KINGSCOTE PARISH COUNCIL

CODE OF CONDUCT

FOR MEMBERS AND CO-OPTED MEMBERS

Reviewed and readopted July 2026

PART 1

MEMBERS' CODE OF CONDUCT

When acting in your capacity as a Member or Co-opted Member of Kingscote Parish Council, you must show regard to the following seven principles of public life:-

Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; Leadership.

In practice this will mean:-

1. **Promoting and supporting high standards of conduct** by embodying the principles of public life and leading by example.

2. **Acting solely in the public interest** by never using your position to give any advantage, or cause disadvantage to a person; or gain any financial or other material benefits for yourself, your family, friends or associates.

3. **Not compromising yourself and the Council** by taking care to avoid financial or other obligations that individuals or organisations might use to try and influence how you perform your official duties.

4. **Making decisions based on merit** when considering public appointments, awarding contracts or putting individuals forwards for rewards and benefits.

5. **Being publicly accountable** for your actions and protecting the reputation of the Council as a whole.

6. **Giving reasons for the decisions and actions you and the Council take** in an open and honest way.

7. **Making sure that Council resources are used appropriately** by not using them for political purposes yourself, or allowing other people to do so.

8. **Taking all necessary steps to resolve personal conflicts of interest** by declaring and registering your pecuniary and non-pecuniary interests using methods the Council has provided, as well as removing yourself from positions of influence when an interest is apparent.

PART 2

REGISTERING AND DECLARING INTERESTS

Registering Disclosable Pecuniary Interests (DPIs)

Members and Co-opted Members must register their own DPIs and those of their husband or wife, civil partner or any person that they are living with as husband or wife or civil partner, as if they are their own interests, when they know about them.

DPIs are defined in Regulations made by the Secretary of State, and are set out in **Annex A** to this Code.

The Monitoring Officer of Cotswold District Council acts as the Monitoring Officer for all town/parish councils within Cotswold District.

General registration/declaration requirements are as follows:-

1. You must register your DPIs with the Monitoring Officer of Cotswold District Council within 28 days of being elected or appointed to office.

2. You must register your DPIs within 28 days of the Authority's Code of Conduct being adopted.

3. You must notify the Monitoring Officer of Cotswold District Council of any changes in your DPIs within 28 days of becoming aware of them.

4. You must declare any un-registered DPIs at any meeting of the authority at which you are present, where a relevant matter is being considered.

5. You must register any DPIs declared at a meeting, within 28 days of the disclosing it.

You should register any suspected 'sensitive' interests with the Monitoring Officer of Cotswold District Council, who will decide if they are 'sensitive' and if they should go on the public Register of Interests. 'Sensitive' interests are those which you suspect could lead to yourself or a connected person being subject to violence or intimidation.

You should be aware that not disclosing DPIs without a reasonable excuse is a criminal offence and could lead to investigation by the Police and your referral to the Director of Public Prosecutions.

The Effect of DPIs on Participation

Unless a dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a DPI.

Unless a dispensation has been granted, you must withdraw from the room or chamber when a meeting discusses and votes on any matter in which you have a DPI.

Other Interests

You must, within 28 days of (i) this Code being adopted by the Council or (ii) taking office as a Member or Co-opted Member, notify the Monitoring Officer of Cotswold District Council of the Other Interests set out in **Annex B** to this Code, **where the interest is yours**.

You must, within 28 days of becoming aware of any new interest within any of the specified categories or change to any previously-registered interest, notify the Monitoring Officer of Cotswold District Council of that new interest or change.

The Effect of Other Interests on Participation

Where you have an Other Interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence of that interest at the commencement of that consideration, or when the interest becomes apparent (unless the matter is a 'sensitive interest').

Where you have declared an Other Interest in accordance with the above paragraph, then you are able to participate in the debate on the matter and vote **unless**:-

(i) a decision in relation to that matter might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a member of your family or person with whom you have a close association or body described above to a greater extent than the majority of:-

(a) other council tax payers, ratepayers or inhabitants of the parish or parish ward (if appropriate) affected by the decision; or

(b) other council tax payers, ratepayers or inhabitants of your authority's area in general;

or

(ii) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described above;

and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

If the circumstances specified above apply then, unless a dispensation has been granted or it is an excepted function, you may not participate in any discussion of, vote on, or discharge any function related to, any matter in which you have an interest. You must disclose to that meeting the existence of that interest at the commencement of that consideration, or when the interest becomes apparent (unless the matter is a 'sensitive interest'), and then withdraw from the room or chamber when the meeting discusses and votes on the matter.

The above rules do not have the effect of precluding you from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

However, after making your submission, you must withdraw immediately from the meeting.

Following any disclosure at a meeting of such an interest not on the Council's Register, you must notify the Monitoring Officer of Cotswold District Council of the interest within 28 days beginning with the date of disclosure.

Failure to comply with the requirements which relate to Other Interests is a breach of the Code.

Registering Gifts and Hospitality

The Council also requires you to register with the Monitoring Officer any gifts and hospitality worth £25 or more **you** have received.

General registration requirements are as follows:-

1. You must register any gifts and hospitality with the Monitoring Officer within 28 days of being elected or appointed to office.

2. You must register any gifts and hospitality within 28 days of the Authority's Code of Conduct being adopted.

3. You must register any gifts and hospitality with the Monitoring Officer within 28 days of receiving them.

4. You must declare any gifts and hospitality at any meeting of the authority at which you are present, where a relevant matter is being considered.

5. You must register any gifts and hospitality declared at a meeting, within 28 days of disclosing it.

ANNEX A

Disclosable Pecuniary Interests

The interests set out below are "Disclosable Pecuniary Interests" by virtue of The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (made under the Localism Act 2011) which must be notified to the Monitoring Officer of Cotswold District Council in accordance with this Code of Conduct.

Notification is required of any interest which is an interest of **the Member and/or of any of the following**:

- **the Member's spouse or civil partner;**
- **a person with whom the Member is living as husband and wife; or**
- **a person with whom the Member is living as if they were civil partners;**

and the Member is aware that that other person has the interest.

Subject	*Prescribed description*
Employment, office, trade, profession or vacation	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 relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. 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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

Corporate tenancies	Any tenancy where (to M's knowledge) - (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where - (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Note:

In the Regulations:-

(a) "the Act" means the Localism Act 2011;

(b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

(c) "director" includes a member of the committee of management of an industrial and provident society;

(d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

(e) "M" means a member of a relevant authority;

(f) "member" includes a co-opted member;

(g) "relevant authority" means the authority of which M is a member;

(h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

(i) “relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

(j) “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.

(END)

ANNEX B

Other Interests

The interests set out below are "Other Interests" which must be notified to the Monitoring Officer of Cotswold District Council in accordance with this Code of Conduct.

Notification is required of any interest which is an interest of **the Member only**.

Subject	*Prescribed description*
Public/Charitable and Other External Bodies	Any body of which you are a member or in which you have a position of general control or management, in the following categories:- (i) a body to which you are appointed or nominated by the Council; (ii) a public authority or body exercising functions of a public nature; (iii) a body directed to charitable purposes; (iv) a body whose principal purposes (or one of them) includes the influence of public opinion or policy (including any political party or trade union); (v) a professional association; (vi) a freemasonry group or similar.
Employer	Any person or body who employs you.
Gifts and Hospitality	Any person, organisation, company or body from whom you have received, by virtue of your office, a gift or hospitality worth an estimated value of £25.

(END)