**Abergavenny Town Council - Code of Conduct**

This document should be read in conjunction with the Guidance from the Public Services Ombudsman for Wales for members of community and town councils.

**When does the Code apply?** Where you act as a representative of Abergavenny Town Council you must comply with its code of conduct.

**Accountability:** Members are accountable to the electorate of the ward which they represent, as well as the public generally for their actions. Members are expected to refer any issues raised with them to the respective Ward Councillors, and the Principal Officer, for action and resolution.

When acting as a representative or observer on behalf of Abergavenny Town Council on another body, which does not have a code of conduct relating to its members, you must comply with the Council’s Code.

**Honesty:** Members must declare any private interests relevant to their public

duties and take steps to resolve any conflict in a way that protects the

public interest.

**Integrity and Propriety:** Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

**Equality:** You must carry out your duties with due regard to the principle that there should be equality of opportunity for all people regardless of their gender, race, disability, sexual orientation, age or religion.

**Treating others with respect and consideration:** When undertaking your role as a member, you must show respect and consideration for others.

**Bullying and harassment:** You must not use any bullying behaviour or harass any person including other councillors, council officers, or members of the public.

**Compromising the impartiality of officers of the council:** You must not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

**Confidential information:** You must not disclose confidential information, or information which should be reasonably regarded to be of a confidential nature, except in any of the following circumstances:

• you have the consent of the person authorised to give it

• you are required by law to do so.

**Preventing access to information:** You must not prevent any person from accessing information which they are entitled to by law.

**Disrepute:** You must not behave in a way which could reasonably be regarded as bringing Abergavenny Town Council into disrepute at any time.

**Reporting criminal behaviour**: The Code requires you to report any conduct by another member, an officer, or anyone who works on behalf of the Council which you reasonably believe involves or may involve criminal behaviour.

**Vexatious complaints:** You must not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, the Council.

**Breaches of the Code:** If you reasonably believe that a breach of the Code has occurred, you must report it to the Principal Officer at Abergavenny Town Council in the first instance. You must co-operate with an investigation when it is being conducted by Abergavenny Town Council or by the Monitoring Officer at Monmouthshire County Council using their statutory powers.

**Using your position improperly:** Members must act solely in the public interest. You must not use, or attempt to use, your position as a member improperly to the advantage or disadvantage of yourself or any other person.

**Using the Council’s resources:** You must only use or authorise the use of the resources of the Council in accordance with its requirements and the law. This also applies to officers’ time, and town hall resources. You must make sure you use the Council’s resources for proper purposes only.

**Considering advice provided to you and giving reasons:** You must give reasons for all decisions in accordance with any legal requirements and any additional requirements imposed by the Council. You must have regard to all of the advice you receive from the Principal Officer or other officers of the Council. The Principal Officer is usually also the ‘Proper Officer’ and it is part of their role to research the policy, guidelines and legislation relevant to advice given when taking decisions.

**Expenses:** You need to follow the law and the Council’s requirements in claiming expenses and allowances.

**Personal Interests:** When carrying out your duties, you must consider whether you have a personal interest and, if so, whether you need to disclose it.

**Gifts and hospitality:** It is important that you do not accept any gifts or hospitality for yourself, or on behalf of others, which would place you under obligation or appear to do so. Members are to refer to Abergavenny Town Council’s Policy on Receiving Gifts and Hospitality.

(NB: Members = Town Councillors and Council Officers/staff.)

8th May 2024

To be reviewed annually.