

# Standards Committee

## Agenda 20 February 2025

10.00am

Yare House, 62-64 Thorpe Road, Norwich NR1 1RY

John Packman, Chief Executive – Thursday, 13 February 2025

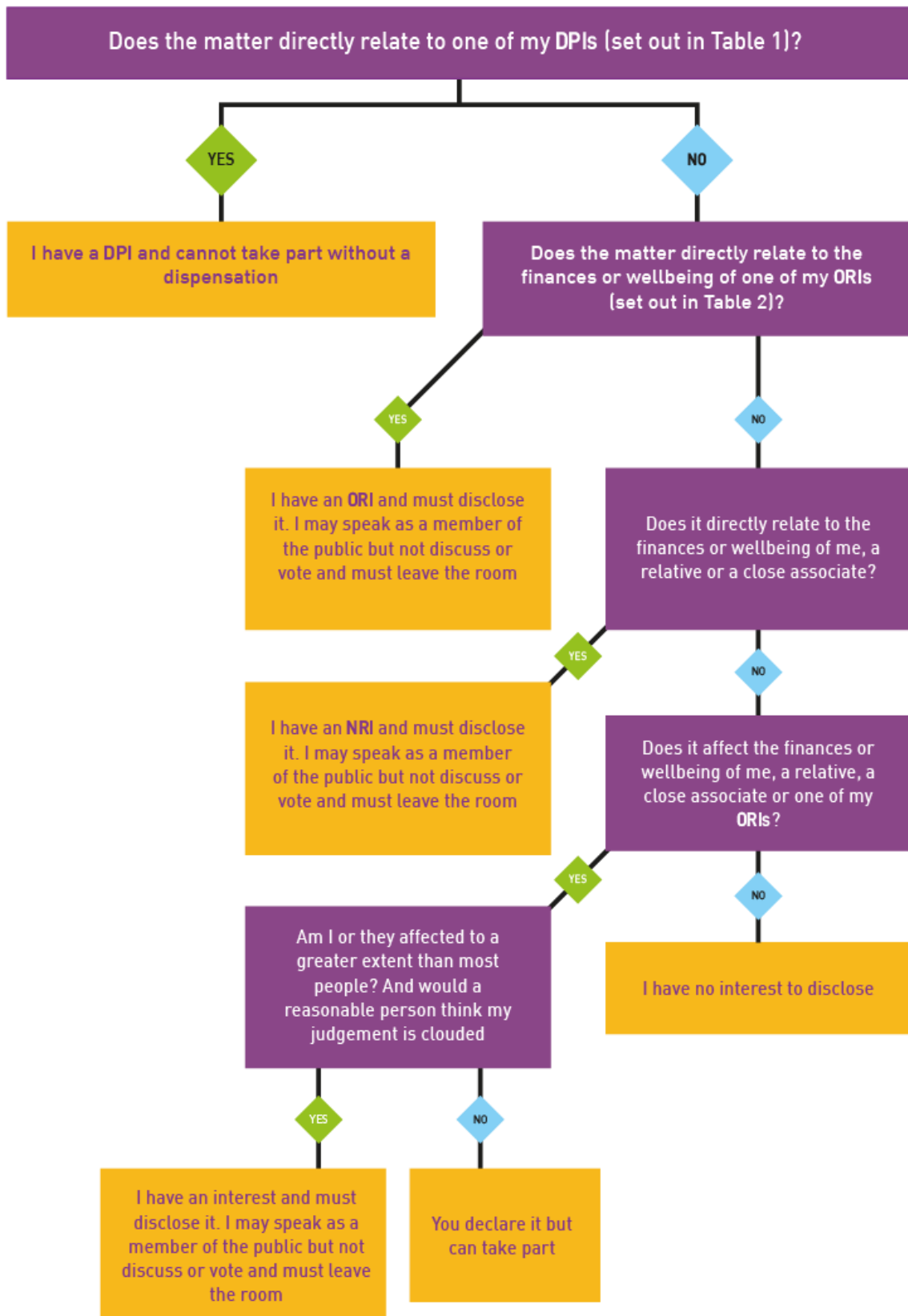
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### Introduction

1. To receive apologies for absence
2. **Appointment of Chair**  
A nomination for Chair has been received for:  
Stephen Bolt proposed by Tim Jickells, seconded by Peter Dixon
3. **Appointment of Vice-Chair**
4. Chair's announcements
5. To receive declarations of interest (see Appendix 1 to the Agenda for guidance on your participation having declared an interest in the relevant agenda item)
6. To note whether any items have been proposed as matters of urgent business
7. **To receive and confirm the minutes of the Standards Committee meeting held on 21 June 2024** (Pages 4 - 7)
8. **Consultation on Strengthening the standards and conduct framework for local authorities in England** (Pages 8 - 24)  
Report by Monitoring Officer
9. **Code of Conduct for Members - review** (Pages 25 - 42)  
Report by Monitoring Officer
10. Other items of business  
Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 100B (4)(b) of the Local Government Act 1972

For further information about this meeting please contact the [Governance team](#)

# Appendix 1 – Extract from the Local Government Association Model Councillor Code of Conduct



# Standards Committee

## Minutes of the meeting held on 21 June 2024

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Please note these are draft minutes and will not be confirmed until the next meeting.

## **Present**

Kevin Maguire – in the Chair, Harry Blathwayt, Stephen Bolt, and Tim Jickells.

## **In attendance**

John Packman – Chief Executive, Lorraine Taylor – Governance Officer, and Sara Utting – Senior Governance Officer.

# **1. Welcome and apologies**

The Chair welcomed everyone to the meeting.

## **Openness of Local Government Bodies Regulations 2014**

The Chair explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy should contact the Governance Team. The minutes remained the record of the meeting. He added that the law permitted any person to film, record, photograph or use social media in order to report on the proceedings of public meetings of the Authority. This did not extend to live verbal commentary. The Chair needed to be informed if anyone intended to photograph, record or film so that any person under the age of 18 or members of the public not wishing to be filmed or photographed could be accommodated.

**Apologies** were received from Peter Dixon, Paul Hayden and Michael Scott.

# **2. Declarations of interest**

Members indicated they had no further declarations of interest other than those already registered, and as set out in Appendix 1 to these minutes.

# **3. Items of urgent business**

There were no items of urgent business.

# **4. Minutes of last meeting**

The minutes of the meeting held on 07 March 2024 were approved as a correct record and signed by the Chair.

# **5. Appointment of Independent Persons**

Members received the report of the Senior Governance Officer (SGO) who explained that the Standards Committee was being asked to recommend the appointment of the Independent Persons to the Broads Authority who would then make the final decision. The SGO confirmed that Members had received the CV of Charles Monteith before the papers were published and subsequently received the CV of Hannah Brown which had been circulated to the Committee Members prior to the meeting. Therefore, the Committee had two candidates for consideration.

Please note these are draft minutes and will not be confirmed until the next meeting.

In addition, the SGO asked Members to recommend the length of appointment of the Independent Persons. In the past appointments had been for 4 years to provide continuity, however, Members might wish to recommend an alternative length.

A Member said that he was pleased with the quality of the candidates. The SGO said that although there were no applications received during the recruitment process, it had been very beneficial working with North Norfolk District Council. The Chair said that he would like to formally record the Committee's thanks to North Norfolk District Council for their help.

A Member asked that, on the assumption that the Broads Authority appointed the two Independent Persons, could they both be invited to the next Standards Committee. The SGO agreed and said that it would be a good opportunity for both the Committee and the Independent Persons to meet. The Chair asked whether it would be possible for the Independent Persons to join via video link if they had to travel from outside of the county. The SGO confirmed that this would be possible.

The Chief Executive (CE) said that there would be an opportunity to invite the Independent Persons to other meetings such as a future Annual Site Visit to give them the opportunity to meet Members and officers, and to find out more about the Broads Authority and its work.

Tim Jickells proposed, seconded by Stephen Bolt.

**It was resolved unanimously to recommend that the Broads Authority appoints Charles Monteith and Hannah Brown as the Authority's Independent Persons with effect from 26 July 2024 for a period of four years.**

## 6. Other items of business

There were no other items of business.

The meeting ended at 12:38pm.

Signed by

Chairman

Please note these are draft minutes and will not be confirmed until the next meeting.

## Appendix 1 – Declaration of interests: Standards Committee, 21 June 2024

Member	Agenda/minute	Nature of interest
Harry Blathwayt	5	Had interviewed both applicants previously in his capacity as Chair of the Standards Committee at North Norfolk District Council

DRAFT

# Standards Committee

20 February 2025

Agenda item number 8

## Consultation on strengthening the standards and conduct framework for local authorities in England

Report by Monitoring Officer

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### Purpose

To consider the consultation by the Ministry of Housing, Communities and Local Government (MHCLG) on introducing strengthened sanctions for local authority Code of Conduct breaches in England.

### Recommendation

To approve the Authority's formal response to the consultation for submission to the MHCLG.

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## 1. Introduction

- 1.1. The Localism Act 2011 requires the Broads Authority and a range of other types of local authorities (referred to as "Relevant Authorities" in the 2011 Act) to promote and maintain high standards of conduct by members and co-opted members.
- 1.2. The current regime requires every local authority (including the Broads Authority) to adopt a Code of Conduct, the contents of which must as a minimum be consistent with the seven 'Nolan' principles of standards in public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), and set out rules on requiring members to register and disclose pecuniary and non-pecuniary interests. Beyond these requirements, it is for individual authorities to set their own local code. The Local Government Association (LGA) published an updated model Code of Conduct and guidance in 2021, which the Broads Authority has adopted with suitable minor amendments.
- 1.3. Every authority must also have in place arrangements under which it can investigate allegations of breaches of its Code of Conduct and must consult at least one independent person before coming to decisions. These decisions are normally taken in one of two ways depending on an authority's specific arrangements. The decision can be made by the full authority following advice from their Standards Committee (or equivalent). Alternatively, the decision can be made by the Standards Committee if



they have been given the power to do so. Although a Standards Committee may contain unelected independent members and co-opted members, only members of the authority may vote in a decision-making Standards Committee. The Broads Authority has two independent persons. Decisions on allegations are taken by its Standards Committee which at present is composed only of members of the Authority.

- 1.4. There is no provision in current legislation for a sanction to suspend a member of the Authority found to have breached the Code of Conduct. Sanctions for member Code of Conduct breaches are currently limited to less robust measures than suspension, such as barring members from committees, or representative roles, a requirement to issue an apology or undergo Code of Conduct training, or public censure. Local authorities are also unable to withhold allowances from members who commit serious breaches of their Code of Conduct, and there is no explicit provision in legislation for authorities to impose premises bans or facilities withdrawals where they consider that it might be beneficial to do so.
- 1.5. The Government considers that the current local authority standards and conduct regime is in certain key aspects ineffectual, inconsistently applied, and lacking in adequate powers to effectively sanction members found in serious breach of their Codes of Conduct. Certainly, the standards framework for England has far weaker sanctions than those applicable in Wales, Scotland and Northern Ireland. Unlike the devolved nations, England also lacks a central body to champion high standards, issue guidance and investigate serious cases.

## 2. The consultation

- 2.1. The consultation seeks views on introducing measures to strengthen the standard and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member Codes of Conduct, including the introduction of the power of suspension.
- 2.2. Specific proposals being consulted upon for legislative change include:
  - the introduction of a mandatory minimum Code of Conduct for local authorities in England
  - a requirement that all principal authorities convene formal Standards Committees to make decisions on Code of Conduct breaches, and publish the outcomes of all formal investigations
  - the introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their Code of Conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
  - a new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period

- a role for a national body to deal with appeals.
- 2.3. In addition, the consultation seeks views on how to empower victims affected by councillor misconduct to come forward and what additional support would be appropriate to consider.

### 3. Proposed response

- 3.1. The commentary and questions set out in the Government’s consultation paper, together with proposed responses is enclosed as Appendix 1 to this report.
- 3.2. There are 40 questions in the consultation paper, covering the following:
- Questions 2–4 – mandatory Code of Conduct
  - Questions 5-10 – Standards Committees
  - Question 11 – publishing investigation outcomes
  - Question 12 – requiring the completion of investigations if a member stands down
  - Questions 13–17 – empowering individuals affected by member misconduct to come forward
  - Questions 18–22 – suspension from office
  - Questions 23–25 – withholding allowances and premises / facilities bans
  - Questions 26– 30a – interim suspension
  - Questions 31–32 – disqualification for multiple breaches and gross misconduct
  - Questions 33–37 – appeals
  - Questions 38–39 – national appeals body
  - Question 40 - public sector equality duty

### 4. Risk implications

- 4.1. Members have an individual and collective responsibility to maintain standards and demonstrating good conduct, as well as challenging behaviour which falls below expectations.
- 4.2. An effective legal framework for achieving high standards of member conduct is an important part of mitigating the risk of reputational damage and other loss caused by misconduct.

### 5. Conclusion

- 5.1. Members are asked to consider the proposed consultation responses.

Author: Jonathan Goolden

Date of report: 05 February 2025

Appendix 1 – BA response to the consultation on strengthening the standards and conduct framework

# Appendix 1 – BA response to the consultation on strengthening the standards and conduct framework

## **Strengthening the standards and conduct framework for local authorities in England**

### **Scope of this consultation**

The Ministry of Housing, Communities and Local Government (MHCLG) is consulting on introducing strengthened sanctions for local authority code of conduct breaches in England.

This includes all ‘relevant authorities’ as defined by Section 27(6) of the Localism Act 2011, which includes:

- a county council
- a unitary authority
- London borough councils
- a district council
- the Greater London Authority
- the London Fire and Emergency Planning Authority
- the Common Council of the City of London in its capacity as a local authority or police authority
- the Council of the Isles of Scilly
- parish councils
- a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- a joint authority established by Part 4 of the Local Government Act 1985, an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act,
- a combined county authority established under section 9(1) of the Levelling Up and Regeneration Act 2023
- the Broads Authority
- a National Park authority in England established under section 63 of the Environment Act 1995

It does not cover:

- police and crime commissioners
- internal drainage boards
- any other local authority not otherwise defined as a ‘relevant authority’ above

All references to ‘members’ refer to elected members, mayors, co-opted and appointed members of each of the ‘relevant authorities’ defined above.

### **Consultation closes 26 February 2025**

## About you

1. In what capacity are you responding to this consultation?

- An elected member of a council body
- A council officer
- A council body
- A member of the public
- A local government sector body

## Strengthening the Standards and Conduct framework

### a) Mandatory minimum prescribed code of conduct

The government proposes to legislate for the introduction of a mandatory minimum code of conduct which would seek to ensure a higher minimum standard of consistency in setting out the behaviours expected of elected members. The Government will likely set out the mandatory code in regulations to allow flexibility to review and amend in future, this will also provide the opportunity for further consultation on the detail.

Codes of conduct play an important role in prescribing and maintaining high standards of public service, integrity, transparency, and accountability. At their best, they establish clear guidelines for behaviour and expectations that members always act ethically in the public's best interest. Currently, there is significant variation between adopted codes, ranging from those who choose to adopt the LGA's full model code to those who simply conform with the minimum requirement of restating the Nolan principles.

A prescribed model code which covers important issues such as discrimination, bullying, and harassment, social media use, public conduct when claiming to represent the council, and use of authority resources could help to uphold consistently high standards of public service in councils across the country and convey the privileged position of public office. It could also provide clarity for the public on the consistent baseline of ethical behaviour they have a right to expect.

We would be interested in understanding whether councils consider there should be flexibility to add to the prescribed code to reflect individual authorities' circumstances. They would not be able to amend the mandatory provisions.

2. Do you think the government should prescribe a mandatory minimum code of conduct for local authorities in England?

- Yes
- No

If no, why not?

3. If yes, do you agree there should be scope for local authorities to add to a mandatory minimum code of conduct to reflect specific local challenges?

**Yes – it is important that local authorities have flexibility to add to a prescribed code**

No – a prescribed code should be uniform across the country

Unsure

4. Do you think the government should set out a code of conduct requirement for members to cooperate with investigations into code breaches?

**Yes**

No

Unsure

## **b) Standards Committees**

Currently, there is no requirement for local authorities to constitute a formal standards committee. The only legal requirement is for local authorities to have in place “arrangements” to investigate and make decisions on allegations of misconduct.

The Government believes that all principal authorities should be required to convene a standards committee. Formal standards committees would support consistency in the handling of misconduct allegations, applying the same standards and procedures to all cases and providing a formal route to swiftly identify and address vexatious complainants. Furthermore, having a formal standards committee in place could support the development of expertise in handling allegations of misconduct, leading to more informed decision-making. Removing the scope for less formal and more ad hoc arrangements would also enhance transparency and demonstrate to the public that standards and conduct issues will always be dealt with in a structured and consistent way.

This section of the consultation seeks views on two specific proposals to enhance the fairness and objectivity of the standards committee process. Firstly, it considers whether standards committee membership would be required to include at least one Independent Person, as well as (where applicable) at least one co-opted member from a parish or town council. Secondly, it seeks views on whether standards committees should be chaired by the Independent Person.

5. Does your local authority currently maintain a standards committee?

**Yes**

No

Add any further comments

**The Authority recently created a Standards Committee to give visibility and direction to member conduct.**

6. Should all principal authorities be required to form a standards committee?

Yes

No

Add any further comments

**All relevant authorities except town and parish councils should be required to form a standards committee which focuses on member conduct as a means of adding focus and visibility to such issues**

7. In most principal authorities, code of conduct complaints are typically submitted in the first instance to the local authority Monitoring Officer to triage, before referring a case for full investigation. Should all alleged code of conduct breaches which are referred for investigation be heard by the relevant principal authority's standards committee?

**Yes, decisions should only be heard by standards committees**

No, local authorities should have discretion to allow decisions to be taken by full council

Unsure

8. Do you agree that the Independent Person and co-opted members should be given voting rights?

**Yes – this is important for ensuring objectivity**

No – only elected members of the council in question should have voting rights

Unsure

9. Should standards committees be chaired by the Independent Person?

**Yes**

No

Unsure

10. If you have further views on ensuring fairness and objectivity and reducing incidences of vexatious complaints, please use the free text box below.

Add your comments

**The application of objective assessment criteria (set by the local authority) by the Monitoring Officer (if necessary involving the Standards Committee) is a good means of filtering out vexatious complaints**

### **c) Publishing investigation outcomes**

To enhance transparency, local authorities should, subject to data protection obligations, be required to publish a summary of code of conduct allegations, and any investigations and decisions. This will be accompanied with strong mechanisms to protect victims' identity to ensure complainants are not dissuaded from coming forward for fear of being identified.

There may be a range of views on this, as publishing the outcome of an investigation that proves there is no case to answer could still be considered damaging to the reputation of the

individuals concerned, or it could be considered as helpful in exposing instances of petty and vexatious complaints.

11. Should local authorities be required to publish annually a list of allegations of code of conduct breaches, and any investigation outcomes?

- Yes - the public should have full access to all allegations and investigation outcomes  
 **No - only cases in which a member is found guilty of wrongdoing should be published**

Other views (add your comments)

**A member found not guilty should have the right but not the obligation to have the outcome published**

**d) Requiring the completion of investigations if a member stands down**

In circumstances where a member stands down during a live code of conduct investigation, councils should be required to conclude that investigation and publish the findings. The Government is proposing this measure to ensure that, whilst the member in question will no longer be in office and therefore subject to any council sanction, for the purposes of accountability and transparency there will still be full record of any code of conduct breaches during their term of office.

12. Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

- Yes**  
 No  
 Unsure

**e) Empowering individuals affected by councillor misconduct to come forward**

The Government appreciates that it can often be difficult for those who experience misconduct on the part of elected members, such as bullying and harassment, to feel that it is safe and worthwhile to come forward and raise their concerns. If individuals believe there is a likelihood that their complaint will not be addressed or handled appropriately, the risk is that victims will not feel empowered to come forward, meaning misconduct continues without action. We recognise that standing up to instances of misconduct takes an emotional toll, particularly in unacceptable situations where the complaints processes are protracted and do not result in meaningful action. We are committed to ensuring that those affected by misconduct are supported in the right way and feel empowered to come forward. This section seeks feedback from local authorities with experience of overseeing council complaints procedures, or sector bodies and individuals with views on how this might be carried out most effectively. We are also keen to hear from those who work, or have worked, in local government, and who have either witnessed, or been the victim of, member misconduct.

13. If responding as a local authority, what is the average number of complaints against elected members that you receive over a 12-month period?

Number of complaints

**Less than one**

13a. For the above, where possible, please provide a breakdown for complaints made by officers, other elected members, the public, or any other source:

Complaints made by officers - **one**

Complaints made by other elected members - **none**

Complaints made by the public - **none**

Complaints made by any other source - **none**

14. If you currently work, or have worked, within a local authority, have you ever been the victim of (or witnessed) an instance of misconduct by an elected member and felt that you could not come forward?

Yes

**No**

Please give reasons if you feel comfortable doing so.

15. If you are an elected member, have you ever been subject to a code of conduct complaint?

Yes

No

If so, did you feel you received appropriate support to engage with the investigation?

16. If you did come forward as a victim or witness, what support did you receive, and from whom? Is there additional support you would have liked to receive?

17. In your view, what measures would help to ensure that people who are victims of, or witness, serious councillor misconduct feel comfortable coming forward and raising a complaint?

**Extension of the right not to suffer a detriment as currently applies to those making a protected disclosure under the Public Interest Disclosure Act 1998**

### **Introducing the power of suspension with related safeguards**

The Government believes that local authorities should have the power to suspend councillors for serious code of conduct breaches for a maximum of six months, with the option to withhold allowances and institute premises and facilities bans where deemed appropriate. This section of the consultation explores these proposed provisions in greater detail.



While the law disqualifies certain people from being, or standing for election as, a councillor (e.g. on the grounds of bankruptcy, or receipt of a custodial sentence of three months or more, or it subject to the notification requirements of the Sexual Offences Act 2003 - meaning on the sex offenders register) councillors cannot currently be suspended or disqualified for breaching their code of conduct.

Feedback from the local government sector in the years since the removal of the power to suspend councillors has indicated that the current lack of meaningful sanctions means local authorities have no effective way of dealing with more serious examples of member misconduct.

The most severe sanctions currently used, such as formally censuring members, removing them from committees or representative roles, and requiring them to undergo training, may prove ineffective in the cases of more serious and disruptive misconduct. This may particularly be the case when it comes to tackling repeat offenders.

The Government recognises that it is only a small minority of members who behave badly, but the misconduct of this small minority can have a disproportionately negative impact on the smooth running of councils. We also appreciate the frustration members of the public and councillors can feel both in the inability to deal decisively with cases of misconduct, and the fact that offending members can continue to draw allowances.

18. Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

- Yes – authorities should be given the power to suspend members**  
 No – authorities should not be given the power to suspend members  
 Unsure

19. Do you think that it is appropriate for a standards committee to have the power to suspend members, or should this be the role of an independent body?

- Yes - the decision to suspend for serious code of conduct breaches should be for the standards committee**  
 No - a decision to suspend should be referred to an independent body  
 Unsure

Add your comments

**As long as the Independent Person agrees – as recommended by the Committee for Standards in Public Life (recommendation 10, Local Government Ethical Standards – a review by the Committee on Standards in Public Life January 2019 (“the CSPL Report”))**

20. Where it is deemed that suspension is an appropriate response to a code of conduct breach, should local authorities be required to nominate an alternative point of contact for constituents during their absence?

- Yes – councils should be required to ensure that constituents have an alternative point of contact during a councillor’s suspension

**No – it should be for individual councils to determine their own arrangements for managing constituents’ representation during a period of councillor suspension**

Unsure

### **Introducing the power of suspension with related safeguards**

#### **a) The length of suspension**

The Committee on Standards in Public Life recommended in their 2019 Local Government Ethical Standards (CSPL) report that the maximum length of suspension, without allowances, should be six months and the Government agrees with this approach. The intent of this proposal would be that non-attendance at council meetings during a period of suspension would be disregarded for the purposes of section 85 of the Local Government Act 1972, which states that a councillor ceases to be a member of the local authority if they fail to attend council meetings for six consecutive months.

The Government believes that suspension for the full six months should be reserved for only the most serious breaches of the code of conduct, and considers that there should be no minimum length of suspension to facilitate the proportionate application of this strengthened sanction.

21. If the government reintroduced the power of suspension do you think there should be a maximum length of suspension?

**Yes – the government should set a maximum length of suspension of 6 months**

Yes – however the government should set a different maximum length (please specify)

No – I do not think the government should set a maximum length of suspension

Unsure

If you think the government should set a different maximum length, what should this be, in months?

22. If yes, how frequently do you consider councils would be likely to make use of the maximum length of suspension?

**Infrequently – likely to be applied only to the most egregious code of conduct breaches**

Frequently – likely to be applied in most cases, with some exceptions for less serious breaches

Almost always – likely to be the default length of suspension for code of conduct breaches

Unsure

#### **b) Withholding allowances and premises and facilities bans**

Giving councils the discretion to withhold allowances from members who have been suspended for serious code of conduct breaches in cases where they feel it is appropriate to do so could act as a further deterrent against unethical behaviour. Holding councillors financially accountable during suspensions also reflects a commitment to ethical governance, the highest standards of public service, and value for money for local residents.

Granting local authorities the power in legislation to ban suspended councillors from local authority premises and from using council equipment and facilities could be beneficial in cases of behavioural or financial misconduct, ensuring that suspended councillors do not misuse resources or continue egregious behaviour. Additionally, it would demonstrate that allegations of serious misconduct are handled appropriately, preserving trust in public service and responsible stewardship of public assets.

These measures may not always be appropriate and should not be tied to the sanction of suspension by default. The government also recognises that there may be instances in which one or both of these sanctions is appropriate but suspension is not. It is therefore proposed that both the power to withhold allowances and premises and facilities bans represent standalone sanctions in their own right.

23. Should local authorities have the power to withhold allowances from suspended councillors in cases where they deem it appropriate?

**Yes – councils should have the option to withhold allowances from suspended councillors**

No – suspended councillors should continue to receive allowances

Unsure

24. Do you think it should be put beyond doubt that local authorities have the power to ban suspended councillors from council premises and to withdraw the use of council facilities in cases where they deem it appropriate?

**Yes – premises and facilities bans are an important tool in tackling serious conduct issues**

No – suspended councillors should still be able to use council premises and facilities

Unsure

25. Do you agree that the power to withhold members' allowances and to implement premises and facilities bans should also be standalone sanctions in their own right?

**Yes**

No

Unsure

### **c) Interim suspension**

Some investigations into serious code of conduct breaches may be complex and take time to conclude, and there may be circumstances when the misconduct that has led to the allegation is subsequently referred to the police to investigate. In such cases, the Government proposes that there should be an additional power to impose interim suspensions whilst and until a serious or complex case under investigation is resolved.

A member subject to an interim suspension would not be permitted to participate in any council business or meetings, with an option to include a premises and facilities ban.

We consider that members should continue to receive allowances whilst on interim suspension and until an investigation proves beyond doubt that a serious code of conduct breach has occurred or a criminal investigation concludes. The decision to impose an interim suspension would not represent a pre-judgement of the validity of an allegation.

We suggest that:

- Interim suspensions should initially be for up to a maximum of three months. After the expiry of an initial interim suspension period, the relevant council's standards committee should review the case to decide whether it is in the public interest to extend.
- As appropriate, the period of time spent on interim suspension may be deducted from the period of suspension a standards committee imposes.

26. Do you think the power to suspend councillors on an interim basis pending the outcome of an investigation would be an appropriate measure?

**Yes, powers to suspend on an interim basis would be necessary**

No, interim suspension would not be necessary

Any further comments

**There may be compelling reasons to suspend a member on an interim basis. These include where there are serious safeguarding or health, safety or wellbeing concerns or risks if they remained able to access local authority premises, equipment, services or staff.**

27. Do you agree that local authorities should have the power to impose premises and facilities bans on councillors who are suspended on an interim basis?

**Yes - the option to institute premises and facilities bans whilst serious misconduct cases are investigated is important**

No - members whose investigations are ongoing should retain access to council premises and facilities

Unsure

28. Do you think councils should be able to impose an interim suspension for any period of time they deem fit?

**Yes**

No

Any further comments

**Circumstances may vary and it should be for the Standards Committee to determine the appropriate period of interim suspension.**

29. Do you agree that an interim suspension should initially be for up to a maximum of 3 months, and then subject to review?

**Yes**

No

Any further comments

30. If following a 3-month review of an interim suspension, a standards committee decided to extend, do you think there should be safeguards to ensure a period of interim extension is not allowed to run on unchecked?

Yes – there should be safeguards

**No – councils will know the details of individual cases and should be trusted to act responsibly**

30a. If you answered yes to above question, what safeguards do you think might be needed to ensure that unlimited suspension is not misused?

#### **d) Disqualification for multiple breaches and gross misconduct**

When councillors repeatedly breach codes of conduct, it undermines the integrity of the council and erodes public confidence. To curb the risk of repeat offending and continued misconduct once councillors return from a suspension, the Government considers that it may be beneficial to introduce disqualification for a period of five years for those members for whom the sanction of suspension is invoked on more than one occasion within a five-year period.

This measure underlines the Government's view that the sanction of suspension should only be used in the most serious code of conduct breaches, because in effect a decision to suspend more than once in a five-year period would be a decision to disqualify an elected member. However, we consider this measure would enable councils to signal in the strongest terms that repeated instances of misconduct will not be tolerated and would act as a strong deterrent against the worst kind of behaviours becoming embedded.

Currently a person is disqualified if they have been convicted of any offence and have received a sentence of imprisonment (suspended or not) for a period of three months or more (without the option of a fine) in the five-year period before the relevant election. Disqualification also covers sexual offences, even if they do not result in a custodial or suspended sentence.

31. Do you think councillors should be disqualified if subject to suspension more than once?

Yes – twice within a 5-year period should result in disqualification for 5 years

**Yes – but for a different length of time and/or within a different timeframe (please specify)**

No - the power to suspend members whenever they breach codes of conduct is sufficient

If you think councillors should be disqualified if subject to suspension more than once over a period different to 5 years, what should this be, in years?

**It should be for the relevant Standards Committee to determine the period of disqualification, having regard to the particular circumstances of the breaches.**

If you think the government should set a different disqualification period, what should this be, in years?

Any other comments

**A member may be on several local authorities and breach the code of conduct of each one. This should lead to potential disqualification, though there would need to be provision for authorities to exchange information on breaches elsewhere in the 5 year or other relevant period.**

32. Is there a case for immediate disqualification for gross misconduct, for example in instances of theft or physical violence impacting the safety of other members and/or officers, provided there has been an investigation of the incident and the member has had a chance to respond before a decision is made?

- Yes  
 No  
 Unsure

Any other comments

**Disqualification in the most serious cases should be an option, as it is in Wales and Scotland**

#### **e) Appeals**

The Government proposes that:

- A right of appeal be introduced for any member subject to a decision to suspend them.
- Members should only be able to appeal any given decision to suspend them once.
- An appeal should be invoked within five working days of the notification of suspension; and
- Following receipt of a request for appeal, arrangements should be made to conduct the appeal hearing within 28 working days.

The Government believes that were the sanction of suspension to be introduced (and potentially disqualification if a decision to suspend occurs a second time within a five-year period) it would be essential for such a punitive measure to be underpinned by a fair appeals process.

A right of appeal would allow members to challenge decisions that they believe are unjust or disproportionate and provides a safeguard to ensure that the sanction of suspension is applied fairly and consistently.

We consider that it would be appropriate to either create a national body, or to vest the appeals function in an existing appropriate national body, and views on the merits of that are sought at questions 38 and 39 below. Firstly, the following questions test opinion on the principle of providing a mechanism for appeal.

33. Should members have the right to appeal a decision to suspend them?

**Yes - it is right that any member issued with a sanction of suspension can appeal the decision**

No – a council’s decision following consideration of an investigation should be final

Unsure

34. Should suspended members have to make their appeal within a set timeframe?

**Yes – within 5 days of the decision is appropriate to ensure an efficient process**

Yes – but within a different length of time (please specify)

No – there should be no time limit for appealing a decision

If you think the government should set a different appeals timeframe, what should this be, in days?

35. Do you consider that a complainant should have a right of appeal when a decision is taken not to investigate their complaint?

Yes

**No**

Unsure

36. Do you consider that a complainant should have a right of appeal when an allegation of misconduct is not upheld?

Yes

**No**

Unsure

37. If you answered yes to either of the previous two questions, please use the free text box below to share views on what you think is the most suitable route of appeal for either or both situations.

#### **f) Potential for a national appeals body**

There is a need to consider whether appeals panels should be in-house within local authorities, or whether it is right that this responsibility sits with an independent national body. Whereas an in-house appeals process would potentially enable quicker resolutions by virtue of a smaller caseload, empowering a national body to oversee appeals from suspended members and complainants could reinforce transparency and impartiality and help to ensure consistency of decision-making throughout England, setting precedents for the types of cases that are heard.

38. Do you think there is a need for an external national body to hear appeals?

**Yes – an external appeals body would help to uphold impartiality**

No – appeals cases should be heard by an internal panel

Any further comments

39. If you think there is a need for an external national appeals body, do you think it should:

**Be limited to hearing elected member appeals**

Be limited to hearing claimant appeals

Both of the above should be in scope

Please explain your answer

**If a standards complaint has been assessed for investigation, the authority concerned has made a balance of public interest decision that the matter should be considered further. The determination of code complaints is not a restorative justice process between a victim and a perpetrator but involves the consideration of wider public interest elements. A complainant has an interest in the outcome but should not have a veto or appeal right over the process.**

### **Public Sector Equality Duty**

40. In your view, would the proposed reforms to the local government standards and conduct framework particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

It would benefit individuals with protected characteristics

It would disadvantage individuals with protected characteristics

**Neither**

Please use the text box below to make any further comment on this question

END OF SURVEY



# Standards Committee

20 February 2025

Agenda item number 9

## Code of Conduct for Members- review

Report by Monitoring Officer

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### Purpose

To review the adopted Code of Conduct for Members and ensure it is relevant, up to date and fit for purpose.

### Recommendation

To recommend the Broads Authority adopts the revised Code of Conduct for Members.

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## 1. Introduction

- 1.1. The Localism Act 2011 requires the Broads Authority to promote and maintain high standards of conduct by members and co-opted members. The Authority must also adopt a Code of Conduct and maintain a register of members' interests.
- 1.2. The current Code was last adopted in [July 2021](#) and is based on the Local Government Association's National Model Councillor Code of Conduct. The register of interests form was also reviewed at this time to provide clarity on interests that are Disclosable Pecuniary Interests defined in the Localism Act and other "local" interests that the Authority wished to include.
- 1.3. Under its Terms of Reference, this Committee is responsible for advising the Authority on "...the adoption, operation and revision of its Member Code of Conduct".

## 2. Proposed changes

- 2.1. Having reviewed the Code, it is considered no major changes are required.
- 2.2. A number of minor changes are proposed and these are shown as tracked changes in Appendix 1. In the main, these are either formatting, for clarification or to adapt the wording so it is relevant to the Broads Authority.

### **3. Risk implications**

- 3.1. The Authority's reputation could be at risk if it does not have an up to date Code of Conduct. The Code will help to encourage good conduct and safeguard the public's trust in the Authority's governance.
- 3.2. Members have an individual and collective responsibility to maintain standards and demonstrating good conduct, as well as challenging behaviour which falls below expectations.

### **4. Conclusion**

- 4.1. Members will be aware from the previous item that there is an ongoing consultation on "Strengthening the standards and conduct framework for local authorities in England". However, some of the proposals could take time to be implemented and/or require legislative change and in the interim, it is considered beneficial to review the Authority's current Code and ensure it is relevant and meets our needs.

Author: Jonathan Goolden

Date of report: 05 February 2025

Background papers: none

Appendix 1 – Draft Code of Conduct with tracked changes

# Member Code of Conduct

Adopted ~~23 July 2021~~ March 2025

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## Introduction

This Member Code of Conduct ('the Code') applies to all members and co-opted members (known collectively in this document as 'members') of the Broads Authority.

The Code is based on the Local Government Association's (LGA) Model Member Code of Conduct (updated 17 May 2021). The Authority will review the Code regularly, taking note of the LGA's annual review of the model code.

Members should also refer to the supporting [LGA Code of Conduct guidance](#). For the purposes of the Authority's Code, references in the LGA guidance to 'councillor' means a member or co-opted member, and references to 'council' and 'local authority' mean the Broads Authority, where relevant.

## Purpose

The purpose of this Code is to assist you, as a member, 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 members, Authority officers and the reputation of the Broads Authority. It sets out general principles of conduct expected of all members and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of members and in the Authority.

The Code is not an exhaustive list of all legal obligations that fall upon members, and related protocols and guidance are referenced in the Members Handbook. These include:

- Protocol on Member and Officer Relations in the Broads Authority
- Standing Orders for the regulation of Authority proceedings
- Social Media Policy

## General principles

The Code promote the highest standards of ethics and conduct, and draws upon the [Seven Principles of Public Life](#), also known as the Nolan Principles. The following general principles have been developed specifically for the role of member.

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 member.

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 the 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 member or attend your first meeting as a co-opted member, and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you are acting in your capacity as a member, which may include when:

- you misuse your position as a member;
- 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 member.

The Code applies to all forms of communication and interaction, including:

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

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a member.

The Authority's Monitoring Officer has statutory responsibility for the implementation of this Code. You are encouraged to seek their advice on any matters that may relate to the Code.

## Standards of member conduct

This section sets out your obligations **(bold type)**, which are the minimum standards of conduct required of you as a member. 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

**As a member:**

- **I treat other members and members of the public with respect.**
- **I treat Broads Authority officers and volunteers, and representatives of partner organisations, with respect, and respect the role they play.**

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. As a member, 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.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

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 Broads Authority, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Code, and Authority staff, where concerns should be raised in line with the Authority's protocol on member and officer relations.

### 2. Bullying, harassment and discrimination

**As a member:**

- **I do not bully any person.**
- **I do not harass any person.**
- **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. Members have a central role to play in ensuring that equality issues are integral to the Authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of Authority officers**

**As a member, I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Authority.**

Officers working for the Broads Authority must be politically neutral. 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 that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a member:**

- **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 Authority; and**
      - 3. **I have consulted the Monitoring Officer prior to its release.**



- **I do not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.**
- **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 Broads Authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## 5. Disrepute

**As a member:**

**I do not bring my role or the Broads Authority into disrepute.**

As a member, you are trusted to make decisions on behalf of the Broads and its stakeholder interests, 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 members and/or the Authority and may lower the public's confidence in your or the Authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Authority into disrepute.

You are able to hold the Authority and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Authority, while continuing to adhere to other aspects of this Code of Conduct.

## 6. Use of position

**As a member, 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 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 Authority resources and facilities

**As a member:**

- **I do not misuse Authority resources.**
- **I will, when using the resources of the Authority or authorising their use by others:**
  - a. **act in accordance with the 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 Authority or of the office to which I have been appointed.**

You may be provided with resources and facilities by the Authority to help you carry out your duties as a member. Examples include office support and access to Authority buildings and rooms. These are to be used only in carrying out your role as a member 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 and the Authority's own policies regarding their use.

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

**As a member:**

- I undertake Code of Conduct training provided by the Broads Authority.**
- I cooperate with any Code of Conduct investigation and/or determination.**
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- I 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 member to demonstrate high standards, have your actions open to scrutiny and not to undermine public trust in the Authority or its governance. If you do not understand, or are concerned about, the Authority's processes in handling a complaint, you should raise this with the Authority's Monitoring Officer.

## **Protecting your reputation and the reputation of the Broads Authority**

### **9. Interests as a member:**

**As a member, 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 of members of the Authority.

You need to register your interests so that the public, Authority officers and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in

decisions, so that decision-making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

## 10. Gifts and hospitality

**As a member:**

- **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 Broads Authority or from persons who may apply to the Authority for any permission, licence or other significant advantage.**
- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, contact the Monitoring Officer for guidance.

## **Appendix A – The Seven Principles of Public Life**

The principles are:

### **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. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

### **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. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B – Registering interests

You must, within 28 days of your appointment as a member or co-opted member of the Authority, register with the Authority’s Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

~~“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.~~

~~“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.~~

2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees, they will withhold the interest from the public register.

### Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, 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. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), 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. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, 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. Otherwise, you 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. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest, the following test should be applied ([see paragraph 8](#)).

1-8. Where a matter (referred to in paragraph ~~8-7~~ above) **affects** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ~~Broads Authority ward area affected by the decision~~ and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you 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.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

2-9. ~~For the following interests, There are some subjects in relation to the Authority that,~~ once you have ~~declared an interest~~ made a declaration, you may nonetheless attend a meeting and vote. ~~These include:~~

- Setting of tolls, where the extend of the interest is limited to owning a boat and thereby paying a toll;

~~• Matters relating to schools, when you are a parent, guardian or governor of a child at a different school in the area.~~

- An allowance, payment or indemnity given to members.

~~Other subject matters may apply in local government, but these are unlikely in practice to apply to members of the Authority. Please ask the Monitoring Officer for information.~~

---

**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>	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made to the member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil 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 relevant authority:</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 executive area of the Authority.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>



Subject	Description
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the executive area of the Authority for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the member's knowledge)—  (a) the landlord is the Authority; and  (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member 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.
<b>Securities</b>	Any beneficial interest in securities* of a body where—  (a) that body (to the member's knowledge) has a place of business or land in the executive area of the 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 member, or his/ her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'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 must register as an 'Other Registerable Interest':

- 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 the Authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) 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)of which you are a member or in a position of general control or management

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