

Code of Conduct

The Town Council's Code of Conduct reflects the key requirements set out in the Local Government Associations' Model Councillor Code of Conduct 2020 which applies in full to all members of the Town Council whether appointed by election or co-option:

<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>

As an Adlington Town Councillor I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

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

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

Application of the Code of Conduct

This Code of Conduct applies from the signing of your declaration of acceptance of the office of Town Councillor until you cease to hold office when you are acting in your capacity as a Town Councillor.

You are expected to uphold high standards of conduct and show leadership when acting as a Town Councillor and note that the public expects a high standard of behaviour from those in public office at all times.

The Code may include occasion should:

- You misuse your position as a Town Councillor or where
- Your actions would give the impression to a reasonable member of the public that you are acting in your capacity as a Town 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 and at all times
- In electronic and social media communication, posts, statements and comments.

You are encouraged to seek advice from the Clerk, who may refer matters to the Monitoring Officer of the District Authority at Chorley Council.

As a Member of Adlington Town Council, my conduct will in particular address the statutory principles of the code of conduct by:

Championing the needs of residents: the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first

Dealing with: representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially

Not allowing: other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Borough or the good governance of the authority in a proper manner

Exercising independent judgement: and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.

Listening to: the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit

Being accountable: for my decisions and co-operating when scrutinised internally and externally, including by local residents

Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it

Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.

Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.

Always treating people with respect, including the organisations and the public I engage with and those I work alongside and when online.

Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority

I will also comply with my obligations under the Act in relation to the registration and disclosure of interests and in Adlington Town Council this will be done as follows:

I will, within 28 days of taking office as a member or co-opted member, notify the Town Clerk of any disclosable pecuniary interest as defined by Regulations made by the Secretary of State, where the pecuniary interest is mine, my spouse's or civil partner's or is a pecuniary interest of someone with whom I am living as husband and wife or as if we were civil partners.

In addition, I will, within 28 days of taking office as a member or co-opted member, notify the Town Clerk of any disclosable pecuniary or non-pecuniary interest which Chorley Council has decided should be included in the register.

If an interest has not been entered onto Adlington Town Council's register, then I will disclose the interest to any meeting of Adlington Town Council at which I am present, where I have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the authority's register or the subject of pending notification, I will notify the Town Clerk of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a pecuniary interest as defined by Regulations made by the Secretary of State. Additionally, I will observe the restrictions Chorley Council (as the principal Council) place on my involvement in matters where I have a pecuniary or non pecuniary interest as defined by the authority.

The Town Clerk will add any changes notified to the Town Council website as soon as is practicable after these have been notified.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.