

ICKLEFORD NEIGHBOURHOOD PLAN STEERING GROUP

Code of Conduct (Adopted 6 September 2018)

Introduction

Pursuant to section 27 of the Localism Act 2011, Ickleford Neighbourhood Plan Steering Group ('the Steering Group') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Steering Group, or when they claim to act or give the impression of acting as a representative of the Steering Group.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Steering Group but who is a member of any Task Group or equivalent of the Steering Group and who is entitled to vote on any question that falls to be decided at any meeting of that Task Group or equivalent.

For the purposes of this Code, a 'meeting' is a meeting of the Steering Group, Task Group or equivalent.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Steering Group includes a co-opted member of the Steering Group as outlined above.

Member obligations

When a member of the Steering Group acts, claims to act or gives the impression of acting as a representative of the Steering Group he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the steering group in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Conflict of interest

Members of the Steering Group shall declare any potential conflict of personal, professional or prejudicial interest to the Chairperson and Vice-Chairperson (or Co-Chairs) in respect of any items to be discussed at a meeting of the Steering Group. The Chairperson, Vice-Chairperson or

Co-Chairs shall determine whether that conflict of interest can be managed or whether that member shall leave the meeting whilst that item is being discussed

Members should inform the Chairperson, Vice-Chairperson or Co-Chairs of any potential conflicts of interest that arise outside of meetings of the Steering Group. The Chairperson, Vice-Chairperson or Co-Chairs shall determine whether that conflict of interest can be managed or whether that member shall not be involved in that matter.

Breach of this Code of Conduct

If any member believes that any other member has breached this Code of Conduct, even if only once, it must be reported formally in writing to the Chairperson, or one of the Co-Chairs. The Co-Chairs, or Chairperson and Vice-Chairperson, will investigate the alleged breach and report the result of the investigation to the Steering Group.

If any member believes that the Chairperson has breached this Code of Conduct, it must be reported formally in writing to the Vice-Chairperson who, with the Secretary, will investigate the alleged breach and report the result of the investigation to the Steering Group.

If any member believes that one of the Co-Chairs has breached this Code of Conduct, it must be reported formally in writing to the other Co-Chair who, with the Secretary, will investigate the alleged breach and report the result of the investigation to the Steering Group.

If any member believes that the Vice-Chairperson has breached this Code of Conduct, it must be reported formally in writing to the Chairperson, or one of the Co-Chairs. The Co-Chairs, or Chairperson and Secretary, will investigate the alleged breach and report the result of the investigation to the Steering Group.

When the investigation team concludes that there has been a breach of this Code of Conduct it may either make a recommendation to the Steering Group that the member committing the breach is giving a written warning with an improvement note or, if the breach is judged sufficiently serious, make a recommendation that the member's appointment to the Steering Group be terminated.

If the Steering Group agrees by simple majority with the investigation team's conclusion and recommendation, either the member will be issued with a written warning by the lead of the investigation team or, in the case of a serious breach, the member will be expected to resign or have the appointment terminated.

Declaration

I agree to abide by this Code of Conduct

Signed:

Date: