

Welsh Newton & Llanrothal Group Parish Council

Councillor Code of Conduct

Version 1.0 (WNL adoption) — Adopted 14 May 2026 — HC LGA 2020 model with local amendments
Agenda item 12.1 — Annual Meeting of the Parish Council, 14 May 2026

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Date adopted:	14 May 2026
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Next review:	May 2027 (Annual Meeting of the Parish Council)
Source:	Herefordshire Council LGA Model Councillor Code of Conduct — HC Audit and Governance Committee, 10 May 2022
Complaints:	Monitoring Officer, Herefordshire Council, Plough Lane, Hereford HR4 0XH — Code-of-Conduct@herefordshire.gov.uk

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 s.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, "**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. 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 should uphold the Seven Principles of Public Life (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 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 until you cease to be a councillor. The Code applies to all forms of communication and interaction including face-to-face meetings; online or telephone meetings; written, verbal and non-verbal communication; and electronic and social media communication, posts, statements and comments.

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

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor.

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. You can express, challenge, criticise and disagree with views in a robust but civil manner. You should not, however, subject individuals, groups or organisations to personal attack. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction and report them to the local authority, the relevant social media provider or the police.

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 ACAS definition of bullying and the Protection from Harassment Act 1997 definition of harassment apply. The Equality Act 2010 defines nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and places specific duties on local authorities.

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.

You must not try and force officers to act differently, change their advice, or alter the content of a 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 given to me in confidence by anyone, or acquired by me which I believe 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; or (iv) the disclosure is reasonable and in the public interest, made in good faith and in compliance with the reasonable requirements of the local authority, and I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained as a result of my role 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.

5. Disrepute

As a councillor: 5.1 I do not bring my role or local authority into disrepute. Your actions and behaviour are subject to greater scrutiny than ordinary members of the public. Behaviour that is dishonest and/or deceitful can bring your local authority into disrepute.

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.

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 facilitating the discharge of the functions of the local authority.

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.

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. You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1 of Appendix B is a criminal offence under the Localism Act 2011. 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 which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour. 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.

Appendix A — The Seven Principles of Public Life

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.

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.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour and actively promote and robustly support the principles.

Appendix B — Registering Interests

Within 28 days of becoming a member or re-election to office you must register with the Monitoring Officer the interests which fall within Table 1 (Disclosable Pecuniary Interests) as described in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register your Other Registerable Interests (Table 2). You must keep your register of interests up to date and notify the Monitoring Officer within 28 days of any change.

Non-participation: where a matter arises which directly relates to one of your Disclosable Pecuniary Interests, 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.

Disclosure of Other Registerable Interests: where a matter arises which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, 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.

Table 1: Disclosable Pecuniary Interests

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 financial benefit (other than from the council) made during the previous 12-month period for expenses incurred in carrying out duties as a councillor, or towards election expenses. Includes payments from a trade union.
Contracts	Any contract between the councillor (or spouse/civil partner/co-habitee, or a firm in which such person is a partner, or company of which they are a director, or body in which they have a beneficial interest) and the council for goods, services or works not yet fully discharged.
Land and Property	Any beneficial interest in land within the area of the council.
Licences	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 the landlord is the council and the tenant is a body in which the councillor (or spouse/civil partner/co-habitee) is a partner, director, or has a beneficial interest in the securities of.
Securities	Any beneficial interest in securities of a body where that body has a place of business or land in the area of the council and the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital.

Table 2: Other Registerable Interests

You must register as an Other Registerable Interest: (a) any unpaid directorships; (b) any body of which you are a member or in a position of general control or management and to which you are nominated or appointed by your authority; (c) any body exercising functions of a public nature, directed to charitable purposes, or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union); (d) any body that is not open to the public without formal membership.

[Note: (d) is the Herefordshire Council local amendment to the LGA model.]

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Review due: May 2027

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