

# ISLINGTON CODE OF CONDUCT FOR MEMBERS



# Islington Code of Conduct for Members

## **Introduction:**

The councillor's role is a vital part of our democracy and it is important that councillors meet public expectations of conduct and that the role attracts individuals from a range of backgrounds and circumstances, to put themselves forward to become councillors.

Members of the public trust that councillors take decisions fairly, openly, and transparently. To ensure that trust continues, councillors must demonstrate high standards of conduct and be held accountable if their conduct fails to reach the high standards required.

Councillors should not intimidate, abuse, bully or threaten anyone and it is vitally important that they can conduct their duties without being intimidated, abused, bullied or threatened by anyone, including the general public.

All councils are required to have a Councillor Code of Conduct. This Code has been designed to protect the councillor's vital democratic role, encourage good conduct and to safeguard public trust in local government.

An allegation that a councillor has breached this Code will trigger an initial investigation and if it appears that there is some substance to the allegations, it may result in an independent investigator being appointed to carry out a full investigation and ultimately in the Standards Committee being convened. A range of sanctions are available to the Standard's Committee.

Failure to comply with those parts of this Code that relate to your register of interests may amount to a criminal offence unless the member has a reasonable excuse. A member may also commit an offence if they provide information that is false or misleading and they either know that it is false or misleading or do not take reasonable and appropriate steps to ensure that the information is correct. If found guilty of a criminal offence, the member may be disqualified from being or becoming a member of Islington or other local authorities for up to five years.

This Code sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

The Monitoring Officer has statutory responsibility for implementation of this Code and councillors are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

## Definitions:

1. References to a member or members in this Code includes all elected or co-opted members of Islington Council. A "co-opted member" is defined in the Localism Act 2011 Section 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, or;
  - c) a member appointed at any meeting;and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee"
2. References to a meeting or meetings in this Code, means any meeting of
  - (a) full Council;
  - (b) the Executive;
  - (c) any committee or sub-committee of the Council or Executive, joint committees and joint sub-committees;

## Scope / Application of this Code:

It is every councillor's individual responsibility to familiarise themselves with and abide by this Code.

~~This Code of Conduct 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 to you until you cease to be a councillor.~~ [Application of the Code of Conduct This Code of Conduct 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 to you until you cease to be a councillor.](#)

[This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:](#)

- [you misuse your position as a councillor](#)
- [Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;](#)

1. You must comply with this Code whenever:
  - (a) you conduct the business of Islington Council (including the business of the office to which you are elected or appointed); or
  - (b) you act, claim to act, or give the impression you are acting as a representative of Islington Council, or
  - (c) your actions would give the impression to a reasonable member of the public, with knowledge of all the facts, that you are acting as a councillor

~~2. You must not, at any time, even when not conducting or giving the impression you are conducting the business of Islington Council, conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute~~

3.2. \_\_\_\_\_ Where you act as a representative of Islington Council:

- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. This Code applies to all forms of communication and interaction, including:

- face-to-face meetings
- online or telephone meetings
- written communication
- verbal communication
- non-verbal communication
- electronic and social media communication, posts, statements and comments.

## General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including councillors and local authority officers, should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor:

**Selflessness** — you should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Integrity** — you should not place yourself in situations where your integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

**Objectivity** — you should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

**Accountability** — you should be accountable to the public for your actions and the manner in which you carry out your responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to your particular office.

**Openness** — you should be as open as possible about your actions and those of the council, and should be prepared to give reasons for those actions.

**Honesty** — you should be truthful in your council work and avoid creating situations where your honesty may be called into question

**Leadership** — you should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

To support the general principles, every councillor is required to make a commitment to comply with the following general obligations:

## **General Obligations**

To always:

- Act with integrity and honesty
- Act lawfully
- Treat all persons fairly and with respect; and
- Lead by example and act in a way that secures public confidence in the role of councillor
- Impartially exercise my responsibilities in the interests of the local community
- Not improperly seek to confer an advantage, or disadvantage, on any person
- Avoid conflicts of interest
- Exercise reasonable care and diligence; and
- Ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Standards of councillor conduct:**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct:**

#### **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 I respect the role they play.

Showing respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. You can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

You should treat members of the public politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under this Code and local authority employees, where concerns should be raised in line with the Protocol on Member/Officer Relations.

#### **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 equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **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.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them 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**

4.1. I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, 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 provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    1. reasonable and in the public interest; and
    2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. 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.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

- 5.1. I do not bring my role or local authority into disrepute.

You are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and your local authority and may lower the public's confidence in you or your authority. For example, behaviour that is considered dishonest or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to this Code of Conduct.

## **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.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **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:
  - 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 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.

Resources are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided. Examples of resources that may be made available to you



include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

## **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 will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for your actions open to scrutiny and that you don't undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes for managing complaints, contact the Monitoring Officer for advice.

## **9. Gifts and Hospitality**

- 9.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or give rise to a reasonable suspicion that I may show favour to someone seeking an advantage in relation to any business or transaction with the authority or influence someone else to do so.
- 9.2. I register any gift or hospitality with an estimated value of £25 or more, with Democratic Services / Member Support for publication on the website, within 28 days of its receipt.
- 9.3. I also register any significant gift or hospitality that I have been offered but have declined.

The acceptance of gifts and hospitality can influence whether or not you are seen to be acting in the public interest, or improperly acting for your own personal advantage or that of your family, friends or associates. You should therefore exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when a refusal may be difficult, particularly if it is seen as rudeness or cultural insensitivity. Under these circumstances, it may be appropriate to accept and declare the gift, or to accept and declare the gift on behalf of the Mayor's Charity.

Any gifts received by the Mayor's Charity will be auctioned or put into a raffle and the proceeds will go to whichever charity the Mayor has chosen to support that year. In the interests of transparency, all gifts accepted over the value of £25 donated to the Mayor's Charity should be included on your register (along with the note of the donation) and published within 28 days of receipt of the offer or invitation.

Hospitality includes, but is not limited to, drinks, meals, entertainment, overnight accommodation, travel, holidays but not lifts in a private car or taxi or light refreshment in the course of your duties as a Councillor. Unsolicited generic invitations to free or subsidised places at conferences, which are sent to numerous local authority councillors and/or officers, do not need to be declared. Any gift

estimated to be over £25 in value, loan, fee (except those for paid employment declared in your register of interests) or reward should also be declared. You do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family, or normal expenses and hospitality associated with your duties as a councillor.

By declaring gifts and hospitality, even where they have been declined, you are demonstrating that you apply high standards of conduct. If you have a gift or hospitality to declare, please contact Democratic Services / Member Support, who will arrange for this to be published on the website.

## **10. Decision Making**

10.1. When reaching a decision on any matter, I:

- a) have due regard for any relevant advice provided to me by the council's Chief Finance Officer, the council's Monitoring Officer and/or their deputies.
- b) have due regard for any paper or report proposing the decision, including any appendices
- c) have due regard for the assessment of the impact on residents, particularly those with protected characteristics under the Equality Act 2010.
- d) I do not pre-determine decisions prior to their formal consideration.
- e) I give reasons for my decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the council.

## **11. Attending formal meetings**

11.1. When attending a formal meeting of a committee of which I am a member, I:

- a) Will declare any relevant interest and abide by the rules relating to declarations of interest, as detailed below, such as not participating in the debate / leaving the room for the duration of the discussion, as required
- b) I do seek a dispensation prior to the meeting if I hold an interest but wish to remain present and/or participate in the debate, as per the guidance below.
- c) Follow the standing orders of any formal meetings I attend and the direction and advice of the Chair and/or the Monitoring Officer or their representative.
- d) I give reasons for my decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the council.

## **12. Declaration of Interests**

12.1. I understand that I am personally responsible for deciding whether or not to disclose an interest.

12.2. I understand that failure to disclose a Disclosable Pecuniary Interest, as set out in Table 1, below, is a criminal offence under the Localism Act 2011, for which an individual councillor may be prosecuted.

12.3. I understand that I must also disclose any Disclosable Pecuniary Interests, as set out in Table 1, below, held by my partner, spouse, civil partner and/or a person with whom I am living as husband or wife or as if we are civil partners.

- 12.4. I will register any Disclosable Pecuniary Interest within 28 days of my election, re-election or being appointed as a member, in accordance with "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012".
- 12.5. I will also register and disclose any Personal Interests which fall within the categories set out in Table 2 'Other Registerable Interests' below.
- 12.6. If, at any time, my interests change or I have a new interest, I will update my register of interests within 28 days.
- 12.7. I do review my interests annually, when requested to do so, to ensure that they remain correct.
- 12.8. I understand that if I hold a 'Sensitive Interest', which in my view, if disclosed, could lead to myself or a person connected with me to be subject to violence or intimidation, I must notify the Monitoring Officer and that the interest will be withheld from the public register, if the Monitoring Officer agrees it is sensitive.
- 12.9. If a matter arises at a meeting which directly relates to a Disclosable Pecuniary Interest held by me and included in my Register, I will disclose that I hold an interest and leave the room until the discussion and vote on the item is complete. This will be recorded in the minutes of the meeting.
- 12.10. If I wish to participate in the discussion and vote on an matter which directly relates to a Disclosable Pecuniary Interest held by me, including a Sensitive Interest, I will seek a dispensation from full Council prior to the meeting at which the item I hold an interest in will be discussed. I acknowledge that dispensations may only be granted in limited circumstances.
- 12.11. If a matter arises at a meeting which directly relates to a Sensitive Interest held by me, I will disclose that I have an interest, but not provide details of what the interest is and will leave the room until the discussion and vote on the item is complete.
- 12.12. If a matter arises at a meeting which directly relates to a Personal Interest held by me, as detailed in Table 2, Other Registerable Interests, below, I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by full Council prior to the meeting.
- 12.13. If a matter arises at a meeting which *directly relates* to my financial interests or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or the well-being of a relative or close associate, I will disclose the interest. I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by full Council prior to the meeting.

- 12.14. If a matter arises at a meeting which *affects* my financial interests or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or the well-being of a relative or close associate or an organisation or body in which I hold a Disclosable Pecuniary Interest, I will disclose the interest. If I consider that the matter affects my financial interest or well-being to a greater extent than it affects the financial interests of the majority of the ward or borough's residents and I consider that a reasonable member of the public, knowing all the facts, might believe that it would affect my view of the matter, I will only speak on the matter if members of the public are also allowed to speak at the meeting. Where this is not the case, I will leave the room until the discussion and vote on the item is complete, unless I have been granted a dispensation by full Council prior to the meeting.
- 12.15. If a matter arises at a meeting which I hold a Disclosable Pecuniary Interest in that I have not already disclosed, I will disclose the existence and details of the interest to the meeting, leave the room until the discussion and vote on the item is complete and formally notify the interest to the Monitoring Officer within 28 days of the meeting.
- 12.16. If I hold a Disclosable Pecuniary Interest in a matter which falls to me in the exercise of a function, such as an Executive decision, I will notify the Monitoring Officer of the interest and take no further steps in the matter other than arranging for it to be dealt with by someone else.
- 12.17. If I hold a personal interest in a matter which falls to me in the exercise of a function, such as an Executive decision, I will ensure that the written record of the decision includes a record of the existence and nature of my interest.

**Table 1: Disclosable Pecuniary Interests:**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil

	<p>partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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.

## **Table 2: Other Registerable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body of which you are a member or in a position of general control or management
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Your register of interests allows the public, local authority employees and fellow councillors to know which of your interests might give rise to a conflict of interest. Details of your interests will be published on the website and a copy of the register will be available for inspection at the Town Hall during working hours. Publication is a legal requirement, but it also protects you by allowing you to demonstrate openness and a willingness to be held accountable and ensures that decision making is seen by the public to be open and honest.

If an interest is not already included in your published register of interests and it relates to a matter under consideration at a meeting, you must disclose it at that start of the relevant agenda item and to the Monitoring Officer within 28 days following the meeting, but it can be helpful for you to know before this time if others think that a potential conflict might arise and to allow time to seek a dispensation if you think it warranted.

If you cease to hold an interest, you should notify the Monitoring Officer who will remove the interest from your register.

### **13. Other Conflicts of Interest**

#### 13.1. Recordable Decisions

Executive Members are sometimes consulted before a Recordable Decision is made by an officer. If you hold an interest relevant to the decision being made, you must have obtained a dispensation from the Chief Executive in respect of the conflict of interest before taking part in the consultation and the details of your interest will be published in the Recordable Decision notice. You can, alternatively, choose not to participate in the consultation or comment on the decision being made.

### **14. Dispensations**

14.1. In limited circumstances, in cases (a) and (d) below, full Council can grant a dispensation to a member to allow them to speak and/or vote in respect of an item of business at a meeting where they have a Disclosable Pecuniary Interest under this Code.

14.2. Dispensation can only be granted where the statutory grounds apply. The statutory grounds are:

- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

- (b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
- (c) granting the dispensation is in the interests of persons living in the council's area,
- (d) without the dispensation each member of the authority's executive would be prohibited from participating in any particular business to be transacted by the Executive or a committee of the Executive, or
- (e) it is appropriate to grant a dispensation for some other reason.

14.3. A request for a dispensation must be submitted to the Council's Monitoring Officer in accordance with the council's procedure for dealing with Requests for Dispensations From Councillors.

14.4. If you are a member of the Executive and the meeting is a meeting of the Executive or a committee of the Executive you will also need a dispensation from the Chief Executive under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Chief Executive has issued a general dispensation that applies where a dispensation in respect of your Discloseable Personal Interest has been granted under this section of the Code so you will not need to make a special application.

14.5. The Chief Executive may grant a dispensation to Executive members to allow them to speak and/or vote in respect of other conflicts of interest arising at a meeting of the Executive or a committee of the Executive.

## **Related documents**

The Council has adopted codes and protocols which do not form part of this Code but which deal with specific activities that Members may be required to carry out in the course of their duties' as a Councillor. You are required to comply with the latest version of these from time to time and any breach may be regarded as a breach of this Code:

- (a) The Member/Officer Protocol
- (b) Use of resources
- (c) Publicity Protocol
- (d) The Council's Use of IT policies and
- (e) The Council's Data Protection polices

## **Guidance**

If you need further advice or guidance on interpretation of this Code or to apply for a dispensation, please contact the Monitoring Officer.