

Briercliffe with Extwistle Parish Council

Code of Conduct for Members and Co-opted Members

(Updated to align with Burnley Borough Council and good practice – 2026)



Adopted by: Briercliffe with Extwistle Parish Council – **3rd September 2026**

Minute Number – 26/27/109 Next Review: September 2029 / Every 3 years or earlier if required

1. Introduction

Briercliffe with Extwistle Parish Council is committed to ensuring that its services and operations are delivered effectively, fairly, and in accordance with relevant legislation and best practice.

The Council is committed to providing high-quality local government for the people of Briercliffe with Extwistle and to promoting and maintaining the highest standards of conduct by its Members.

The Code sets out the standards of behaviour expected of Members when acting in their official capacity. Failure to comply with the Code may result in action under the Council's arrangements for dealing with complaints.

Members are expected to read and comply with:

- The General Principles of Conduct
- The Code of Conduct

2. Legislative Framework

This policy has been developed in accordance with:

- Local Government Act 1972
- Localism Act 2011
- Burnley Borough Council Code of Conduct for Members
- Data Protection Act 2018
- Equality Act 2010
- Guidance from National Association of Local Councils

3. Governance and Management (Roles and Responsibilities)

Council

- Overall responsibility for adoption and review of the policy

Clerk

- Day-to-day implementation
- Monitoring compliance

Councillors

- Adherence to the policy
- Reporting any concerns

4. General Principles of Conduct

Members and Co-opted Members must observe the Seven Principles of Public Life (the Nolan Principles), as reflected in Burnley Borough Council's Code and national good practice.

4.1 The Ten Principles

Selflessness

Members must act solely in the public interest and must not improperly confer advantage or disadvantage on any person.

Honesty and Integrity

Members must act with honesty and integrity and must not place themselves under any obligation to organisations or individuals that might influence their work.

Objectivity

Members must make decisions on merit, including when making appointments, awarding contracts, or determining applications.

Accountability

Members are accountable to the public and must submit themselves to appropriate scrutiny.

Openness

Members should be as open as possible about decisions and actions and give reasons for them where appropriate.

Personal Judgement

Members may consider the views of others but must reach their own conclusions.

Respect for Others

Members must treat others with respect, promote equality, and not discriminate unlawfully.

Duty to Uphold the Law

Members must uphold the law and act in accordance with the trust placed in them.

Stewardship

Members must ensure that the Council's resources are used lawfully and prudently.

Leadership

Members must promote and support these principles by example.

5. Training

All Members must attend mandatory Code of Conduct and ethical standards training at least once every four years, and additionally when required by the Monitoring Officer or the Parish Council.

Attendance records will be maintained by the Parish Clerk.

Failure to attend required training may be referred to the Chair and may be taken into account when assessing conduct issues. This reflects current Monitoring Officer expectations.

6. The Code of Conduct

6.1 Part 1 – General Provisions

6.1.1 Application

This Code applies whenever you:

- Conduct the business of the Council; or
- Act, claim to act, or give the impression that you are acting as a representative of the Council.

It does not apply to purely private conduct.

6.1.2 General Obligations

Members must:

- Treat others with respect
- Not bully, harass, intimidate or attempt to intimidate any person
- Not compromise the impartiality of officers or contractors
- Comply with the Equality Act 2010 and guidance formally recommended by the Equalities & Human Rights Commission.
- Not bring the Council or their office into disrepute
- Use the Council's resources lawfully and in accordance with its policies
- Have regard to advice from the Clerk and Responsible Finance Officer when given in a statutory capacity

6.2 Part 2 – Interests

6.2.1 Disclosable Pecuniary Interests (DPIs)

Members must notify the Clerk (for forwarding to the Monitoring Officer) of all Disclosable Pecuniary Interests within 28 days of election or co-option, in accordance with sections 29–34 of the Localism Act 2011.

Members must:

- Declare DPIs at meetings
- Not participate in discussions or voting on matters where a DPI exists
- Leave the room during consideration of the item

Failure to comply may be a criminal offence, punishable by a fine and disqualification.

6.2.2 Other Registerable Interests

Members must register:

- Appointments made by the Council
- Membership of public, charitable, voluntary, political, or lobbying bodies (Memberships should be registered where they are relevant to, or could reasonably be seen as influencing, a member's role or decisions as a Councillor. Membership of organisations with no material connection to Council business would not normally require registration. Where in doubt, members should seek advice from the Monitoring Officer.)
- Gifts or hospitality over £25

Where an interest is so significant that it could reasonably be regarded as prejudicial, Members must not participate or vote and must leave the room, in line with Council practice.

7. Complaints and Enforcement

This Code is enforced by Burnley Borough Council's Monitoring Officer, under the Borough's arrangements for dealing with Code of Conduct complaints.

Sanctions available to the Parish Council may include:

- Formal censure
- Requirement to undertake training
- Removal from committees or outside appointments
- Withdrawal of facilities, where lawful

8. Confidentiality & Data Protection

The Council will ensure that all personal data is handled in accordance with the UK General Data Protection Regulation and relevant legislation.

9. Equality and Diversity

The Council is committed to promoting equality, diversity and inclusion in all aspects of its work. Members and officers should uphold these principles, treat all individuals with dignity and respect, and foster an environment in which differences are valued and participation is encouraged. The Council will comply with its obligations under the Equality Act 2010 and will seek to advance the principles that underpin that legislation.

10. Monitoring and Review

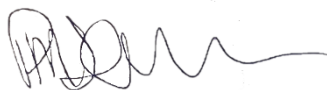
This policy will normally be reviewed every three years or earlier if required due to:

- Legislative changes
- Operational Requirements
- Updated national guidance

11. Adoption

This policy was adopted by Briercliffe with Extwistle Parish Council held on 3rd September with a meeting Minute Ref **26/27/109**

Chair Signature:



Date 3rd September 2026