they are entitled to by law. This includes information under the Freedom of Information Act 2000 or those copies of minutes, agendas, reports, and other documents of your local authority which they have a right to access.

If in doubt seek advice from the relevant local authority officers.

The 'need to know'

As a councillor, you are not automatically entitled to access all information the local authority holds. For example, the local authority may deal with highly confidential and sensitive information about employees or about residents involved in complex cases.

In addition to rights set out in law or conferred by your local authority constitution, you have a right to inspect documents if you can demonstrate a "need to know". This isn't a right to a roving commission but must be linked to your performance of your duties and functions as a councillor. For example, the need could more easily be demonstrated by membership of a relevant committee, such as a staffing committee than simply because you are interested in seeing the information. Local authorities have more justification for denying free access to particularly sensitive papers such as childcare or staffing records. You should not seek to get information if you have a declarable interest in it.

Most local authorities will have a nominated officer you can seek advice from if you feel you are not being given access to information you seek.

You can also exercise the "need to know" in respect of attending meetings. Access to Information Rules set out an Overview and Scrutiny Committee's rights of access to documents and additional rights of access to documents for councillors to carry out their functions.

Where you are given access to documents which are not available to members of the public, you should ensure that any confidential information is used and protected in an appropriate and secure manner and shared with authorised persons only.

Can I use local authority information for matters outside the local authority?

A councillor is entitled to access information held by the local authority for the performance of their duties as a councillor. If a councillor wishes to use local authority information for any purpose other than in connection with their duties as a councillor, and that information is not in a publicly available document, however, then that councillor should submit a freedom of information request so that it can be given to them to use freely.

The general rule is that any information held by the local authority and given directly to a councillor may only ever be used for the purpose for which it was provided. That purpose may add particular restrictions, for example where it relates to an individual constituent or sensitive matter. The purpose should not be for anything other than use in connection with the proper performance of the councillor's duties as a councillor. The exceptions to this are where the information has already been published, it has been given as a result of a request under Freedom of Information or Environmental Information Regulations or it is in the public interest ('whistleblowing') for which provisions are made in the Code of Conduct as explained above.

Please see the **ICO website** [<https://ico.org.uk>] for helpful guidance on data protection and freedom of information.

Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects your right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted. You should be aware that your actions might have an adverse impact on your role, other councillors and/or your local authority and may lower the public's confidence in your ability to discharge your functions as a councillor or your local authority's ability to discharge its functions.

In general terms, disrepute can be defined as a lack of good reputation or respectability. In the context of the Code of Conduct, a councillor's behaviour in office will bring their **role** into disrepute if the conduct could reasonably be regarded as either:

1. reducing the public's confidence in them being able to fulfil their role; or
2. adversely affecting the reputation of your authority's councillors, in being able to fulfil their role.

Conduct by a councillor which could reasonably be regarded as reducing public confidence in their local authority being able to fulfil its functions and duties will bring **the authority** into disrepute.

For example, circulating highly inappropriate, vexatious or malicious e-mails to constituents, making demonstrably dishonest posts about your authority on social media or using abusive and threatening behaviour might well bring the role of councillor into disrepute. Making grossly unfair or patently untrue or unreasonable criticism of your authority in a public arena might well be regarded as bringing your local authority into disrepute.

Questions

What distinguishes disrepute to "your role or local authority" from disrepute to you as a person?

The misconduct will need to be sufficient to damage the reputation of the councillor's role or local authority, as opposed simply to damaging the reputation of the individual concerned.

Certain kinds of conduct may damage the reputation of an individual but will rarely be capable of damaging the reputation of the role of councillor or the reputation of the authority.

Here are some of the situations that might tip the balance in favour of disrepute to the role of councillor or to the authority in particular cases:

1. Situations where councillors have put their private interests above the public interest, which they are expected to promote as councillors, and therefore reduced the standing of their role. For example, councillors using their position to secure a secret personal profit.
2. Similarly, situations where a councillor defies important and well-established rules of the authority for private gain.
3. Where a councillor engages in conduct which directly and significantly undermines the authority's reputation as a good employer or responsible service provider.

Examples

A councillor posted a tweet reading "Cllr Blogs why don't you just throw in the towel, just go before you cause any more damage to the reputation of the council. You and some members of your cabinet have failed. I hope that the SFO is brought in to investigate your conduct. #failedleadership." The complainant stated that she found the tweet 'very offensive' and bullying and also considered that the tweet would reasonably bring the councillor's office and the authority into disrepute. The councillor was found to have brought his authority into disrepute by reducing public confidence in the council.

A councillor brought his role and authority into disrepute by taking advantage of a local authority mistake and failing to prevent local authority-employed contractors from working on his privately-owned home. The local authority mistakenly sent decorators to the home, an ex-local authority property. The councillor only told the local authority about the mistake after the work had been completed and then said he could not be charged for the work.

The chair of a local authority made a deeply inappropriate remark at a local authority meeting that was reported in the local media and was accused of bringing his role and authority into disrepute. It was clear in both the meeting and the local media reporting that other councillors expressed concerns about his comments and found them inappropriate. It was found that he had not brought his authority into disrepute but that he had brought his role into disrepute.

Misuse of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a councillor 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.

You should not use, or attempt to use, your public office either for your or anybody else's personal gain or loss. For example, your behaviour would be improper if you sought to further your own private interests through your position as a councillor.

Involving yourself in a decision in which you have an interest, to seek to benefit yourself or another would be a breach of this paragraph of the code. For guidance on how to conduct yourself when you have an interest and how to balance your rights as an individual and your responsibilities as a public decision maker see the chapter on registration of interests.

Councillors who own land, or whose relatives or close associates own land, need to be particularly cautious where planning matters are concerned. This applies equally to parish councillors when your local authority is consulted on planning matters. Similarly, while it is reasonable to expect councillors to help constituents apply to the local authority, for example, for housing, it is quite improper to seek to influence the decision to be taken by the officers and would also be in breach of paragraph 3 of the code.

What kinds of attempts to advantage or disadvantage would be improper?

There are circumstances where it will be proper for a councillor to seek to confer an advantage or disadvantage and other circumstances where it will not.

Being a councillor can involve making hard choices and balancing a range of interests. Most decisions will inevitably benefit some people and will be to the detriment of others. It's important when you make those decisions to make them in what you think is the public interest and not be influenced by private interests.

For example, there can be no objection to councillors voicing their opposition to the closure of a local public library. This conduct is clearly intended to secure an advantage for the users of the library. What is crucial is that councillors' attempts to secure this advantage are clearly part and parcel of their duties as a local representative. Therefore, these activities are not improper.

The term 'improperly' is not defined in the Code of Conduct. This ensures that the scope of the provision is not unnecessarily limited. The underlying principle is that councillors are elected or appointed to public office to serve the public interest.

A councillor's conduct would be improper if they were to use their public position to further private interests of themselves or associates, or to settle old scores with enemies, to the detriment of the public interest. Any conduct that unfairly uses a councillor's public position to promote private interests over the public interest will be improper.

What if the attempt to confer an advantage or disadvantage fails?

The wording of the Code of Conduct makes it clear that the use of position provision (paragraph 6) covers failed attempts as well as situations where an advantage or disadvantage has actually been achieved.

For example, if you have tried to influence fellow councillors to vote in a particular way which would be to your personal advantage and/or that of your family/close associates you would have breached this provision of the code even if they did not in fact vote that way.

Examples

Most alleged improper uses of position are in connection with matters in which the councillors have interests.

A councillor who was a 'joint co-ordinator' of a community group did not notify the local authority of her position in this group. She took part in the considerations and voted on the decision to negotiate a new lease in respect of a workshop used by this community group. A standards committee found that she had used her position improperly as the decision on which she voted benefited a group in which she clearly had an interest which she had not disclosed to the local authority.

A local authority leader failed to declare a conflict of interest relating to land he owned. The court found that he used his position as a councillor and instructed a planning officer to alter the road route to benefit his own land's value to a considerable extent. He was found guilty of misconduct in public life for trying to influence the route of a new by-pass to enclose his land in a new development belt, which would have significantly increased its value. He received an 18-month custodial sentence.

A parish councillor was found to have improperly used his position and secured an advantage for a member of the public by asking the parish clerk to make a payment which had not been approved by the Parish Council in breach of the Code of Conduct. The payment was for repairs to a private road used by the councillor to get to his allotment.

Misuse of resources and facilities

As a councillor:

7.1 I do not misuse local authority resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- 1. act in accordance with the local authority's requirements; and**
 - 1.1. ensure that such resources are not used for political purposes unless**
 - 1.1.1. that use could reasonably be regarded as likely to facilitate, or**
 - 1.1.2. be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by your local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms

These are given to you to help you carry out your role as a 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 the local authority's own policies regarding their use.

You must make sure you use the authority's resources for proper purposes only. It is not appropriate to use, or authorise others to use, the resources for political purposes, including party political purposes. When using the authority's resources, you must have regard, if applicable, to any Local Authority Code of Publicity made under the Local Government Act 1986.

The recommended code of practice for local authority publicity.

[\[https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity\]](https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity) published by Ministry of Housing, Communities & Local Government provides guidance on the content, style, distribution, and cost of local authority publicity.

You must be familiar with the rules applying to the use of resources made available to you by your local authority. Failure to comply with the local authority's rules is likely to amount to a breach of the code.

If you authorise someone (for example a member of your family) to use your local authority's resources, you must take care to ensure that this is allowed by the local authority's rules.

You should never use local authority resources for purely political purposes, including designing and distributing party political material produced for publicity purposes.

However, your authority may authorise you to use its resources and facilities for legitimate political purposes in connection with your authority's business. For example, holding surgeries in your ward and dealing with correspondence from your constituents. In this case, you must be aware of the limitations placed upon such use for these purposes. Using your authority's resources outside of these limitations is likely to amount to a breach of the Code of Conduct. Where you are part of a formally-recognised political group, your local authority is also allowed to give you such resources as you need for local authority business, for example use of a room for group meetings.

You should never use local authority resources purely for private purposes, for example using a photocopier to print off flyers for your business unless your local authority's procedures allow for you to repay any costs accrued.

What are the “resources of the local authority”?

The resources of the local authority include services and facilities as well as the financial resources of the authority.

Resources could include any land or premises, equipment, computers, and materials. The time, skills, and assistance of anybody employed by the authority, or working on its behalf, are also resources, as is information held by the authority which it has not published.

What constitutes using resources “improperly for political purposes”?

The code acknowledges that party politics has a proper role to play, both in the conduct of authority business and in the way that councillors carry out their duties.

There will be times when it is acceptable for political groups to use the resources of the local authority, for example, to hold meetings in authority premises. Often it is impractical to separate a councillor's political campaigning from carrying out their duties as an elected ward member, such as when they hold surgeries or deal with correspondence from constituents.

However, councillors and monitoring officers will need to exercise considerable care to ensure that this provision is not abused. You must ensure that there is a sufficient connection between the use of resources and the business of the authority. Only **improper** use of resources will be a breach of the Code of Conduct.

This part of the code complements Section 2 of the Local Government Act 1986, which prevents the publication of material "designed to affect public support for a political party". The code, however, goes further than the Code of Recommended Practice on Publicity. It covers not only the publication of campaigning material but also any other activity that is intended to promote purely party-political interests.

You must have regard to any applicable local authority code of publicity made under the powers contained in Section 4 of the Local Government Act 1986. Publicity is defined as “any communication, in whatever form, addressed to the public at large or to a section of the public”. It will cover meetings, websites, and social media postings as well as printed and other written material.

You should be particularly scrupulous about the use of authority resources when elections are pending, particularly those resources relating to publicity. When using the local authority's resources in these circumstances, you should not appear to be seeking to influence public opinion in favour of you, your party colleagues, or your party.

How do you know what the authority's requirements for the use of resources are?

Your local authority should have a protocol dealing with use of authority resources. A typical protocol would cover the following topics:

- use of authority premises
- councillor-officer relationships including use of officer time
- information technology, for example computer equipment and the use of associated software, including the use of such equipment at home
- telephones
- photocopying
- use of stationery and headed notepaper
- postage
- use of authority transport
- allowances and expenses

Your local authority may also have a separate protocol on the use of social media which would also be relevant.

The key principle underlying all such protocols should be that public office and public resources should not be used to further purely private or party-political purposes.

It is worth noting that where you authorise someone such as a family member to use the authority's resources, you must check whether the authority's rules allow this.

Examples

The complaint alleged a councillor used his computer equipment provided by his local authority for private purposes by downloading inappropriate adult pornographic images and sending a number of letters to a local newspaper, which he falsely represented as being from members of the public. He was found to have misused the local authority's equipment in breach of the code and had brought his office into disrepute.

A councillor used local authority notepaper in an attempt to avoid parking penalties incurred by his son. He also dishonestly attempted to renew a parking permit for disabled drivers. He was convicted of attempting, by deception, to evade the parking penalties dishonestly. He was also found by his local authority to have breached this paragraph of the code.

Complying with the Code of Conduct

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your monitoring officer.

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

Councillors should be competent for the work they undertake, and this includes the way in which you conduct yourself when carrying out your role as a councillor. Training helps to develop such competence, ensuring that you understand the Code of Conduct and how it applies to you.

As a councillor you are responsible for your own actions and will be held personally responsible if you breach your local authority's Code of Conduct. Therefore, it is essential that, where you are offered the opportunity by your local authority, you equip yourself with sufficient knowledge of the code to ensure that you comply with it at all times.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

The Code of Conduct is a cornerstone of good governance. It is important for public trust that it is seen to be taken seriously by individual councillors as well as the local authority as a whole.

While being the subject of a complaint that you have breached the Code of Conduct and having your conduct investigated may at times be unpleasant and stressful it is essential that councillors cooperate with any code investigations and determinations. Failure to cooperate will not stop an investigation but may simply drag matters and does not allow you to put your side of the story so increases the risk that inferences are drawn about your unwillingness to cooperate and that you will be found in breach of the Code.

It is equally important if you have made a complaint which the local authority has decided merits investigation that you continue to cooperate. Complaints made simply to damage the reputation of an individual through inferences but which you are not willing to support through your cooperation will damage relationships and will also damage the reputation of you and your local authority.

If you are asked to assist the investigator as a potential witness it is again important that you do so to allow as fully rounded a picture as possible to be drawn so that any determination on a case has as much evidence as necessary in order to reach the correct decision. You should let the investigator know if you need any reasonable adjustments made.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

However much you may be concerned about allegations that you or a fellow councillor failed to comply with the Code of Conduct, it is always wrong to intimidate or attempt to intimidate any person involved in the investigation or hearing. Even though you may not have breached the Code of Conduct, you will have your say during any independent investigation or hearing, and you should let these processes follow their natural course. If you seek to intimidate a witness in an investigation about your conduct, for example, you may find yourself subject to another complaint that you breached this paragraph of the Code of Conduct.

When does the duty not to intimidate start and avoiding allegations of intimidation?

Once there is the possibility of a complaint that the Code of Conduct has been broken, councillors need to be alert to how their behaviour towards potential witnesses or officers involved in handling of their case may be viewed. However innocently the contact is intended or may appear, great care should be taken when councillors deal with people involved with their case.

You should refer to your local authority's procedures and protocol for dealing with alleged breaches of your Code of Conduct.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

Fair, consistent, and proportionate sanctions help to ensure the integrity of the standards framework and thus maintain public trust and confidence in councillors, your role, and your authorities. It is important that councillors and local authorities take standards of conduct seriously and the use of sanctions helps to demonstrate this.

Failure to comply with sanctions can bring the standards framework into disrepute.

Part 3 – Protecting your reputation and the reputation of the local authority

The code requires you to register matters under 2 separate categories:

1. Gifts and hospitality, you receive in your role as a councillor; and
2. Certain types of interests

Registration of gifts, hospitality and interests

Gifts and hospitality

As a councillor:

9.1 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.

9.2 I register with the monitoring officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

9.3 I register with the monitoring officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, 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 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 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 councillor. If you are unsure, do contact your monitoring officer for guidance.

What does “hospitality” mean?

Hospitality can be defined as any food, drink, accommodation, or entertainment freely provided or heavily discounted.

How much detail should I include on the register?

Where you register gifts or hospitality you should include the name of the person or organisation who gave you the gift or hospitality; the date on which you received it; the reason it was given; and its value or estimated value.

How do I know if gifts or hospitality have been offered to me because of my role as a councillor?

The code says you must register any gift or hospitality received *in your capacity as a councillor* if the estimated value exceeds £50 or such other limit as agreed by your local authority.

You should ask yourself whether you would have received the gift or hospitality if you were not on the local authority. If you are in doubt as to the motive behind an offer of a gift or hospitality, we recommend that you register it or speak to the clerk or monitoring officer before deciding whether to accept it. You should also refer to the local authority's policy on gifts and hospitality.

You do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you should apply common sense when you consider how receipt of a gift might be interpreted. For example, if you are the chair of the planning committee and a birthday present arrives from a family friend who is also an applicant just before a planning application is due to be considered, then you need to think about how this would be interpreted by a reasonable member of the public.

What about gifts or hospitality I do not accept?

The code makes it clear that the presumption is that you do not normally accept gifts or hospitality. While gifts or hospitality can be offered for benign reasons it is important for your reputation, the reputation of the local authority and the need to reassure the public that decision-making is not being improperly influenced that you do not accept gifts or hospitality wherever possible.

Simply accepting gifts or hospitality and then registering it does not mean that it may be seen as reasonable. Accepting an expensive meal from somebody who is negotiating for a contract with the council, for example, is not 'made right' by being recorded on a public register.

There will be times, however, where turning down hospitality or gifts could be seen as causing unnecessary offence. For example, if you have been invited as a ward councillor to a local festival or faith celebration along with other members of the community then it may be entirely appropriate to accept the hospitality. However, you should always exercise particular caution if the organisers are involved in ongoing negotiations with the local authority on a particular matter.

Where you are offered a gift or hospitality but decline it you should nevertheless notify the monitoring officer. That helps the authority to identify if there are any patterns and to be aware of who might be seeking to influence the authority.

What about gifts or hospitality that falls below the limit in the code?

You should always notify the monitoring officer of any gift or hospitality offered to you if it could be perceived as something given to you because of your position, especially where the gift or hospitality is from somebody who has put in an application to the local authority (or is about to) even where that hospitality falls below £50 or the limit set by the local authority.

While that would not be a matter for the public register it again allows the authority to be aware of any patterns.

Also, an accumulation of small gifts you receive from the same source over a short period of say a couple of months that add up to £50 or over should be registered in the interests of transparency.

What if I do not know the value of a gift or hospitality?

The general rule is, if in doubt as to the value of a gift or hospitality, you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life. You may therefore have to estimate how much a gift or hospitality is worth. For example, if you attend a dinner as a representative of the authority which has been pre-paid by the sponsors you would need to make an informed judgment as to its likely cost.

What if I'm at an event but don't have the hospitality or only have a small amount?

The best way to preserve transparency is for you to assess the hospitality on offer, whether it is accepted or not. This is because it would clearly not be in your interests to be drawn into arguments about how much you yourself ate or drank at a particular occasion. For example, you may find yourself at a function where relatively lavish hospitality is on offer, but you choose not to accept it. You may go to a champagne reception but drink a single glass of orange juice for example.

As a guide you should consider how much a person could reasonably expect to pay for an equivalent function or event run on a commercial basis. What you have been offered is the value of the event regardless of what you actually consumed. Clearly where you are in any doubt the prudent course is to register the hospitality.

Is there a minimal threshold where I wouldn't have to notify the monitoring officer?

The code is about ensuring that there is transparency and accountability about where people may be trying to influence you or the local authority improperly. However, in the course of your duties as a councillor you will be offered light refreshments or similar on many occasions. It is perfectly acceptable to have a cup of tea or biscuits at a meeting with residents at the local community centre for example and there may be times when an external meeting lasts all day and the organisers offer you a sandwich lunch and refreshments.

The Government's guide to the Bribery Act for employers says that 'the Government does not intend that genuine hospitality or similar business expenditure that is reasonable and proportionate be caught by the Act, so you can continue to provide bona fide hospitality, promotional or other business expenditure. In any case where it was thought the hospitality was really a cover for bribing someone, the authorities would look at such things as the level of hospitality offered, the way in which it was provided and

the level of influence the person receiving it had on the business decision in question. But, as a general proposition, hospitality or promotional expenditure which is proportionate and reasonable given the sort of business you do is very unlikely to engage the Act.'

You should use your discretion and think how it might look to a reasonable person but always seek the views of the monitoring officer or clerk where you are a parish councillor if in doubt.

What are 'normal expenses and hospitality associated with your duties as a councillor'?

As well as the minimal threshold hospitality above there will be times when you are paid expenses which include an element for food and drink as part of your role.

The focus of the code is on the source of the hospitality and its nature. Hospitality does not need to be registered where it is provided or reimbursed by the authority or where it is clearly ancillary to the business being conducted, such as an overnight stay for an away-day. Therefore, hospitality at a civic reception or mayor's ball would not need to be registered.

However, the hospitality should be registered if it is provided by a person or body other than the authority and is over and above what could reasonably be viewed as ancillary to the business conducted. You might meet dignitaries or business contacts in local authority offices. However, if such meetings take place in other venues, such as at cultural or sporting events, this should be registered as hospitality.

If you are away at a conference and you are offered entertainment by a private company or individual or attend a sponsored event you should consider registering it.

What if my role involves me attending regular events or receiving gifts or hospitality?

Some roles in a local authority will inevitably involve being offered more entertainment than others because of the 'ambassadorial' nature of the role. For example, the mayor or chair of the authority will be invited to a large number of functions and the leader of the local authority may be attending events as political leader of the local authority.

Although the mayor or chair, for example, may attend many social functions, they are not exempt from the requirement to register hospitality as individual councillors. However, where the hospitality is extended to the office holder for the time being rather than the individual, there is no requirement under the code to register the hospitality against your individual register. The question a councillor needs to ask themselves is, "Would I have received this hospitality even if I were not the mayor/chair?" If the answer is yes, then it must be registered.

If matters are recorded on a mayor or chair's register any entry on the register should make it clear that gifts or hospitality are being accepted because of the office held and, where possible, any gifts accepted should be 'donated' to the local authority or to charity or as raffle prizes for example.

Gifts that are clearly made to the local authority, for example a commemorative goblet which is kept on display in the local authority's offices, do not need to be registered in the councillor's register of gifts and hospitality. However, such gifts ought to be recorded by the local authority for audit purposes.

Register of interests

Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the local authority.

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.

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the monitoring officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)**.

[\[https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests\]](https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012".

You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)** [\[https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests\]](https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests).

You must register two different categories of interests:

1. Disclosable Pecuniary Interests – these are categories of interests which apply to you and your partner. The categories are set out in regulations made under s27 of the Localism Act 2011 and knowing non-compliance is a criminal offence.
2. Other registerable interests – these are categories of interest which apply only to you and which the LGA believes should be registered as an aid to transparency.

Further details about these two categories follow. For guidance on when these interests give rise to a matter which needs to be declared at a meeting see the **guidance on declaring interests in Part 3**. [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]

Disclosable Pecuniary Interests

These are interests which must be notified to the principal authority's monitoring officer within 28 days of the code being adopted by your local authority or within 28 days from when you become a councillor in accordance with the statutory requirements of the Localism Act 2011. These are enforced by criminal sanction, and failure to register or declare such an interest at a meeting is a criminal offence. You must keep your register up to date so, as soon as a new interest needs to be registered or you cease to hold an interest, you should notify the monitoring officer.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, 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) and the categories covered are set out in Appendix A of the Code.

Offences

It is a criminal offence under the Localism Act 2011 to

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election or co-option
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the monitoring officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the monitoring officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to five years.

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.
Licences	Any licence (alone or jointly with others) to occupy land in the local authority for a month or longer
Corporate tenancies	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 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 has 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.

Does 'office carried on for profit or gain' include allowances I may receive from another local authority I sit on?

If you receive allowances which are treated as taxable income rather than simply being pure reimbursement of expenses, say, then they do need to be registered and declared as appropriate.

Reimbursement of expenses is separately covered by the DPI category 'sponsorship' and makes clear that it excludes the need to register or declare reimbursement of expenses from one's own authority. However, that does not exclude any allowances received from another authority. This is supported by a letter written by the then Minister Brandon Lewis to Desmond Swayne MP in 2013 when this issue was raised with Government which said: "a member being in receipt of taxable members' allowances may be considered to give rise to a disclosable pecuniary interest under the subject of 'Employment, office, trade or vocation' set out in the regulations.

That means that any member in receipt of taxable allowances from another authority would have to register such as a DPI. For example, a parish councillor who is also a district councillor and is in receipt of taxable allowances from the district would need to register that fact.

How much detail do I need to put about my employment?

It is not enough simply to put, for example, 'management consultant' or 'teacher'. Sufficient detail should be given to identify your company or employer. This aids transparency and allows people to see where potential conflicts of interest may arise.

Where you have a sensitive employment, which should not be disclosed you should discuss this with your monitoring officer (see 'sensitive interests' below). While the law on sensitive interests only applies to where there is a fear of intimidation there may be employment, such as certain sections of the military, which cannot be disclosed for other reasons so you should always seek advice if in doubt.

What is a contract with the local authority?

Some councillors' own businesses which may have dealings with the local authority. For example, a grounds maintenance company may contract with a parish council for grass cutting. Such contracts should be included on the register of interests.

More broadly, councillors, as residents, may have dealings with the local authority in their personal lives. For example, some councillors pay their own local authority to have garden waste collections, rent an allotment or may be a member of the gym of a local authority operated leisure centre. Such arrangements form a subscription service that are open to all residents, and do not require registration.

How much detail is required of landholdings?

Sufficient detail should be given to identify the land in question.

An address and, where the address is not sufficient, details that are sufficient to identify the land will usually meet the requirement. A plan identifying the land may be useful in some situations but is not a requirement.

Do you have to register the landholdings of your employers or bodies you have shareholdings in?

In general, there is no requirement to list the landholdings of companies or corporate bodies included in the register. The only requirement is to register any tenancy between such bodies and the authority (under the corporate tenancies). Obviously, you can only be expected to register those you ought reasonably to be aware of, so, for example, if you work for a large housebuilder you may not be aware of which land in the local authority's area they had options on.

You do need to be mindful of your level of control in the company and the effect this may have on your benefit from the land. For example, if you and your spouse jointly owned a farming business, you would be the sole beneficiaries of any land owned by that farm and as such it is strongly advised to register land held by companies in which you have a controlling interest.

What about my home and tenancies?

The most common beneficial interest in land councillors have is their home address. You should include in here your home if you live in it; whether that be as a result of a mortgage, tenancy, or other arrangement (for example, a councillor is living with their parents but not paying a rental fee to them).

You should also include in the section for beneficial interests in land any tenancy properties you own in the local authority's area.

How much information do you have to give out about shareholdings?

In general, if you hold more than £25,000 of equity in a company, or more than 1 per cent of a shareholding, you are required to declare this.

Many councillors hold investments through trust funds, investment funds or pension funds which are managed by fund managers. In that situation, you may not know if you actually hold more than £25,000 in a single company or more than 1 per cent of a shareholding. The expectation is that you should take reasonable steps to ensure you do understand what investments you may have and whether the requirement to register applies, and so:

1. It can be helpful for councillors to state on their form that they have funds invested in specific funds.
2. It can be helpful for councillors to make fund managers aware of their requirement to declare where they hold significant investments within a company that operates in the local authority's area so that they can be notified if this is the case.

Do I have to separate my spouse/partners interests and my own interests?

The law only requires you to register the interests, and you are not required specifically to state whether the interest is held by you, or by your spouse. However, many local authorities do ask for this information as it can be more transparent to separate it.

How much information do I need to obtain from my spouse/partner?

You need to make sure you take all reasonable steps to obtain information from your spouse or partner about their interests. For example, you would reasonably be expected to know where they worked, or if they owned any rental properties. You would be expected to ask if they had any shareholdings in companies, but they may not know the full details of an investment fund they had and where it was invested, and if that were the case, you would not be expected to know (and register) it either.

Other registerable interests

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted by your local authority, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

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

(b) Details of any body of which you are a member or in a position of general control or management and which  **Print**  **Top**

- exercises functions of a public nature
- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an 'other registerable interest'. Failure to register these interests is **not** covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?

Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

Do local campaigning or Facebook groups need to be registered?

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

What about membership of a political party or trade union?

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

Sensitive interests

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

What is sensitive information?

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you. For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

What happens if the monitoring officer does not agree that the information is sensitive?

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

What happens if the information stops being sensitive?

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

I haven't received a direct threat, but I am concerned about registering my home address.

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the **Localism Act 2011** [https://en.wikipedia.org/wiki/Localism_Act_2011] allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The **Committee on Standards in Public Life** [https://en.wikipedia.org/wiki/Committee_on_Standards_in_Public_Life]’s review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.

Who should you notify when registering your interests?

The Localism Act and the Code both say that the monitoring officer is responsible for maintaining the register. You must therefore notify your monitoring officer of your interests to be registered. This is also true for parish councillors that you must notify the monitoring officer of the district, metropolitan or unitary authority for the area in which the parish council is situated.

However, the obvious point of contact for information of this type for the public is the parish clerk. The clerk needs to have an up-to-date copy of the register of interests in order to comply with public access requirements and there is a requirement for the parish council to publish the registers on their website where they have one, either directly or through a link to the relevant page on the principal authority's website. It also ensures that the clerk is aware of potential conflicts if they arise in a parish council meeting and can advise accordingly. It is therefore practical for the parish clerk to act as the point of contact between parish councillors and the relevant monitoring officer by collecting their interests together, passing them on and regularly asking councillors to review if there have been any changes.

However, you should ensure that there is a system in place for the parish clerk to pass on immediately any information to the relevant monitoring officer as each individual councillor is ultimately responsible for ensuring that the relevant monitoring officer is in possession of all the required information.

Declarations of interest

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the authority.

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.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1 of the Code** [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>], is a criminal offence under the Localism Act 2011.

Appendix B of the Code [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>] sets [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>] out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your monitoring officer.

This part of the Code is about the registering of your interests and then how to go about declaring or managing your interests.

At heart there is a simple principle – as public decision-makers, decisions must be made in the public interest and not to serve private interests. However, the rules to set out whether you have an interest or not in any given situation can be complex given the infinite variety of issues that may arise. This guidance is to help you steer a way through those rules.

The Code therefore requires members to declare interests in certain circumstances. Disclosure, in the register and at meetings, is about letting members of the public and interested parties know where you are coming from when involved in decision making and is to enable you to be 'up front' about who you are and what your conflicts of interest might be. Conflicts of interest in decision making as a councillor, and what in public law is known as 'apparent bias', are an established part of the local government legal landscape. The Nolan Principles and the Model Code require councillors to act impartially (i.e. not be biased) when carrying out their duties. **(See also guidance on bias and predetermination in Part 3) [1]**.

A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts. This can cause huge cost and reputational damage for the local authority, yet is seldom due to actual corruption or even consciously favouring a personal interest over the public interest on the part of the councillor involved and may have no repercussions for them personally.

The object of this part of the Code is therefore twofold.

Firstly, it is to provide an explanation and a guide to the public and councillors as to what is or isn't a conflict of interest and then how a conflict between the interest you may hold as an individual councillor and the public interest you must hold as a decision maker of a public authority can be best managed.

Secondly, the Code provides a means to hold an individual councillor to account for their actions when they fail to manage that conflict of interest properly and put the decision of the public authority, including the public purse, and decisions around individuals' daily lives, at risk.

The test at law for apparent bias is 'would a fair-minded and informed observer, having considered the facts, conclude that there was a real possibility of bias'. This is why you will see this question reflected in the Code when you are asked to consider whether or not you should participate in a meeting where you have a conflict of interest.

The code contains three different categories of interests – **Disclosable Pecuniary Interests (DPI); Other Registerable Interests (ORI); and Non-Registerable Interests (NRI)**.

For the first two categories these are interests which must be recorded on a public register except in limited circumstances (**see guidance on Registration of Interests in Part 3**) [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]. The third category do not need to be recorded on the register but will need to be declared as and when they arise.

This means an interest may arise not just from interests already on your register. There will also be times when, although the interest does not personally involve you, it may involve a relative or close associate. You are not expected to register every interest of those people, but you will need to declare them as and when they might arise. These are referred to in the code as '**non-registerable interests**'.

As a brief summary, the requirements of the code apply where:

1. you or someone you are associated with has an interest in any business of your authority, and;
2. where you are aware or ought reasonably to be aware of the existence of that interest, and
3. you attend a meeting of your authority at which the business is considered (or where you are making a delegated decision as an individual under executive arrangements).

You must disclose to that meeting the existence and nature of your interests at the start of the meeting, or when the interest becomes apparent. It is usual to have for any declarations of interest at the start of the meeting but it is good practice also to ask again at the start of any agenda item. For example, members of the public may only be present for a specific item so will not have heard the declaration at the start, and a member may only become aware of the interest part-way through the meeting or item in any case.

And there will be times that because your interest is so close to the matter under discussion you will not be able to take part in that item of business. Those circumstances are explained in greater detail for each category of interest below.

This means there are three types of interest which you may have to declare:

Disclosable Pecuniary Interests (Part A of the Register [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-a-the-seven-principles-of-public-life>]); [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-a-the-seven-principles-of-public-life>].

Other Registerable Interests (Part B [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]); [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>] and

Non-registerable interests [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>].

Guidance is given below on each of these categories in turn.

Disclosable Pecuniary Interests

(Annex B, paragraphs 4 and 5) [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]

Disclosable Pecuniary Interests (or 'DPIs') were introduced by s30 of the Localism Act 2011. They are a category of interests which relate to the member and/or their partner, such as financial interests of you or your partner such as your house or other property, or if you have a job or own a business. The categories are set out in regulations made under the Act and are in **Table 1 of Annex B of the Code** [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>].

'Partner' is defined by regulations as your 'spouse or civil partner, 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.'

They must be registered and, where they come up in a meeting, declared. Failure knowingly to register or declare a DPI is a criminal offence under the Localism Act.

The Localism Act says that if you are present at a meeting of the Council, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest **in any matter to be considered or being considered at the meeting:**

- you may not participate in any discussion of the matter at the meeting
- you may not participate in any vote taken on the matter at the meeting
- if the interest is not registered, you must disclose the interest to the meeting
- if the interest is not registered and is not the subject of a pending notification, you must notify the monitoring officer of the interest within 28 days.

The Act says you need to declare the nature of the interest only if it is not on the public register. In addition, your authority's rules might require you to leave the room where the meeting is held while any discussion or voting takes place.

However, the Model Code states that it is important to declare the nature of the interest and to withdraw while the item is being dealt with. This aids transparency for the public and helps avoid accusations that you may be seeking to influence the outcome by remaining in the room even if your local authority's rules don't explicitly require it.

If you have a **DPI**, you may in certain circumstances be granted a dispensation to take part (see guidance on **Dispensations in Part3**).

When does a Disclosable Pecuniary Interest arise?

The Localism Act uses the phrase ‘you have a DPI in any matter...’

This wording has led to some confusion as to what circumstances would lead to the need to declare a DPI. The Explanatory Notes to the Localism Act say that section 31 of the Act “requires a member of a relevant authority to disclose a disclosable pecuniary interest that they are aware of (apart from a sensitive interest), at a meeting or if acting alone, where any matter to be considered **relates to** their interest. ... It prohibits a member from participating in discussion or voting on any matter **relating to** their interest or, if acting alone, from taking any steps in relation to the matter (subject to any dispensations).” [our emphasis].

This means you have a Disclosable Pecuniary Interest (DPI) in a matter when the matter being discussed **directly relates** to your registered interest or that of your partner, rather than simply affecting it.

For example, if you have registered 1 Acacia Avenue as your address, you would have a DPI if you put in a planning application for 1 Acacia Avenue, or if the whole of Acacia Avenue was being considered for a Resident Parking Zone.

You would not have a DPI if 3 Acacia Avenue had put in a planning application as the matter does **not directly relate** to your registered interest. You may however have a non-registerable interest (see below) as the application may indirectly affect your property.

Does setting the Council Tax or precept give rise to a DPI?

The LGA is clear that you do not have a DPI simply if you are voting to set the Council Tax or precept. Guidance issued by the Government in 2013 made clear that ‘any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support.’

The Council Tax and precept are charges on all relevant properties in the area and do not directly relate to any single property in such a way as to give rise to a DPI. Members are therefore fully entitled to vote on the matter (subject to rules about Council tax arrears).

Other registerable interests

(Paras 6, 8 and 9 of Annex B) [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]

The second category of interests are ‘other registerable interests’ or ORIs.

If you have an ‘Other Registerable Interest’ – that is an interest which falls within the categories in Table 2 in Annex B - the Code says you should not participate in the relevant business in two circumstances:

1. when a matter directly relates to the finances or wellbeing of that interest. (para 6); or
2. when a matter affects the finances or wellbeing of that interest to a greater extent than it affects the majority of inhabitants; and a reasonable member of the public would thereby believe that your view of the public interest would be affected (paras 8 and 9).

An interest ‘directly relates’ to an outside body where the local authority is taking a decision which directly relates to the funding or wellbeing of that organisation

For example, under a) if you are a member of a group which has applied for funding from the local authority, or if you are a member of an organisation which has submitted a planning application, the decision directly relates to that organisation.

In such a case you must not take part in any discussion or vote on the matter. You can speak on the matter before withdrawing but only where the public are also allowed to address the meeting. For example, you may want to put forward the organisation’s case as to why it has applied for funding, but representatives from competing organisations would also need to be able to make their case.

If the public are not allowed to address the meeting on that item, you would need, if necessary, to get another councillor who did not have an ORI to make any relevant case.

If the local authority is simply discussing that outside organisation but not making a decision which relates to its finances or wellbeing – for example discussing the annual report from the organisation – that does not directly relate to the organisation as there is no direct impact on the organisation which would give rise to a conflict of interest.

Under b) if you are on the committee of the local village hall and an application for a licence for another venue in the village is made which may take trade away from the village hall then the matter would affect the village hall and a reasonable person would believe that would affect your view of the public interest so those two tests are met.

You would not have an interest if the local authority was discussing early planning for an event, which may or may not be held in the village hall as there would be no direct financial impact at that time. When the plans crystallised then an interest would arise as a decision would be made which would have financial implications.

There will also be circumstances where you do not need to declare an interest even though the matter may be relevant to the wider aims of an organisation of which you are a member. For example, if you are a member of a charity such as the Royal Society for the Protection of Birds (RSPB), you do not need to declare an interest every time the local authority might discuss matters relating to habitats or conservation issues. Those issues may reflect the wider aims of RSPB, but they do not directly relate to or affect the organisation and your mere membership of the organisation has no bearing on the matter.

If you were in a position of control or general management in that body and the organisation was campaigning actively on the specific issue being discussed or you personally were campaigning actively on that specific issue the situation would be different. In those circumstances you may have an interest and there is a risk of predetermination. Where there is doubt you should always seek advice from the monitoring officer (or clerk if you are a parish councillor).

As with DPIs you can be granted a dispensation (see below) and if the interest has not been registered or notified to the monitoring officer you should do so within 28 days of the meeting.

Non-registerable interest

(paras 7, 8 and 9 of Annex B) [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]

The third category of interests is Non-registerable interests or NRIs.

A **Non-registerable Interest** arises where the interest is that of yourself or your partner which is not a DPI or of a relative or close associate (see definition below).

As a councillor you are not expected to have to register the interests of your relatives or close associates but under the Code you are expected to declare them as and when relevant business occurs which affects their finances or wellbeing. The Code says you should not participate in the relevant business in two circumstances:

- **a.** when a matter directly relates to that interest. Or
- **b.** when a matter affects that interest to a greater extent than it affects the majority of inhabitants and
 - a reasonable member of the public would thereby believe that your view of the public interest would be affected

For example, under a) if your son has submitted an application for a licence to open a bar, the matter directly relates to your relative. You must not take part in any discussion or vote on the matter.

For example, under b) there has been an application made to build several units of housing on a field adjacent to your business partner's home. It is not their application, but they will be more affected by the application than the majority of people so again you would be expected to declare the interest and withdraw.

Similarly, an application for the property next door to you does not directly relate to your property so it is not a DPI, but you would instead need to declare a Non-Registerable Interest.

In all of these cases you can speak on the matter before withdrawing but only where the public are also allowed to address the meeting. If the public are not allowed to address the meeting on that item, you would need if necessary, to get another councillor who did not have an NRI to make any relevant case or to represent the wider views of constituents.

As with DPIs you can be granted a dispensation (see below).

What is the difference between 'relates to' and 'affects'?

Something relates to your interest if it is directly about it. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you or an outside body you have registered has a financial interest.

'Affects' means the matter is not directly about that interest but nevertheless the matter has clear implications for the interest – for example, it is a planning application for a neighbouring property which will result in it overshadowing your property. An interest can of course affect you, your family or close personal associates positively and negatively. So, if you or they have the potential to gain or lose from a matter under consideration, an interest would need to be declared in both situations.

What does “affecting well-being” mean?

The term ‘well-being’ can be described as a condition of contentedness and happiness. Anything that could affect your quality of life or that of someone you are closely associated with, either positively or negatively, is likely to affect your well-being. There may, for example, be circumstances where any financial impact of a decision may be minimal but nevertheless the disruption it may cause to you or those close to you could be significant. This could be on either a temporary or permanent basis. Temporary roadworks in your street may affect your wellbeing on a temporary basis. Closure of a local amenity may have a more permanent impact on your wellbeing if you use it more than the majority of people in the area.

What are the definitions of relative or close associate?

The Code does not attempt to define “relative” or “close associate”, as all families vary. Some people may have very close extended families, but others will have more distant relations. You should consider the nature of your relationship with the person (eg whether they are a close family member or more distant relation). The key test is whether the interest might be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a councillor. It would be a person with whom you are in either regular or irregular contact with over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts. A close associate may also be somebody to whom you are known to show animosity as you might equally be viewed as willing to treat them differently.

What if I am unaware of the interest?

You can only declare an interest in a matter if you are aware of the interest. For example, a company of which your father-in-law is a director may have made an application to the local authority. You may not be aware that he is a director, and you are not expected to have to ask about the business affairs of your relatives or acquaintances simply because you are a councillor. However, you would need to declare an interest as soon as you became aware.

A reasonable member of the public would expect you to know of certain interests of course, so it is, for example, reasonable that you would be expected to know your daughter’s address or job but not necessarily any shareholdings she might have. While it is therefore your decision as to whether or not to declare an interest, you should always consider how it might seem to a reasonable person and if in doubt always seek advice from the monitoring officer.

Do I always have to withdraw if I have an ‘other registerable interest’ or a non-registerable interest to declare?

Where you have declared a DPI the Localism Act says you must always withdraw from participation unless you have a dispensation.

If the matter is an ‘other registerable interest’ or a non-registerable interest you must always withdraw from participation where the matter directly relates to that interest unless you have a dispensation.

If it is something which affects the financial interest or wellbeing of that interest you are asked to declare it and the Code then asks you to apply a two-part test before considering whether to participate in any discussion and/or vote:

1. Does the matter affect the interest more than it affects the majority of people in the area to which the business relates?
For example, if a major development affects the settlement where your sister lives and your sister would be no more affected than anybody else – for example, she lives at the other end of the settlement rather than next door to the development, the answer would be no. If the answer is yes, you then ask:

2. Would a reasonable member of the public knowing all the facts believe that it would affect your judgment of the wider public interest?

This is similar to the test for bias (*see guidance on predetermination and bias in Part 2*) and if the answer is yes to that question then you must not take part in the meeting.

You help to run a food bank and are considering a motion to investigate the causes of poverty. A reasonable member of the public would not think that fact would affect your view of the wider public interest.

You are over 65 and are taking part in a discussion about provisions for older people. You would be more affected than the majority, but a reasonable member of the public would not think that fact would affect your view of the wider public interest.

You are discussing closure of the local authority-run home where your elderly parent lives. A reasonable member of the public would think that fact would affect your view of the wider public interest because of the direct effect on your parent.

What does ‘withdraw from the meeting’ mean?

When you withdraw from the meeting that means you must not be present in the room during the discussion or vote on the matter. If the public are allowed to speak at the meeting then you would be granted the same speaking rights as the public and would need to comply with the same rules – for example, giving notice in advance or abiding by time limits. However, unlike the public you would then withdraw once you had spoken.

This would be true at a committee meeting, for example, even if you are not a member of the committee but are simply attending as a member of the public. By staying in the room, even though you are not permitted to speak or vote, it is a long-held doctrine of case law that a councillor may still influence the decision or might gather information which would help in the furtherance of his or her interest. It is therefore in the public interest that a councillor, after having made any representations, should withdraw from the room, and explain why they are withdrawing.

These rules would apply to virtual meetings as they would to physical meetings. For example, after having spoken you should turn off your microphone and camera and may be moved to a 'virtual waiting room' while the item is discussed.

Executive decisions

Where you are an executive member you should follow the same rules as above when considering a matter collectively – that is you should not take part in the decision where you have an interest applying the same rules as apply to other meetings above.

Where you have delegated decision-making power, you should not exercise that delegation in relation to matters where you have a disclosable pecuniary interest or another type of interest which would debar you from taking part in a meeting. Instead you should ask the executive to take the decision collectively without your participation.

Where you have been delegated non-executive powers under s.236 of the Local Government and Public Housing Act 2007 you should similarly follow this approach and your local authority may need to make that clear in its code if it is using that power.

Dispensations

Wherever you have an interest the code allows you to apply for a dispensation. The Localism Act sets out arrangements for applying for a dispensation where you have a DPI but is silent about dispensations for other types of interest as they are not statutory interests. A similar process should however be set out in your constitution or Dispensation Policy for ORIs and NRIs.

A dispensation must be applied for in writing to the 'Proper Officer' (the monitoring officer or, in the case of a parish council, the clerk) in good time before the relevant meeting and will be considered according to the local authority's scheme of delegation for considering a dispensation. The circumstances whereby a dispensation may be granted are where -

1. It is considered that without the dispensation the number of persons 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.
2. It is considered that 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.
3. That the authority considers that the dispensation is in the interests of persons living in the authority's area.
4. That the authority considers that it is otherwise appropriate to grant a dispensation.

What is a 'sensitive interest'?

There are circumstances set out in the Localism Act where you do not need to put an interest on the public register or declare the nature of an interest at a meeting although you would have to declare in general terms that you have an interest. These are so-called 'sensitive interests'.

An interest will be a sensitive interest if the two following conditions apply: (a) That you have an interest (whether or not a DPI); and

(b) the nature of the interest is such that you and the monitoring officer consider that disclosure of the details of the interest could lead to you or a person connected to you being subject to violence or intimidation.

Where it is decided that an interest is a "sensitive interest" you must inform the monitoring officer of the interest so that a record is kept but it will be excluded from published versions of the register. The monitoring officer may state on the register that the member has an interest the details of which are excluded under that particular section.

Where the sensitive interest crops up in a meeting the usual rules relating to declaration will apply except that you will only be required to disclose that you hold an interest in the matter under discussion but do not have to say what that interest is. The Localism Act sets out the scheme where the DPI is a sensitive interest. Your local authority procedures should allow for similar arrangements for other registerable or declarable interests.

For example, if your sister has been subject to domestic violence such that the perpetrator has been served with a Domestic Violence Protection Order you would not be expected to disclose your sister's address to a meeting.

What do I do if I need advice?

If you are unsure as to whether you have an interest to declare you should always seek advice from the monitoring officer (or the clerk if you are a parish councillor).

The Golden Rule is be safe –seek advice if in doubt before you act.

No.	TYPE	SPEAK*	VOTE	STAY	EXAMPLE	COMMENTS
1	DPI	N	N	N	Awarding a contract to your own company Planning application for your property Resident parking zone includes your house	<i>Directly relates to DPI-foreseeable-narrow-criminal</i>
2a	ORI	If public allowed to	N	N	Awarding/withdrawing grant funding to a body of which you are a member e.g. village hall Granting planning permission to a body of which you are a member	<i>Directly relates to finances-foreseeable-narrow-can "address" meeting if public can do, but not take part in discussion.</i>
2b	ORI	Test	Test	Test	Awarding grant funding to a body other than the body of which you are a member e.g. competitor to village hall	<i>Affects finances or wellbeing-test (1) greater than majority of inhabitants and (2) reasonable public-affect view of public interest</i>
3a	NRI	If public allowed to	N	N	Determining an application submitted by your sister or your neighbour for a dog breeding licence Partner with free parking permit and policy review decision to be made Councillor objects in private capacity to neighbours planning application cannot sit on PC as statutory consultee	<i>Directly relates to finances of you, partner (not a DPI)-a relative or close associate-Unforeseeable- can "address" meeting if public can do, but not take part in discussion.</i>
3b	NRI	Test	Test	Test	Application for housing development on land near to partners business property Your neighbour applies for planning permission	<i>Affects finances or well-being-test 1) greater than majority of inhabitants and (2) reasonable public-affect view of public interest</i>
2b/3b	NRI	Test	Test	Test	Road works noise outside your house Odours from nearby refuse tip ASB from rough sleepers housed in B+B's nearby	<i>May not affect finances but Well-being=quality of life – apply 2-stage test</i>

*speak-take part in discussion, as opposed to addressing a public meeting as a member of the public where others can also address the meeting

Proximity in personal relationship and in physical proximity are often important factors in determining ability to speak and/or vote.

Bias and Predetermination

Bias and predetermination are not explicitly mentioned in the Code of Conduct. The code provisions on declarations of interest are about ensuring you do not take decisions where you or those close to you stand to lose or gain improperly. (**See guidance on declarations of interest in Part 2**). [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct>]

There is however a separate concept in law dealing with bias and predetermination which exists to ensure that decisions are taken solely in the public interest rather than to further private interests.

Both the courts and legislation recognise that elected councillors are entitled, and indeed expected, to have and to have expressed their views on a subject to be decided upon by the local authority. In law, there is no pretence that such democratically accountable decision-makers are intended to be independent and impartial as if they were judges or quasi-judges.

Nonetheless, decisions of public authorities do involve consideration of circumstances where a decision-maker must not act in a way that goes to the appearance of having a closed mind and pre-determining a decision before they have all of the evidence before them and where they have to act fairly. Breaches of the rules of natural justice in these circumstances have and do continue to result in decisions of local authorities being successfully challenged in the courts. These issues are complex, and advice should be sought and given in the various situations that come up, which is why there are no direct paragraphs of the code covering this, although it does overlap with the rules on declarations of interest.

While declaring interests will to some extent deal with issues of bias, there will still be areas where a formal declaration is not required under the Code of Conduct, but councillors need to be clear that they are not biased or predetermined going into the decision-making process. Otherwise the decision is at risk of being challenged on appeal or in the Courts. To quote a leading judgment in this field "All councillors elected to serve on local councils have to be scrupulous in their duties, search their consciences and consider carefully the propriety of attending meetings and taking part in decisions which may give rise to an appearance of bias even though their actions are above reproach." [1]

The rules against bias say that there are three distinct elements.

The first seeks accuracy in public decision-making.

The second seeks the absence of prejudice or partiality on the part of you as the decision-maker. An accurate decision is more likely to be achieved by a decision-maker who is in fact impartial or disinterested in the outcome of the decision and who puts aside any personal strong feelings they may have had in advance of making the decision.

The third requirement is for public confidence in the decision-making process. Even though the decision-maker may in fact be scrupulously impartial, the appearance of bias can itself call into question the legitimacy of the decision-making process. In general, the rule against bias looks to the appearance or risk of bias rather than bias in fact, in order to ensure that justice should not only be done but should manifestly and undoubtedly be seen to be done.

To varying degrees, these "requirements" might be seen to provide the rationales behind what are generally taken to be three separate rules against bias: "automatic" (or "presumed") bias, "actual" bias, and "apparent" bias.

[1] *Kelton v Wiltshire Council* [2015] EWHC 2853 (Admin)

The rationale behind "automatic" or "presumed" bias appears to be that in certain situations (such as if you have a pecuniary or proprietary interest in the outcome of the proceedings) then it must be presumed that you are incapable of impartiality. Since a motive for bias is thought to be so obvious in such cases, the decisions are not allowed to stand even though no investigation is made into whether the decision-maker was biased *in fact*. In these circumstances you should not participate in the discussion or vote on the issue. These are covered by the code's requirement to declare certain interests and withdraw from participation. (**see guidance on declaration of interests in Part 3**). [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]

A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts. This can cause huge cost and reputational damage for the local authority yet is seldom due to actual corruption or even consciously favouring a personal interest over the public interest on the part of the councillor involved and may have no repercussions for them personally.

Predetermination

The Localism Act 2011 has enshrined the rules relating to pre-disposition and predetermination into statute. In essence you are not taken to have had, or appeared to have had, a closed mind when making a decision just because you have previously done anything that directly or indirectly indicated what view you may take in relation to a matter and that matter was relevant to the decision.

Predetermination at a meeting can be manifested in a number of ways. It is not just about what you might say, for example, but it may be shown by body language, tone of voice or overly-hostile lines of questioning for example.

You are therefore entitled to have a predisposition one way or another as long as you have not pre-determined the outcome. You are able to express an opinion providing that you come to the relevant meeting with an open mind and demonstrate that to the meeting by your behaviour, able to take account of all of the evidence and make your decision on the day.

How can bias or predetermination arise?

The following are some of the potential situations in which predetermination or bias could arise.

Connection with someone affected by a decision

This sort of bias particularly concerns administrative decision-making, where the authority must take a decision which involves balancing the interests of people with opposing views. It is based on the belief that the decision-making body cannot make an unbiased decision, or a decision which objectively looks impartial, if a councillor serving on it is closely connected with one of the parties involved.

Examples

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

A district councillor also belongs to a parish council that has complained about the conduct of an officer of the district council. As a result of the complaint the officer has been disciplined. The officer has appealed to a councillor panel and the councillor seeks to sit on the panel hearing the appeal. The councillor should not participate.

Contrast this with:

The complaint about the officer described above is made by the local office of a national charity of which the councillor is an ordinary member and is not involved with the local office. The councillor should be able to participate in this situation because the matter is not concerned with the promotion of the interests of the charity.

Improper involvement of someone with an interest in the outcome

This sort of bias involves someone who has, or appears to have, inappropriate influence in the decision being made by someone else. It is inappropriate because they have a vested interest in the decision.

Examples

A local authority receives an application to modify the Definitive Map of public rights of way. A panel of councillors are given delegated authority to make the statutory modification Order. They have a private meeting with local representatives of a footpath organisation before deciding whether the Order should be made. However, they do not give the same opportunity to people with opposing interests.

Prior involvement

This sort of bias arises because someone is being asked to make a decision about an issue which they have previously been involved with. This may be a problem if the second decision is a formal appeal from the first decision, so that someone is hearing an appeal from their own decision. However, if it is just a case of the person in question being required to reconsider a matter in the light of new evidence or representations, it is unlikely to be unlawful for them to participate.

Commenting before a decision is made

Once a lobby group or advisory body has commented on a matter or application, it is likely that a councillor involved with that body will still be able to take part in making a decision about it. But this is as long as they do not give the appearance of being bound only by the views of that body. If the councillor makes comments which make it clear that they have already made up their mind, they may not take part in the decision.

If the councillor is merely seeking to lobby a public meeting at which the decision is taking place but will not themselves be involved in making the decision, then they are not prevented by the principles of predetermination or bias from doing so. Unlike private lobbying, there is no particular reason why the fact that councillors can address a public meeting in the same way as the public should lead to successful legal challenges.

Examples

A local authority appoints a barrister to hold a public inquiry into an application to register a village green. The barrister produces a report where he recommends that the application is rejected. A councillor attends a meeting in one of the affected wards and says publicly: "speaking for myself I am inclined to go along with the barrister's recommendation". He later participates in the local authority's decision to accept the barrister's recommendation. At the meeting the supporters of the application are given an opportunity to argue that the recommendation should not be accepted.

This is unlikely to give rise to a successful claim of predetermination or bias. The statement made by the councillor only suggests a predisposition to follow the recommendation of the barrister's report, and not that he has closed his mind to all possibilities. The subsequent conduct of the meeting, where supporters of the application could try and persuade councillors to disagree with the recommendation, would confirm this.

A developer entered into negotiations to acquire some surplus local authority land for an incinerator. Planning permission for the incinerator had already been granted. Following local elections there is a change in the composition and political control of the local authority. After pressure from new councillors who have campaigned against the incinerator and a full debate, the local authority's executive decides to end the negotiations. This is on the grounds that the land is needed for housing and employment uses.

The local authority's decision is unlikely to be found to be biased, so long as the eventual decision was taken on proper grounds and after a full consideration of all the relevant issues.

What do I do if I need advice?

If you are unsure as to whether your views or any action you have previously taken may amount to predetermination you should always seek advice from the monitoring officer (or the clerk if you are a parish councillor).

The Golden Rule is be safe –seek advice if in doubt before you act.

Appendix 1 - Interests Flowchart

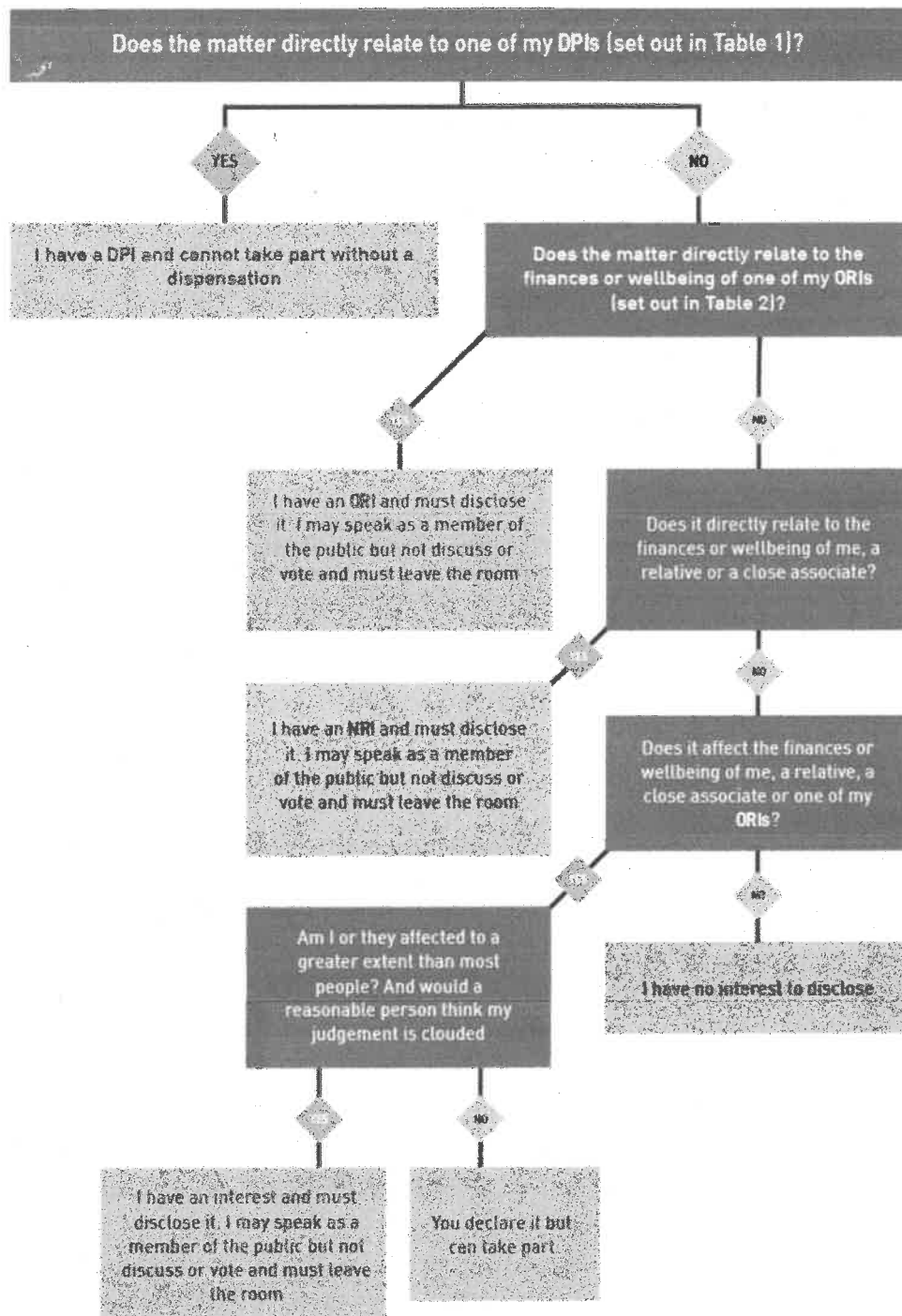
Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

Appendix 2 - General Principles

General Principles

The Seven Principles of Public Life (also known as the Nolan Principles) outline the ethical standards those working in the public sector are expected to adhere to. The principles apply to all public office holders at all levels including ministers, civil servants, councillors, and local authority officers, as well as private and voluntary organisations delivering services paid for by public funds. 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 declare 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.

These principles underpin the standards that councillors should uphold and form the basis for the Code of Conduct, where the Principles have been translated into a series of clear rules. While fundamental to the Code of Conduct the principles are not part of the rules of the code and should be used for guidance and interpretation only.

Register of Members' Interests

I, *[print name]* _____ a member of *[print]* _____
Town/Parish Council, set out below under the appropriate headings my interests, which I am required to declare under the Localism Act 2011 and the Council's Code of Conduct. I have put "**none**" where I have no such interests under any heading.

Disclosable Pecuniary Interests

Members are required to register not only their own interests under this heading but also those of their husband or wife, civil partner or of any person with whom they are living as if husband and wife or as civil partners when such interests are known by them. In these cases the term "relevant person" is used to mean the member and any such person

Interest	
1. Any employment, office, trade, profession or vocation carried on for profit or gain	Member:
	Spouse/partner
2. Any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months in respect of expenses you have incurred in carrying out your duties as a member, or towards your 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 other than from a registered political party.	Member:
	Spouse/partner

3. Any beneficial interest in securities of a body where: (1) that body (to your knowledge) has a place of business or land in the area of the Council; and (2) either- (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (b) 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 relevant person has a beneficial interest exceeds one hundredth of the total issue share capital of that class.	Member
	Spouse/partner
4. A contract for goods, services or works made between the relevant party and the Council (or a body in which a relevant person has a beneficial interest) under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.	Member
	Spouse/partner
5. A beneficial interest in any land in the Council's area.	Member
	Spouse/partner

6. Any tenancy where to your knowledge the landlord is the Council and the tenant is a body in which a relevant person has a beneficial interest.	Member
7. Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.	Spouse/partner
<u>Local Non-Pecuniary Interests</u> Members are only obliged to register their own interests under this heading and do not need to include the interests of husbands/wives/civil partners or others	
8. Anybody of which you are a member or in a position of general management and control either:- a. to which you have been appointed or nominated by the Council, b. exercising functions of a public nature, c. directed towards charitable purposes, or d. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).	
9. The name of any person from whom you have received a gift or hospitality with an estimated value of at least £25.	

N.B. Have you inserted " NONE " where there is no interest to declare?

I acknowledge that it may be an offence under the Localism Act 2011 to –

1. omit information that ought to be given in notice;
2. provide information that is materially false or misleading;
3. fail to give further notices in order to bring up to date information given in this notice after my re-election or reappointment or to fail to declare a disclosable pecuniary interest that I acquire after the date of this notice and have to declare under the provisions of s. 31 (2) Localism Act 2011.

I also acknowledge that it may be a breach of the Code of Conduct to –

1. omit information that ought to be given in this notice;
2. provide information that is materially false or misleading;
3. fail to provide written notification to the Council's Monitoring Officer of any change in my interests contained in this notice within 28 days of my becoming aware of such change of circumstances.

Member's details, signed when complete:

Signed: _____ **Date:** _____

Authorised Officer of Town/Parish Council, signed when received:

Signed: _____ **Date:** _____

Please return a copy to Service Manager (Democratic Services) or Monitoring Officer, West Suffolk Council

CODE OF CONDUCT - OTHER REGISTRABLE INTERESTS

Name:	
Council:	

I hereby set out below, under the appropriate headings, my “other registrable interests” which I am required to declare under the Council’s Code of Conduct. I will put "none" where I have no such interests under any heading:

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	

Signed:	
Date:	

Blank



Report to	Finance & Policy Committee
Subject	Civility & Respect Project
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	21st November 2022
Item number	13 a and b
Written By	Cathy Whitaker CLERK

Summary: This report introduces the Civility & Respect (C&R) Project set up by NALC and SLCC.

Attached documents are:-

1. Civility & Respect Poster
2. Information regarding the C&R Project
3. Civility & Respect Pledge
4. Dignity at Work draft policy

1.	Introduction
a.	NALC and SLCC believe that Civility & Respect should be at the top everyone's agenda and that there needs to be a culture change within the local council sector.
b.	To this end, they have set up a working group to carry forward the project.
2.	Context
a.	The C&R project relates to councillors, officers, council staff, members of the public.
b.	Councils are being encouraged to support the C&R Project and ethos by taking a Pledge to show that they take the issues of certain behaviours seriously.
3.	Financial/Resource Implications
a.	Training costs for online sessions – funded from the Staff Training budget 4008/101. (£15/£30 per session)
4.	Next Steps/Recommendations
a.	That NTC takes the C&R Pledge.
b.	That NTC approves a Dignity at Work Policy.
c.	That NTC adds the Bullying & Harassment Statement to its website.
d.	That the Town Clerk attends relevant training sessions on C&R.
e.	That NTC support the continued lobbying for change in legislation to support the C&R Pledge, including sanctions where appropriate.



Civility & Respect for the local council sector

- IS top of the
agenda

Definition of civility & respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

**For more information about how
to get involved, visit:**

www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens

**Take the
pledge**

The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.



**Civility &
Respect**

IN COLLABORATION WITH SLCC, HALLOW, COUNTY ASSOCIATIONS

CIVILITY & RESPECT (C&R) PROJECT

Throughout the sector there are growing concerns about the impact that bullying, harassment and intimidation are having on local councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) and county associations (SALC) have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

NALC and SLCC believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

MISSION STATEMENT

Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff, or public members.

This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved, including standing for election, and undermine public confidence and trust in local democracy.

NALC, county associations and OVW, as the membership organisations representing the first tier of local government in England and Wales, and the SLCC, as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

To that end, the Civility and Respect Working Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.

PROJECT WORKSTREAMS

The group has identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organised into six project workstreams that will deliver on the mission statement.

- **TRAINING**

A critical step in creating a safe and inclusive environment for local councils is making all councillors, clerks and council staff aware of the issues, what is — and what is not — acceptable. Knowing how to recognise and address bullying, harassment, discrimination, and inclusion is an essential step in prevention.

Training ensures that councils demonstrate that they do not tolerate these types of behaviour and provide the tools to intervene immediately, consistently, equitably, and appropriately when bullying occurs.

- **GOVERNANCE**

Bullying can have a detrimental effect on officers and is corrosive to leadership. It could lead to decision-making, not in the public interest and a failure of standards and governance.

Good governance is one of the building blocks of anti-bullying and harassment and is fundamental to ensuring an effective and well-functioning democracy at all levels.

- **INTERVENTION**

Sometimes relations in a council deteriorate beyond the ability to be repaired by the implementation of, and adherence to, good governance and comprehensive training of staff and councillors.

The council may have recognised that it cannot restore effective leadership, functionality and civility without support.

The project team is working on some strategies to support struggling councils.

- **LEGISLATIVE**

The Committee on Standards in Public Life undertook a review of Local Government Ethical Standards and, in January 2019, produced a report comprising 26 recommendations for legislative changes. The resulting recommendations included:

The ability for the principal authority to impose sanctions on a parish councillor following a review.

The ability for a local authority to suspend councillors.

Mandatory training for clerks.

The lobbying of the government to implement these, and other recommendations, is ongoing within NALC and SLCC. The project will highlight the continuous action taken to progress these and other legislative changes.

- **COLLABORATION**

The project team is working closely with the Local Government Association (LGA), Lawyers in Local Government (LLG) and other associations navigating their way through similar sector issues.

- **ENABLING**

The enabling workstream makes bullying and harassment information and support available to clerks and councils.

RESOURCES

- **BULLYING AND HARASSMENT STATEMENT**

Local councils may wish to add a statement poster to their websites stating that bullying, harassment and intimidation will not be tolerated.

- **CODE OF CONDUCT**

One of the critical issues already identified by the project is that the Code of Conduct produced by the Local Government Association (LGA) in 2021 has not been widely adopted. The Civility and Respect project has endorsed the LGA model Code of Conduct and the guidance notes aimed to help understanding and consistency of approach towards the code.

BULLYING AND HARASSMENT STATEMENT

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors

and council staff courteously without violence, abuse, or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff".

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings



STOP BULLYING



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



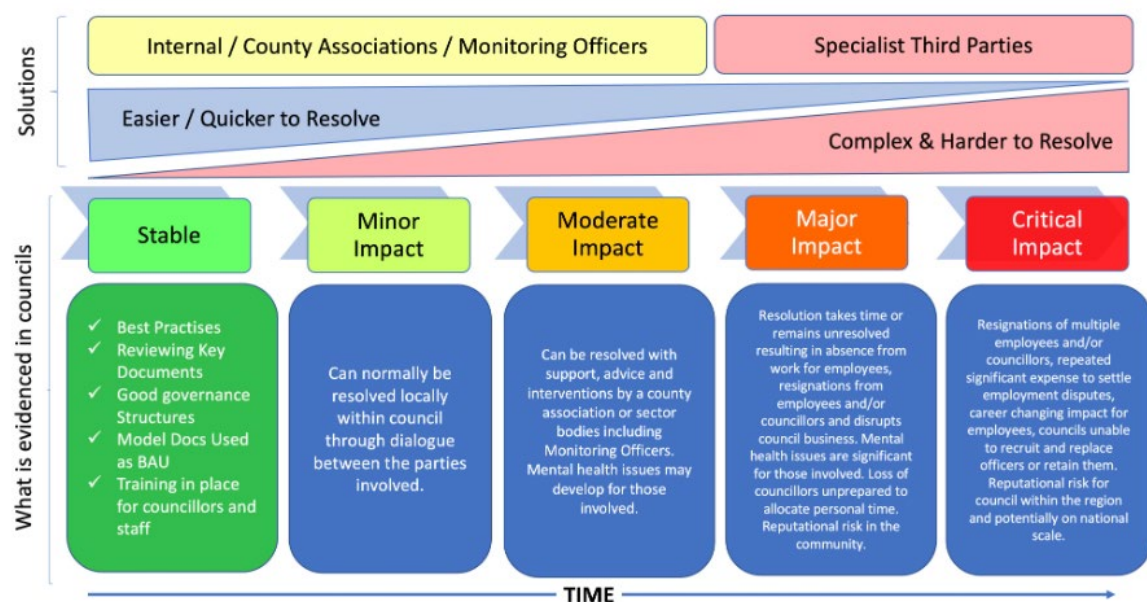
The code is a template for councils to adopt in whole and or with amendments to take into account local circumstances.

The code and guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of the local government.

- **CIVILITY AND RESPECT CONTINUUM**

The Civility and Respect Continuum illustrates how issues escalate over time. Our research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period of time. The longer an issue is permitted to continue, unaddressed, the more complex, time-consuming, and expensive the resolution becomes. This can eventually result in damage to the reputation of the council and health issues for those involved eventually ending with multiple resignations of both staff and councillors. Councils that have up-to-date policies and procedures, well-trained councillors and employees can often manage and mediate issues with or without advice and support from county associations and/or monitoring officers. Where councils become overwhelmed or fail to draw upon the resources available, matters can escalate and come under significant strain and pressure. In these situations, the solutions are often beyond the existing support offered and invariably best resolved by third parties, a costly and time-consuming challenge.



The project is identifying solutions to support councillors, officers, councils, and county officers at every stage of the civility continuum, however, whilst governance and training solutions may help with minor and moderate issues, the options for support at the major end of the scale become more limited. Support from monitoring officers and county associations may provide resolution in some instances but often issues have become too complex to resolve without costly interventions from specialist third parties. Every attempt should be made to prevent escalation by addressing

potential behavioural issues as soon as they arise, calling out bullying and harassment at the earliest opportunity and standing up for civil and respectful behaviour.

If the issues within a council have escalated to critical, then the options for resolution are still further limited, with costly external resolution and legal support often being required to reach resolutions. Potential action/intervention at this stage is being piloted with a town council struggling with chronic issues. It is being overseen by the joint NALC/SLCC Internal Development Board. If the solution proves successful it may be possible to expand the support programme but much depends on the councils' willingness to make a positive change. Early intervention to head off chronic issues is a far more effective mechanism to handle poor behaviour.

- **THE DIGNITY AT WORK POLICY**

The Dignity at Work policy is the first of a series of new or revised governance documents which are being developed by the project team. The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations.

The Dignity at Work policy will replace any previous bullying and harassment policy. It encompasses behaviours beyond bullying and harassment and zero-tolerance to deal with concerns before they escalate. It has been produced with supporting guidance because it is essential that any commitment to the policy is applied in practice.

The wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge. Councils who have not signed up for this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

- **LOBBYING MPs**

The parliamentary session for the Early Day Motion (EDM) day motion has now expired, but please do continue to use the sample letters as amendable templates to lobby your MPs on civility and respect issues.

An EDM was registered by an MP calling for the government to establish an appropriate and effective sanctions mechanism to deal with local councillors who have been found guilty of bullying and harassment following an independent investigation.

What are EDMs?

EDMs are motions submitted for debate in the House of Commons for which no day has been fixed. Whilst few are debated, many attract a great deal of public interest and media coverage.

They are used to put on record the views of individual MPs or to draw attention to specific events or campaigns. By attracting the signatures of other MPs, they can be used to demonstrate the level of parliamentary support for a particular cause or point of view.

What can you do?

The more MPs that support an EDM, the more likely it is to get discussed in parliament. The drive to improve standards in our sector was included as a topic on NALC's Lobby Day on 23 March 2022, so it is a great time to support this matter with a letter to your MP.

Dear **(name of local MP)**,

On behalf of **(name of town or parish council)**, I am writing to ask for your help in addressing concerns about the bullying, harassment and intimidation of local town and parish councillors and their staff, all working in and for their communities. It echoes the growing malaise around the safety of our MPs whose day to day work is made more difficult through incivility, online and in person abuse, stalking and even threats which sometimes reach families and constituency staff. Public servants, whether working nationally or locally, deserve protection from this.

At local level, this is an issue with a significant impact. It is partly reflected in the low numbers of candidates, particularly females, stepping forward as local councillors, uncontested elections and, in some cases, a reluctance to take on public facing work (for fear of abuse (e.g., attendance at councillor surgeries and meetings)). With more than 10,000 town, parish and community councils (plus 735 in Wales) and with around 100,000 councillors, this worsening situation is magnified and clearly bad for democracy.

In the last 2 years, the high turnover of professional clerks, (a clerk is the executive officer steering the council and usually its responsible finance officer) is now heading towards a major recruitment and retention issue. Some clerks are experiencing not only casual abuse from the public as they run their councils but, sadly, in some documented cases, persistent incivility from the councillors they serve. Unlike most other employees, clerks have no recourse to this unacceptable behaviour and often, with little in the way of sanctions, the only option is for a clerk to resign.

The National Association of Local Councils (NALC), One Voice Wales (OVC) and County Associations representing local councils and councillors in England and Wales as well as the Society of Local Council Clerks (SLCC), the professional body for clerks, have together recognised this. Investment has been made in a Civility & Respect Project which is coordinating a programme to support councillors and staff within our sector via training, good governance, clear policies and intervention processes. It will also work to influence relevant legislation to combat online abuse, introduce sanctions and enhance the role of monitoring officers.

It is work sitting alongside that already being taken forward by the Local Government Association (LGA) to promote civility in public life for councillors and staff working for principal councils. It also ties in with recommendations set out in 2019 Local Government Ethical Standards Report issued by the Committee on Standards in Public Life.

Name of council would welcome your support and that of your fellow MPs in raising this important national issue via parliament.

Yours sincerely

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

DIGNITY AT WORK POLICY

Newmarket Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Newmarket Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Newmarket Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Newmarket Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Newmarket Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Human Resources committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Newmarket Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's Equality Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.

- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an

employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to

the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



Newmarket

TOWN COUNCIL

GRANTS & FUNDING POLICY

Approved by Council on 22nd July 2019.

Introduction

Newmarket Town Council have given grants for many years, mainly to the community and voluntary sector whose activities directly benefit the Town and its communities. The Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Newmarket as a vital place to live, work and relax. We know that the Council can make a difference through our grants process, but it is also important that we seek a relationship with many of these groups to explore other ways in which they can develop and grow as they need to.

At the discretion of the Council, grants are awarded where a clear need for financial support can be demonstrated and the project contributes towards the vision and purpose and main priorities of the Town Council, ~~as set out in its Corporate Strategy "All out for a better Newmarket 2017-2020".~~
~~This can be viewed on our Website.~~

The Council have now reviewed the Policy to reflect its current priorities.

Process

- The Council will set an annual Grants Budget, identifying approximately the split between specifically authorised expenditure & Section 137 expenditure, if at any time in the future it is not eligible to use General Power of Competence. It may ring-fence specific grants within the budget, where it has made a decision in principle. A separate budget is available to support the Town's twinning arrangements.
- Subject to funds being available, applications will usually be considered once each year, however if any projects for approved grants are not completed, or not all of the budget is allocated, other applications will be considered.
- ~~The Closing Stage Dates will be 8th May, 8th September, 8th January within each financial year; by which Grant applications are invited in December each year during the Budget cycle and must be received by 31st December.~~ It is usually expected that projects will be completed by ~~the end of the financial year~~ 31st March of the following year. The Council will advertise its Grant Scheme ~~widely~~ to ensure an equitable distribution of resources ~~and a schedule of awarded grants will be published on the Council's website annually.~~
- During ~~January~~, the Finance and Policy Committee ~~meeting following each Stage Date, will appraise~~ each application ~~will be appraised~~ provided that all supplementary information has been supplied. Incomplete applications will not be considered.
- Grants will not normally exceed £1,000, however Committee has authority to ~~approve-recommend~~ grants up to £5,000 where appropriate ~~to the following Full Council Committee meeting. Grants above this figure may be recommended to Council for approval.~~
- ~~Payment of grants approved will usually be made by bank transfer within one week of the decision being communicated to the applicant.~~
- Where an organisation requests a commitment of funds over a period of years an explanation of the reasons for medium term funding is required. The commitment to funding would not normally exceed two years.

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- The Council may seek a meeting with the applicant to explore what the organisation is applying for and trying to achieve before deciding the application.
- Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects
- If payment or part payment is made in advance, the recipient will need to provide proof that the project has been completed or activity undertaken. If the project is not completed in a reasonable period of time or the organisation is discontinued, the Council reserves the right to reclaim any grant paid.
- The Council will decline further grants in any year when the appropriate budget has been committed.

Policies

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant will be commensurate with the benefit delivered, and the need for funding.
2. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party-political activity.
3. The Town Council does not affiliate to any religious group, however applications will be considered where there is a clear community wide benefit.
4. Request for grant aid will only be considered from the following categories of applicant:
 - A charity based inside or outside the Town, the activities of which are of direct benefit to residents or communities of the Town.
 - A not-for-profit organisation, based within or outside the Town, which serves the needs of the citizens or communities of the Town
 - Citizens of the Town requesting grant aid with a project/event, which will be for the benefit of a wider group.
 - A Town based club/association/organisation serving specific sections of the community or the community as a whole.
 - Applications from commercial organisations will only be considered in exceptional circumstances.
 - National appeals will not normally be eligible to apply.
5. Applications will only be considered when made on a formal application form, [which is available from the Clerk or on the Council's website.](#)
6. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Newmarket Town.
7. The Council will give priority to the projects/organisations which progress one or more of its corporate priorities set out above.
8. The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans.
9. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
10. The Council will not normally fund the whole of a project.

11. Applicants will be required to state the amount of grant sought from the Council.
12. Where projects cross financial years, the Council may “ring fence” an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a reasonable time.
13. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be “pump-priming” to help organisations get established or organisations which deliver a substantial part of the Council’s priorities. Even in these cases, the ability of the organisation to obtain core funding from other sources will be considered.
14. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support “in kind”, rather than provide grant assistance.
15. The Council will require as a condition of grant, the organisations to advertise the fact that grant aid has been provided by the Council.
16. The giving of a grant one year does not set a precedent for another year.
17. The Council will identify against each grant approval, the power under which it gives the grant if it does not hold the General Power of Competence at the time of making the decision.
18. Organisations are not restricted to the number of grant applications submitted to the Council for grant aid over a period of time, however the history of previous applications will be considered in the decision-making process.

~~19. Where ear marked reserves have been allocated to specific organisations, prior to the adoption of this Policy, these will be honoured as long as the Organisation concerned remains operational. All organisations in receipt of grants will be required to provide a short report by March of each year (or when the project has completed, if sooner) indicating how the grant was used and the benefits arising.~~

~~20. The Council gives no undertaking that grant funding under this scheme will be available in future financial years.~~

~~19-21. If an application is unsuccessful, there is no right of appeal.~~

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Grant Application Form

The Town Council considers grant applications from local organisations every year, each is considered on its merits and against availability of funds. Applications are invited from local organisations which directly benefit residents. For guidance, applicants are advised to read the Grants and Funding Policy document which is available on the Council's website: www.newmarket.gov.uk

1. Your Organisation

Name of Organisation	
Address	
Telephone	E-mail
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	
Name of Chairman, Secretary & Treasurer (name, address, phone and email)	

2. Please describe the project for which you are applying for funds

Give consideration to the following:

- Number of clients/members/public served (where relevant)
- Description of service/activity provided, project or event to be supported
- Reason for application with details of how the grant will be used
- How the grant will benefit the town and people of Newmarket

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3. Amount of grant requested

Amount of grant requested	£
Details and amount of matched funding from your group	£
Total cost of project/activity	£

4. **Where will this take place?** Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

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5. **When is the project due to start and end?**

Start date	
End date	

6. **If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.**

Year	Purpose	Amount

7. **Please give details of other sources of funding for the same purpose, whether secured or unsecured.**

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8. **How would Newmarket Town Council support be acknowledged?**

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9. **Please confirm the following documents are available for inspection if required**

Your accounts	
Budget projections for the activity	
The constitutional document that governs your organisation	
A recent bank statement for the account	

10. **Data protection and freedom of information**

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

11. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature (digital signature acceptable)	
Name	
Date	

Return this application form with all necessary supporting information to:	townclerk@newmarket.gov.uk
	King Edward VII Memorial Hall High Street Newmarket Suffolk CB8 8JP
Telephone	01638 667 227

For internal use only	
Date received	
Date presented to F&P committee	
Decision	
Notes	



Report to	Finance & Policy Committee
Subject	Previous policy resolution update
Purpose	Information
Classification	Unrestricted
Meeting date	21st November 2022
Item number	13d
Written By	Cathy Whitaker CLERK

Summary: A previous resolution was made to have defibrillator information (locations, etc) available through our website.

Looking further into this it is not recommended that this goes ahead for the following reasons:-

1. NTC does not own any of the defibrillators.
2. Two were funded (Memorial Hall and Pavilion) by NTC, but are checked and maintained by JCE.
3. Others around the town are funded, installed and maintained by various organisations.
4. Any database would be hard to keep up to date and accurate.
5. Public are always given the location of any of the registered defibrillators whilst on the phone to the emergency services. It is not permitted to give any codes directly as operation must be under the supervision of the trained personnel.

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Health, Safety and Facilities update for F&P 21/11/2022

by Deputy Town Clerk

We are working towards ensuring legal compliance and minimising the risks and liability faced by Newmarket Town Council. This will help to ensure the H&S for all staff and also for all those that we have legal responsibility for.

Additional information about happenings since the previous report:

Memorial Hall/Garden

Work has begun on the small fenced playground area to refurbish and add more inclusive equipment. The project should take around 3 weeks and we hope to invite councillors and a small group of parents and children to an official opening as soon as we know when it will be completed.

An estimate has been provided for the remedial work to the Memorial Hall roof but we are still awaiting an official quote.

The CCTV system has been replaced and the alarms taken over.

Severals/Pavilion

The CCTV system and alarms systems have been taken over – the cameras will be upgraded shortly. A separate alarm has been installed for the storage area, meaning it can be accessed without the need for disarming the main building.

The shutters have had an annual service – some minor remedial work has been identified as desirable, but accessing the building to have work done is somewhat tricky as we have a long-term hire group of vulnerable adults in every day. The group were accommodating and agreed to not run a session on the day of the service, but we would not wish to inconvenience their day-to-day routine unless absolutely necessary.

Cemetery

The bell tower work has been completed and the scaffolding removed. Roof work is now taking place and the project will be completed shortly, so the heras fencing can be removed.

The “instant hedging” has now been planted around the new spoil area to screen it.

The wall repairs following the vehicle striking the Dullingham Road side have been undertaken.

The solar powered gates have been chained up to prevent unauthorised access. The cemetery operative had noted lots of vehicles in the cemetery, and vehicle tracks over the grass near the graves. Current arrangements are for him to allow fob-holders in through the middle gates by prior appointment during his working hours, until a more permanent solution is found.

The CCTV system has been replaced. We are in discussion with West Suffolk Council regarding them to provide coverage of the Queen’s Statue and the cemetery gate opposite.

Elsewhere

The contractor has begun the notified tree works and expects to be finished within the next month.

We have changed the SIDs cycle to four weeks, swapping the batteries after two, but there are still occasions when they are discharging too much and require jump-starting, which is being investigated.

All Saints Church gates have been repainted at both ends.

St Mary’s churchyard pathway has been resurfaced.

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HEELIS&LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Newmarket Town Council – 2022/2023

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. The Council hold the General Power of Competence and LGAs137 does not apply.

The Council operate the RBS Omega accounting software. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 23/5/2022 (Ref: 22/05/18)
Financial Regulations in place: Yes
Reviewed: 22/11/2021 (Ref: 21/11/12.07) F&P (Ref: F/21/11/13)

VAT reclaimed during the year: Yes Registered: Yes

Submissions:	1/4/2022 – 30/6/2022	£18,742.12
	1/7/2022 – 30/9/2022	£20,533.74

General Power of Competence: Yes

The Council adopted the new LGA Code of Conduct at the Annual meeting held on 23/5/2022 (Ref: 22/05/26).

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

The Council have a comprehensive suite of policies in place. Policies are published on the website.

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes (Ref: ZA090217)

Privacy Policy published: Yes

Insurance was in place for the year of audit and a review undertaken on 23/5/2022 (22/05/23). The Risk Management document including was reviewed at a meeting held on 25/4/2022 (Ref: 22/04/10.04). A further examination will be undertaken at the year end.

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Bank signatories were reviewed at a meeting held on 25/7/2022 (Ref: F/22/07/14).

Fidelity Cover: £500,000

The level of Fidelity cover is below the recommended guidelines of year end balances plus 50% of the precept (£465,431 + £357,000 = £822,431).

Recommendation: *To review the level of Fidelity Cover.*

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No
Website: www.newmarket.gov.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report
2022 Annual Return, Section One Published – Yes
2022 Annual Return, Section Two Published – Yes
2022 Annual Return, Section Three Published – Received, published on the notice board and due to be uploaded to the website.

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Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Start Date **1/7/2022** End Date **11/8/2022**

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £715,210 (2022-2023) Date: 31/1/2022 (Ref: 22/01/20.01)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements. A clear audit trail is in place.

Venue hire fees were reviewed at a meeting held on 3/5/2022 (Ref: CL/22/05/10) where it was resolved to existing charges and Terms and Conditions remain unchanged for 2022/2023.

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2022 to October 2022 and cross referenced with vouchers and the cash book. Regular reconciliations are undertaken. VAT is recorded on petty cash payments. A clear audit trail is in place.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**
Employer's Reference: **126/N254**

The Council continue to operate RTI in accordance with HMRC regulations. The 2022-2023 salary award has been received and will be implemented with the November salaries.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. A review was undertaken at a meeting held on 23/5/2022 (Ref: 22/05/22). A further examination will take place at the year end audit.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly.

Bank Balances at were confirmed as:

Unity Trust Current #1	xxxx4770	£724,134.56	(31/10/2022)
Petty Cash		£150.00	(31/10/2022)
Barclaycard		(£892.91)	(31/10/2022)
Unity Trust Current #2	xxxx9458	£20,311.90	(31/10/2022)

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

To be carried out at the year end.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

To be carried out at the year end.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2022 Year End Internal Audit report was considered by the Council at a meeting held on 27/6/2022 (Ref: 22/06/11).

External Audit

The Council formally approved the 2022 AGAR at a meeting of the full Council held on 27/6/2022 (Ref: 22/06/12).

The 2022 External Auditor's report was considered at a meeting held on 24/10/2022 (Ref: 22/10/14).

There were no matters arising from the External Audit.

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Additional Comments/Recommendations

- The Annual Town Council meeting was held on 23/5/2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and the quality of documentation presented for the audit.



Heather Heelis
Heelis & Lodge
10 November 2022