



AVON
FIRE AUTHORITY

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MEMBERS' CODE OF CONDUCT LOCALISM ACT 2011

24 February 2017



**AVON FIRE AUTHORITY
MEMBERS CODE OF CONDUCT
LOCALISM ACT 2011**

You are a member or co-opted member of the Avon Fire Authority and hence you shall have regard to the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- When making a decision; to consider the matter with an open mind and on the facts before the meetings at which the decision is to be taken, and be mindful of Localism Act provisions in relation to predetermination and bias.
- When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.



- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- You should have regard to the Authority's policies, protocols and procedures.
- You must promote and support high standards of conduct when serving in your public office, in particular as characterised by the above requirements, by leadership and example including treating others with respect.
- You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute.
- You must behave in accordance with your legal obligations and with the requirements of the Authority's policies, protocols and procedures.
- You must not do anything which may cause the Authority to breach any equality enactments, nor bully any person.
- You must not intimidate or attempt to intimidate any person who is or is likely to be a complainant, witness or involved in investigative proceedings in relation to an allegation that a member of the Authority (including yourself) has failed to comply with this Code.
- You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonable to be aware, is of a confidential nature, except where:
 - (i) you have the consent of the person authorised to give it,
 - (ii) you are required to do so by law,
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or
 - (iv) the disclosure is reasonable and in the public interest and made in good faith and in compliance with the reasonable requirements of the Authority.
- You must not prevent another person from gaining access to information to which that person is entitled by law.



- When reaching decisions on any matter, you must:
 - (v) have regard to any relevant advice provided to you by the Authority's Finance Director or the Authority's Monitoring Officer, where that officer is acting pursuant to his or her statutory duties, and
 - (vi) give reasons for decisions in accordance with any statutory requirements and any additional reasonable requirements imposed by the Authority.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of becoming a member or co-opted member of the Authority, notify the Authority's Monitoring Officer of any disclosable pecuniary interest as defined by Regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of becoming a member or co-opted member, notify the Authority's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which the Authority has decided should be included in the register.

If an interest has not been entered onto the Authority's register, you must disclose the interest to any meeting of the Authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following any disclosure of an interest not on the Authority's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless a dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as defined by Regulations made by the Secretary of State. Additionally, you must observe the restrictions the Authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by the Authority.