



DEVIZES TOWN COUNCIL CODE OF CONDUCT

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Code of Conduct

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PART 12

DEVIZES TOWN COUNCIL CODE OF CONDUCT FOR MEMBERS

As a Member or Co-opted Member of Devizes Town Council, I shall have regard to the following principles:

• **Selflessness** • **Integrity** • **Objectivity** • **Accountability** • **Openness** • **Honesty** • **Leadership**

To uphold these principles, I will follow the below Code of Conduct whilst carrying out my role.

1. **Respect**

1.1 Treat other Councillors and members of the public with respect.

1.2 Treat Town Council employees, employees and representatives of partner organisations and those volunteering for the Council with respect and respect the role they play.

2. **Bullying, harassment, and discrimination**

2.1 Do not bully any person.

2.2 Do not harass any person.

2.3 Promote equality and do not discriminate unlawfully against any person.

3. **Impartiality of officers of the council**

3.1 Do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Town Council.

4. **Confidentiality and access to information**

4.1 I do not disclose information:

4.1.1 given to me in confidence by anyone;

4.1.2 acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

4.1.2.1 I have received the consent of a person authorised to give it;

4.1.2.2 I am required by law to do so;

4.1.2.3 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

4.1.2.4 The disclosure is:

- a) Reasonable and in the public interest; and
- b) made in good faith and in compliance with the reasonable requirements of the local authority; and
- c) I have consulted the Town Clerk or Wiltshire Council 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

5. **Disrepute**

5.1 I do not bring my role or The Town Council into disrepute

6. **Use of position**

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

6.2 I do not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

7. **Use of Town Council resources and facilities**

7.1 I do not misuse council resources.

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

7.2.1 act in accordance with the local authority's requirements; and

7.2.2 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 Town Council or of the office to which I have been elected or appointed.

8. **Complying with the Code of Conduct**

8.1 I undertake Code of Conduct training provided by the Town Council.

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 all sanctions imposed on me and any recommendations agreed to be undertaken by me following a finding that I have breached the Code of Conduct and any undertakings that I have agreed to fulfil as part of the informal/alternative resolution of any alleged breach of the Code of Conduct.

9. **Interests**

- 9.1 I register and disclose my interests.

10. **Gifts and Hospitality**

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

11. **Taking Decisions**

- 11.1 When carrying out my public duties, I make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- 11.2 I am as open as possible about my decisions and actions and the decisions and actions of my authority, and am prepared to give reasons for those decisions and actions.
- 11.3 I am accountable for my decisions to the public and will co-operate fully with whatever scrutiny is appropriate to my office.

This Code of Conduct sets out the minimum standards of conduct required of you as a Councillor.

This Code of Conduct should be read in conjunction with the guidance set out in the attached guidance document.

Appendix 1 – [Roles and Responsibilities of Members](#)

Appendix 1 – Roles and Responsibilities of Members (Part 11 of the Constitution)

1. Purpose and background

- 1.1 This is a description of the role that all Members will be expected to perform. Members may have additional regulatory, licensing or scrutiny responsibilities or be a member of the Cabinet – there will be specific role descriptions drawn up for them, and each of these responsibilities is likely to attract additional time commitments.

2. Size of the role

- 2.1 The number of voters in each division from 2021 onwards will be in the order of 4,268; you will be accountable to them for any issue relating to the council's activities and, through the area boards, for the much broader concerns of the community.

3. Breadth of the role

- 3.1 Members will be responsible for helping constituents to resolve problems associated with, amongst other things:

- 3.1.1 Planning
- 3.1.2 Housing
- 3.1.3 Licensing
- 3.1.4 Environmental health
- 3.1.5 Car parking and enforcement
- 3.1.6 Protecting the environment
- 3.1.7 Leisure
- 3.1.8 Refuse collection and recycling
- 3.1.9 Community planning
- 3.1.10 Council tax collection
- 3.1.11 Housing benefit
- 3.1.12 Education
- 3.1.13 Social services
- 3.1.14 Libraries
- 3.1.15 Roads
- 3.1.16 Consumer protection
- 3.1.17 Children's services
- 3.1.18 Health scrutiny
- 3.1.19 Transport
- 3.1.20 Economic development

4. Allowances

- 4.1 Town Councillors do not receive allowance but can claim out of pocket expenses

5. Anticipated hours required to perform the role

5.1 The time Town Council Members will need to carry out the role will depend on many things:

5.1.1 If you have larger ward, you will spend more time travelling; 5.1.2 If you are a new Member you will have to spend a lot of time being trained to enable you to carry out the role;

5.1.3 If you have a particular interest you may choose to become more involved in working parties associated with these matters;

5.1.4 If there are important or controversial issues in your ward, they may occupy a lot of your time.

5.2 There are formal meetings you will be expected to attend, but much of the work will be in your ward when constituents contact you with a problem. The work includes:

5.2.1 Resolving problems raised by your constituents;

5.2.2 Attending council and policy making meetings;

5.2.3 Representing the council on outside bodies.

6. Timing of meetings

6.1 Evening meetings in Devizes:

6.1.1 Attendance at council meetings four-five times a year;

6.1.2 Attendance at committee fortnightly starting at 7:00pm

6.1.3 Approximately two to three summonsed meeting month.

6.2 daytime or evening meetings within an area or on a district basis:

6.2.1 Attendance at working party meetings

6.2.2 Attendance at meetings of outside bodies, some of these might be in the day

6.2.3 Attendance at consultation events

6.2.4 Approximately four / 5 meetings a month.

7. Principal roles

7.1 To champion the Ward:

7.1.1 To represent constituents and to act as the link between them and the council;

7.1.2 To keep up-to-date with local concerns, including those of hard to reach groups;

7.1.3 To identify and help to resolve local concerns.

7.2 To be a community leader:

7.2.1 To mediate fairly and constructively between people and groups with conflicting needs;

7.2.2 To create effective partnerships with all sections of the community;

7.2.3 To work with partners to build strong and cohesive communities with a long-term vision and direction;

7.2.4 Act as the focus for consultation and discussion of local issues.

7.3 To keep in touch with constituents:

7.3.1 To communicate with the community using newsletters, emails, phone, or local media and through local surgeries and meetings;

7.3.2 To create opportunities to communicate, including hard-to-reach groups;

7.3.3 To provide regular feedback.

7.4 To contribute to decision making:

7.4.1 By contributing to and informing debate at council meetings;

7.4.2 By influencing and shaping services;

7.4.3 By monitoring performance of local services to ensure that they are held to account;

7.4.4 By providing for more effective working between the council and partners.

7.5 To represent the council externally by sitting on outside bodies and attending seminars on behalf of the council.

7.6 Town Council Members will be expected to:

7.6.1 Commit to a programme of continuing learning and development provided by the council;

7.6.2 Comply with the Council's Code of Conduct and other protocols set out within the Constitution and to maintain the highest standards of conduct and ethics in the performance of your duties

7.6.3 To acknowledge any enquiries normally within four working days of receipt, and provide a substantive response, where required, within fifteen working days, if possible.

8. **Personal Skills**

8.1 To fulfil the role of an effective a Town Council Member, candidates should have:

8.1.1 Knowledge of current issues for constituents;

8.1.2 Good advocacy and listening skills;

8.1.3 Good communication, presentation skills, mediation and conflict resolution skills;

8.1.4 Integrity and the ability to set aside own views and act impartially;

8.1.5 Good awareness of equality and diversity issues;

8.1.6 An understanding of the roles of officers and Members;

- 8.1.7 Knowledge of meetings rules and conventions;
- 8.1.8 The ability to challenge ideas and contribute positively to policy;
- 8.1.9 A desire to learn.

EPIC VALUES

Supporting us to build stronger communities



As an organisation we are continually having to adapt to new ways of working to deliver our services to the residents of Wiltshire.

Our values define who we are, what we stand for and how we are expected to work to deliver our priorities.

Whilst we work in different professions and teams, our values are what we have in common. They are there to support us in creating positive ways of working across the organisation regardless of the challenges or changes, or the teams we are working with.

It's about how we respond to colleagues, situations and challenges in our culture of empowering people, innovation and collaboration to deliver our vision of strong communities.

We are all expected to understand what these values mean to us and ensure we reflect on them within our teams.

LIVE•WORK•INNOVATE

Wiltshire Council

EPIC values

Trust and respect



Excellence



Responsibility



Engaged leaders

EPIC culture

Empowering people



We value and encourage others to share their ideas and opinions and trust in their capability to take decisions within their roles.

We focus on developing our skills to empower our colleagues and deliver great services in our communities.

We take responsibility for our actions and ensure we protect the council, we learn from our challenges and share our experiences to continually improve our services.

We give our teams responsibility and trust them to deliver great service. We give our teams the support and encouragement they need and take the time to understand their strengths and how to get the best out of them. We are open and honest and share information and the council's expectations, ensuring there is transparent decision making.

Innovation



We respect, consider and value different opinions, perspectives and ideas to drive innovation in our services.

We continually look to identify new creative and commercial opportunities to improve how we work and deliver our services.

We identify and drive digital and creative improvements to ensure that our customers get the best value from our services.

We create an environment where teams can take informed risks and are encouraged to learn and develop. We inspire our teams to find new ways of working to improve the customer experience and to maximise service delivery. We listen and allow everyone to participate, ensuring all voices are heard.

Collaboration



We collaborate in an open and honest way, recognising each other's challenges and contributions, and celebrating successes. We are respectful and supportive of each other and work together to find solutions.

We expect and encourage high standards from ourselves and others and share ideas and information to improve the delivery of services in our communities and how we work together.

We share knowledge, constructively challenge and feedback with each other, and take ownership to ensure we all deliver the best outcomes in our communities.

We role model excellent communication and teamwork with other teams and our partners to build effective working relationships in order to deliver a great service and our corporate priorities.