

# Wiltshire Council Constitution Part 12A Wiltshire Council Code of Conduct for Members

AT A MEETING OF THE WOODBOROUGH PARISH COUNCIL (WPC) ON THE 21<sup>ST</sup> of SEPTEMBER 2023 IT WAS AGREED TO REPLACE THE EXISTING 'CODE OF CONDUCT' WITH THOSE PARTS OF WILTSHIRE COUNCIL'S (WC) 'CODE OF CONDUCT', AS UPDATED **ON** ~~TO~~ THE 18<sup>th</sup> OF OCTOBER 2022, AND THAT ARE APPROPRIATE TO WPC.

ACCORDINGLY, THE FOLLOWING PARTS OF WC'S 'CODE OF CONDUCT' ARE DEEMED TO BE INAPPROPRIATE TO WPC AND ARE THEREFORE SUSPENDED, NAMELY:

## APPENDIX 1

- IN ALL CASES
- for 'Monitoring Officer' read 'CLERK TO THE COUNCIL'
  - for 'Local Authority' read 'LOCAL COUNCIL'

**Wiltshire Council  
Constitution  
Part 12A  
Wiltshire Council Code of  
Conduct for Members**

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# PART 12

## WILTSHIRE COUNCIL CODE OF CONDUCT FOR MEMBERS

As a Member or Co-opted Member of Wiltshire 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 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.

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

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equality and do not discriminate unlawfully against any person.

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

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

### 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 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 local authority 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 local authority resources and facilities**

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:

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 local authority 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 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 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 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

## 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 this constitution as well as the following appendices:**

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

Appendix 2 – [Wiltshire Council EPC Values](#)

## **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 Allowances to Members are as set out in Part 13 – Members' Allowances Scheme.

### **5. Anticipated hours required to perform the role**

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

- 5.1.1 If you have a rural division, 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 committees associated with these matters;
- 5.1.4 If there are important or controversial issues in your division they may occupy a lot of your time.

5.2 National figures show that unitary Members spend on average 27 hours a week on the role. There are formal meetings you will be expected to attend, but much of the work will be in your division 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 Being a member of an area board;
- 5.2.4 Attending Town and Parish council meetings in your division;
- 5.2.5 Representing the council on outside bodies.

5.3 Members who have additional regulatory, licensing or scrutiny responsibilities or who are on the Cabinet will be expected to work additional hours.

## 6. **Timing of meetings**

6.1 Daytime meetings at Trowbridge:

- 6.1.1 Attendance at council meetings four-five times a year;
- 6.1.2 Attendance at Cabinet, quasi-judicial and regulatory meetings when items of interest to the division are under discussion;
- 6.1.3 Approximately two meetings a month.

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

- 6.2.1 Attendance at bi-monthly area boards;
- 6.2.2 Attendance at planning committees and other regulatory committees when items of interest to the division are under discussion;
- 6.2.3 Attendance at town and/or parish meetings;
- 6.2.4 Attendance at meetings of outside bodies, some of these might be in the day
- 6.2.5 Approximately four meetings a month.

## 7. **Principal roles**

7.1 To champion the division:

- 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 regularly 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 Through membership of a community area board;
  - 7.4.3 By influencing and shaping services;
  - 7.4.4 By monitoring performance of local services to ensure that they are held to account;
  - 7.4.5 By providing for more effective working between the council and partners.
- 7.5 To fulfil responsibilities as a 'Corporate Parent' for children and young people in the care of the local authority:
- 7.5.1 By having an understanding of the profile and needs of the children in the care of the local authority;
  - 7.5.2 By being aware of the impact on looked-after children of all council decisions;
  - 7.5.3 By considering whether this would be good enough for their own child;
  - 7.5.4 By ensuring that action is taken to address shortcomings in the service and to improve outcomes for looked-after children.
  - 7.5.5 By being aware of the work and aims of the Corporate Parenting Panel and, if nominated by a group leader, attend meetings of the Corporate Parenting Panel as a panel member.
- 7.6 The Council has established a Corporate Parenting Panel, whose role is to secure Member involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after. The Terms of Reference are attached at Part 11A, and the Terms of Reference of the Safeguarding Children and Young People Panel at Part 11B.
- 7.7 To represent the council externally by sitting on outside bodies and attending seminars on behalf of the council.
- 7.8 Unitary Members will be expected to:
- 7.8.1 Commit to a programme of continuing learning and development provided by the council;

7.8.2 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

7.8.3 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 unitary 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.