

STANDARDS COMMITTEE ***Agenda***

Date Thursday 30th November 2023

Time 6.00 pm

Venue Crompton Suite, Civic Centre, West Street, Oldham, OL1 1NL

Notes 1. DECLARATIONS OF INTEREST- If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Constitutional Services at least 24 hours in advance of the meeting.

2. CONTACT OFFICER for this agenda is Peter Thompson, telephone - 0161 770 5151, or email – peter.thompson@oldham.gov.uk

3. PUBLIC QUESTIONS - Any Member of the public wishing to ask a question at the above meeting can do so only if a written copy of the question is submitted to the contact officer by 12 noon on Monday, 27th November 2023.

4. FILMING - The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Constitutional Services Officer who will instruct that they are not included in the filming.

Please note that anyone using recording equipment both audio and visual will not be permitted to leave the equipment in the room where a private meeting is held.

Recording and reporting the Council's meetings is subject to the law including the law of defamation, the Human Rights Act, the Data Protection Act and the law on public order offences.

Please also note the Public attendance Protocol on the Council's Website

https://www.oldham.gov.uk/homepage/1449/attending_council_meetings

MEMBERSHIP OF THE STANDARDS COMMITTEE

Councillors Williamson, Byrne, S. Bashforth, J. Hussain and H. Harrison (Chair)

Item No

- 1 Declarations of Interest

 To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.
- 2 Urgent Business

 Urgent business, if any, introduced by the Chair
- 3 Apologies For Absence
- 4 Public Question Time

 To receive Questions from the Public, in accordance with the Council's Constitution.
- 5 Minutes (Pages 1 - 4)

 The Minutes of the meeting of the Standards Committee held on 14th June 2023 are attached for approval.
- 6 LGA Social Media Guidance for Councillors (Pages 5 - 32)

 To consider the Local Government Association's Social Media Guidance for Councillors.
- 7 Code of Conduct (Pages 33 - 50)

 The Committee requested to consider the proposed amendment to the Code of Conduct and make a recommendation thereon to Council.



STANDARDS COMMITTEE
14/06/2023 at 6.00 pm

Present: Councillor H. Harrison (Chair)
Councillors Williamson, Byrne, S. Bashforth, J. Hussain and
Shuttleworth, Saddleworth Parish Councillor R Blackmore, Shaw
and Crompton Parish Council, Councillor K Swift, K Williams
Independent Person

Also in Attendance:

Paul Entwistle

Director of Legal

Paul Rogers

Constitutional Services

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Bushra Tabssum.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

3 **URGENT BUSINESS**

There were no items of urgent business received.

4 **PUBLIC QUESTION TIME**

5 **MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the meeting held on 16 March
2023 be approved as a correct record.

6 **STANDARDS COMMITTEE - COMPOSITION OF SUB
COMMITTEE**

Consideration was given to a report of the Director of Legal
Services which reminded the Committee of the Composition of
the Standards Committee which are 5 Council Members, 2
Parish Councillors and 4 Independent Persons. The Committee
was advised that Council has agreed that in order to ensure
cross representation from the groups on the Committee, the
composition of the Standards Sub Committee which deals with
the determination of any referred complaints and hearings, will
consist of three Members, one from each group on the
Standards Committee. An Independent Person would be on the
Sub Committee and if the matter related to a Parish Council,
one parish councillor. The composition of the Sub Committee
would not be in accordance with the strict proportionality rules
under the Local Government and Housing Act 1989.

RESOLVED: That the Committee confirms the composition of
the Sub-committee as detailed above.

7 **STANDARDS COMMITTEE – REVIEW OF MEMBER CODE
OF CONDUCT**

Consideration was given to a report of the Director of Legal
Services which requested Members to review the Members
Code of Conduct and consider whether any recommendations
Page 1

or amendments are required and to note the general dispensations provided under delegations to participate and vote on setting the council tax or a precept under the Local Government Finance Act 1992 (as amended from time to time and any superseding legislation) and matters directly related to such decisions such as budget calculations and council tax reduction and discount schemes and allowances and indemnities given to members and continue and readopt the dispensations as appropriate to do so under section 33 of the Localism Act 2011, for a period of 4 years.

The Committee was advised that the new code of conduct has been in place since September 2021, and it is appropriate for the Standards Committees to review annually the Code and make any recommendations to Council. The Code was last reviewed in July 2022. The Code was introduced arising from the Local Government Association developing a model code of conduct after extensive consultation with the sector as part of its work in supporting local government and is a template for Councils to use which can be amended locally. The code is outlined in the report and has been adopted by a number of local authorities.

In response to a query regarding the censure of Members, the Director of Legal Services reminded Members that since the Localism Act 2011 powers are limited.

The Director of Legal Services informed the Committee that training for Members has been provided and further will be made available.

After discussion it was suggested that Members of the Council be invited to attend a Code of Conduct refresher training session with a view to reminding Members of the Code Conduct and its principles and that Parish Councillors be invited to attend. Also that the Standards Committee be advised of Members attendance at the training.

RESOLVED: That

- (i) the Councillor Code of Conduct as detailed in the report be noted and no amendments are required;
- (ii) the general dispensations to participate and vote on setting the council tax or a precept under the Local Government Finance Act 1992 (as amended from time to time and any superseding legislation) and matters directly related to such decisions such as budget calculations and council tax reduction and discount schemes and allowances and indemnities given to Members be readopted as dispensations as appropriate to do so under section 33 of the Localism Act 2011, for a period of 4 years be noted; and
- (iii) a Members Code of Conduct refresher training session

be held with an invitation being extended to Parish Councillors and, a report be submitted to the Standards Committee on Members attendance at the session.



The meeting started at 6.00 pm and ended at 6.35 pm

This page is intentionally left blank



Report to Standards Committee

LGA Social Media Guidance for Councillors

Officer Contact and report author: Director of Legal Services

30th November 2023

Recommendation

It is recommended that the LGA social media guidance for Councillors is circulated to all members.

1 Background

1.1 At various training sessions with members on the Members Code of Conduct, members have highlighted the area of the use of social media in the work which they do and the interrelationship with the Code of Conduct.

The LGA have produced social media guidance for Councillors. The relevant guidance produced by the LGA in this context, namely 'Overview of social media for Councillors, Guide to the role of Councillors on social media and Guide to tackling online abuse' is attached as an Appendix. The Committee are requested to consider the guidance produced and consider wider circulation of the documents.

2 Financial Implications

2.1 N/A

3 Legal Services Comments

3.1 N/A

4 Co-operative Implications

4.1 N/A

5 Human Resources Comments

5.1 N/A

6 Risk Assessments

6.1 N/A

7	IT Implications
7.1	N/A
8	Property Implications
8.1	N/A
9	Procurement Implications
9.1	N/A
10	Environmental and Health & Safety Implications
10.1	N/A
11	Community cohesion including crime and disorder implications in accordance with Section 17 of the Crime and Disorder Act 1998
11.1	N/A
12	Oldham Equality Impact – including implications for Children and Young People
12.1	N/A
13	Key Decision
13.1	No
14	Background Papers
14.1	N/A
15	Appendices
15.1	LGA Guidance – Overview of social media for Councillors, Guide to the role of Councillors on social media and Guide to tackling online abuse.



An introduction to social media for councillors

This is an introduction for councillors on the use of social media. It includes an overview of how and why councillors should use it, their responsibilities, ways to stay safe and approaches to handling negativity.

Objectives

Getting started on social media

- Why should councillors use social media?
- Communicating on social media
- Prioritising what social media platform you use

Staying safe and secure online

- Setting yourself up to stay safe on social media
- Separating your councillor role and family life online

Your responsibilities as a councillor

- The golden rule to follow
- Understanding what you can and can't post online, including legally

How to deal with negativity and abuse online

- Learning not to 'feed' social media 'trolls'
- LGA 'rules of engagement' – share our digital citizenship infographics
- Being confident to block and delete followers
- Taking a break from social media

Getting started on social media

Why should councillors use social media?

Effective communication is at the heart of success for any councillor. Over the last few years, social media has transformed how elected representatives communicate with their communities. For some, their first time using social media happens after their election as a councillor, whereas others are already experienced at using social media. This guide offers support and guidance to all.

There are many key benefits to using social media as a councillor. Using social media, in particular highly used platforms like Facebook, enables councillors to engage regularly with many residents across all age groups and demographics, including local residents who are much less likely to read leaflets or attend council meetings. This has been demonstrated in the COVID-19 pandemic. With face-to-face meetings impossible for a long time, social media enabled people to stay in touch with their elected representatives (and vice versa) in a period in which community support and engagement were vital.



Using social media enables councillors to engage regularly with residents across all age groups and demographics

Communicating on social media

Social media communication is not only useful for sharing information, although that is a key part of it. There are many other advantages of using social media, including that it enables councillors to have a digital 'listening ear' on online conversations about what's going on in your local community whether they are happening on Facebook pages or groups, Twitter hashtags for your town, or on Nextdoor – a networking service for neighbourhoods.

Social media platforms also offer councillors a cost-effective and speedy way to report back to residents about issues, the work of the council and what you're doing as their councillor. While traditional communication methods like leaflets and local media coverage are still important, posts on social media are immediate and offer you the opportunity to respond to what's going on in your local area swiftly and with impact.

Prioritise what social media platform you use

There are many, many social media platforms available to use. Some are much more used than others, however. Statista estimates that there are more than 53 million social media users in the UK in 2022.

Facebook has the largest market share with 56 per cent of visits in 2021, followed by Twitter with almost 24 per cent.

Different social media platforms will give you the opportunity to speak with different audiences – different members of your local community. Many people use Twitter to access news. Twitter is made up of very short messages ('posts') – there can be a maximum of 240 characters in one tweet. Instagram is a highly visual platform – it's all about photos and videos. While you can add photos and videos to Twitter, doing so is not its main aim – Instagram, on the other hand, is focused on images and engagements with them.

As a councillor, you need to use your time effectively – you're a busy person! Our advice is to start by prioritising one key social media platform and become confident and impactful on it before deciding to move on to others.

You may wish to start with Facebook because it has the widest reach across all audiences in the UK. Facebook is the main social media platform that residents in your area will be looking at for information.

There are other options, though. Twitter is a great platform to be able to quickly find out information and have real-time, one-to-one conversations with immediate feedback. Instagram is a highly visual platform. To use it you'll need good photos and video content.

Nextdoor is a highly locally focused platform which can be very useful to reach people who you know live in your community. Nextdoor doesn't have the same reach as Facebook, however.

Staying safe and secure online

How to set yourself up to stay safe using social media

While there are many advantages to having an active and engaging presence on social media, it is really important for you to stay safe and secure as a user. There are key actions you can take to protect yourself online, whatever social media platform you use.

The first is to make sure you use a secure login email and password. We'd suggest you:

- don't use your councillor email address which is likely to be well known
- different passwords for each account.

You should set up two-factor authentication on your accounts on all the social media platforms you use. This offers you extra security for your accounts. Two-factor authentication (or multi-factor authentication) means that, when you log in to your account, you'll need to not just add your password but also either:

- enter a code which is sent to your mobile phone number or email
- or, alternatively, authorise your login on an app on your phone.

Keeping your personal and family life private

Make sure you maintain a divide between your personal and family life, and your public profile. On Facebook, we strongly recommend you use a Facebook 'Page' rather than a 'profile' for your councillor role. This can help you maintain separation and balance. Other social media platforms, such as Instagram and Twitter, have similar options too. Make sure you also set up the privacy control settings offered on each platform.

Be aware that councillors are personally responsible for the content they publish on any form of social media, whether it's published on a personal account or not. It's highly recommended that you never post or

share anything online, or on any social media account, that you would not be comfortable saying or sharing in a public meeting.

It is easy to share information about yourself online. As a councillor, you need to think carefully about what, and how much, content you put out in the public domain. Before you start posting, it is worthwhile thinking not only about what is safe to post, but also about what you are comfortable with posting and what you want to be available long into the future.

As a rule, don't share personal information such as your personal phone number, date of birth, home address – or photos that make any of these obvious. Remember that you also need to consider the personal data of others around you. You might be comfortable living your life in the public glare, but you need to ask yourself: "Are my family, friends, neighbours and work colleagues also comfortable to do so?"

From a security point of view, think carefully before you post. Once a piece of content is on social media, you lose nearly all control about how it will be used. As with emails, you will need to watch out for phishing scams, cons, and malicious software.

Your responsibilities as a councillor

The golden rule to follow

There's a golden rule for using social media, which is: if you are unsure about posting something, stop and ask for advice first before doing anything else.

Social media works in the public domain. Once something is published it is 'out there' for everyone to see and very easily it can:

- go viral
- be altered or changed without your consent
- be taken out of context
- be shared around the world.

Using social media as an elected (or co-opted) member of a council is very different from using it as someone who isn't. Councillors have additional responsibilities because of their position.



If you are unsure about posting something, stop and ask for advice first.

Understand what you can and can't post online, including legally

Councillors are personally responsible for the social media content they create, publish and share. Being a councillor will not prevent someone else pursuing legal action following the publication of an untrue statement. In such a situation, it is likely that you will be held personally liable.

Councillors should be mindful of the difference between fact and opinion. They also play a central role in preventing the spread of disinformation. Think twice before you press 'share' or 'retweet'!

On social media, councillors should also keep in mind their responsibility in relation to confidential information, copyright, data protection, the pre-election period and exempt reports. Councillors are still subject to the Code of Conduct on social media where there is an explicit link between the content posted and council business or your role as councillor. As a general rule, councillors should demonstrate good conduct at all times and so should act as though their public engagement on social media falls in scope of the Code of Conduct.

When posting to social media you should remember that:

- you are an elected representative of your council
- what you post can affect the reputation of your council
- your council is a corporate decision-making body – you can't, independently, make decisions for the council on social media
- some issues and communications are best left to your council's official social media channels, which are usually managed by officers
- having a single voice or message can be critical in some situations – for example, in the event of major flooding

- you don't have to respond to or comment on everything on social media – and sometimes it's best not to.

Think before you press 'publish'! There is a simple test. If you would be reluctant to say something face-to-face to a group of strangers in the street, then you probably shouldn't say it on social media.

How to deal with negativity and abuse online

Learn not to feed social media 'trolls'

Unfortunately, on every social media platform, there can be other users who are negative and abusive. Such people are often referred to as 'trolls'. Trolls are not easy to deal with – the best way is 'not to feed them'. By this, we mean don't respond to what they post, which is designed to upset, elicit a response or to further their own goals. Your best response is to either to ignore what they have posted, or (if it's on your own page or profile) to delete or hide their comment, so your other followers don't see it either.

Digital citizenship 'rules of engagement'

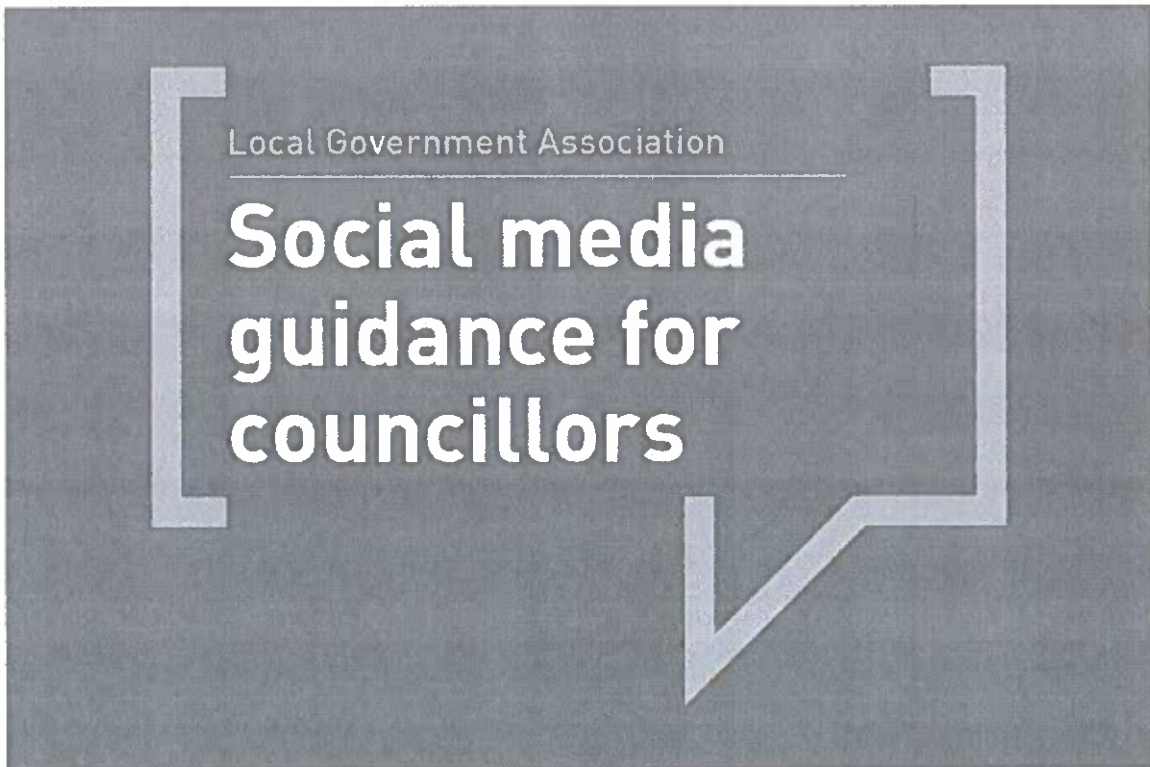
The LGA has produced **digital citizenship 'rules of engagement' infographics** (<https://www.local.gov.uk/our-support/guidance-and-resources/civility-public-life-resources-councillors/digital-citizenship>) for councillors, which you can add to your social media profile. These set out the social media code you will follow on social media and how you expect your followers to behave.

Be confident to block and delete followers

It is easy to delete, block followers, and report individuals who are persistently abusive to you, including to the police. It is sensible and reasonable to block some people – not just to protect yourself, but also to protect others who follow you who may also feel threatened by what they write in comments.

Taking a break from social media

Don't be afraid of taking a break from social media if you feel you need to – to protect your mental health and wellbeing. You can easily temporarily unpublish your Facebook page or Twitter account and give yourself some 'time offline'.



Social media guidance for councillors

We have produced a series of written and video guides to support councillors in using social media.

(/our-support/communications-and-community-engagement/social-media-guidance-councillors)



Guide to the role of councillors on social media

Councillors can use social media to communicate with their local community and listen in on the conversations people are having. This guide explores the role councillors can play on social media, how to engage in healthy debate and what to consider when publishing or sharing.

Objectives

- **Understanding the different roles that councillors can play on social media**
 - Information-sharing from the council
 - Information-sharing with the community
 - Civic and ceremonial roles
 - The virtual doorstep
 - Having a measured response to online opinions
 - Considering party political dimensions for councillors on social media
- **Engaging in healthy debate and tackling misinformation online**
 - Abiding by the golden rule
 - Encouraging positive, polite and constructive debate
 - Remembering that your behaviour influences others
 - Using your voice to tackle misinformation and inaccuracy
- **Considering the Code of Conduct while being active on social media**

- Is information already in the public domain?
- Be aware of what you share
- The Councillor Code of Conduct still applies

Understanding the different roles that councillors can play on social media

It's important to understand how social media can enable councillors to play different roles. Having clarity about this will help councillors to consider their online activity, the types of information to share, what to prioritise, and how to use their time to achieve the greatest impact.

Information-sharing from the council

Councillors have a unique role to play on social media as elected representatives. Councillors have access to information and knowledge at an earlier stage than most people and can use social media to disseminate it to the public. It is important to first make sure you are allowed to make information public (more on this below).

Councillors can share updates about council meetings and decisions made in them, votes, planning applications and deadlines, information on events and much more. Over time, councillors will start to understand what types of council information interest local residents most – based on the quality, and quantity, of engagement with posts.

Committee chairs, cabinet members, group or council leaders also have an opportunity to share information that is relevant to their enhanced council role, including to an audience wider than the ward they represent.



Councillors have a unique role to play on social media as elected representatives.

Information sharing with the community

Councillors are in key positions to be able to access and share a wide range of information beyond that from their own council. Councillors are often on mailing lists and at meetings where information relevant to their local community is shared. This might be from another local authority, for example, from the county council or from an MP or business group. You can enhance your reach by building your reputation with your audience for being someone who shares such information.

Civic and ceremonial roles

Social media offers councillors who hold civic or ceremonial roles for a council a real opportunity to reach out and engage with the public beyond meeting them in person or coverage in traditional media, such as local newspapers.

Mayors are often the public face of councils. Greater social media activity by them can really help to raise both the profile of the council and awareness of what the mayor (or equivalent) is doing. This can increase public participation and understanding of council's work, increasing the impact of the social media content.

The virtual doorstep

Councillors who are active on social media have a great opportunity to monitor – or 'take the temperature' of – public opinion.

There will always be a place for opinion polls and surveys which can help measure views formally including officially measuring performance. But by being part of community Facebook groups and keeping an eye on what's being talked about, or monitoring what people are sharing on Twitter by following local hashtags, councillors can quickly take note of what local residents think – and act on it if they need to.

This might be monitoring how the public responds to council decisions or community issues. Monitoring what's happening on social media can be likened to being able to have hundreds and hundreds of doorstep conversations each week.

Having a measured response to online opinions

There is a risk that councillors can overreact to views being expressed online. It's key to have a measured response and to remember that not all residents' views are represented online. Listening to opinions online is a helpful way to get a flavour of views in your local area, but it is important to consider the bigger overall picture too.

Councillors and the party political dimension on social media

Many, but not all, councillors are members of a party political group. This adds to their function a further role as advocates of their political party in the community. It is important to remember that, in your role as a councillor, you are a representative of everyone in your ward, not only those who support your political party. Indeed, those councillors who are most popular are usually those that have built a reputation for helping everyone in their community regardless of their political views.

Party politics can also be one of the main triggers for abuse and aggression on social media which can be particularly corrosive if it is between councillors of different political parties on the same council. Residents do not like to see their councillors being rude or hostile to one another on social media. It is vital that any political disagreements are handled politely and with respect to opponents.

Being a member of a political party can also often draw councillors into issues well outside the remit or control of their local council. This is particularly true if their party is in Government – when councillors may find themselves criticised by residents or other councillors for decisions made in Westminster. It is up to the individual to decide whether to engage with these issues. Getting involved with one national issue will mean that residents expect your thoughts on others too.

Engaging in healthy debate and tackling misinformation

People in the public eye, including councillors, play an important role within the community, and are regarded as influential in their local area. This is just as true online and on social media as it would be in person or in traditional media. The actions, tone, manner, and language that councillors use online has wide impact – not just personally, but for many others online.

Abide by the golden rule

Follow the golden rule – do as you would be done by. It is never pleasant to be on the receiving end of negative posts or abusive comments. As a councillor, you need to rise above such behaviour, make sure the way you respond to others is polite and positive, and encourage healthy debate on your own social media accounts and those of others.

Encouraging positive, polite and constructive debate

There is a range of ways to encourage positive behaviour online by others. Your first step should be to add the **LGA Digital citizenship 'rules of engagement' infographics** (<https://www.local.gov.uk/our-support/guidance-and-resources/civility-public-life-resources-councillors/digital-citizenship>) to your accounts. These are downloadable infographics which are easy to add to your profile to make it clear to other social media users that you intend to use your account in a positive and constructive manner.

When you post to your own accounts, make sure you frame your requests for engagement from other users in a positive way. Ask people to keep their posts positive and polite, reminding them that this is possible even if they disagree with other people's views.

Finally, you can make sure that the way you respond to what other people share is also polite and positive, even if you disagree with it or if it is from your political opponents.

Remember – your behaviour influences others

Your behaviour as a councillor on social media will influence others. If members of the public see comments a councillor has made which are not constructive or are negative, it is more likely to make them think that it's ok for them to use poor behaviour online as well. This doesn't mean you can't disagree with what people say, but the tone in which you do so is important.

Remember – it is not defensible to complain that you are on the receiving end of negativity or abuse, if comments you've made yourself are not polite.

Use your voice to tackle misinformation and inaccuracy

If you see information being shared that is inaccurate or false, say so. You can comment on the post saying that it isn't true. You could follow this up with a private or direct message to the person sharing the information telling them it's false and asking them to remove the post.

It is also very important for councillors to verify the accuracy of what they are posting or sharing themselves. It is easy to quickly share content from elsewhere without checking only to find, later, that it is inaccurate.

You can report posts to social media companies, flagging them as being not true. Where relevant, you can report posts to council authorities, for example, to your council's media team if you feel there might be need for rebuttal, or to your council's monitoring officer.

Consider the Code of Conduct while being active on social media

Councillors need to be aware that they are personally responsible for the content they publish on any form of social media. Publishing an untrue statement about a person which is damaging to their reputation may incur a defamation action for which you will be personally liable. The same applies if you pass on any similar untrue statements you receive.

Is information already in the public domain?

Also consider if information you are considering sharing is already in the public domain or not. If it isn't, is it information that is sensitive financially or politically? Think about what the ramifications might be for you personally if you share information on social media that has, up to that point, been confidential.

Be aware of what you share

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.

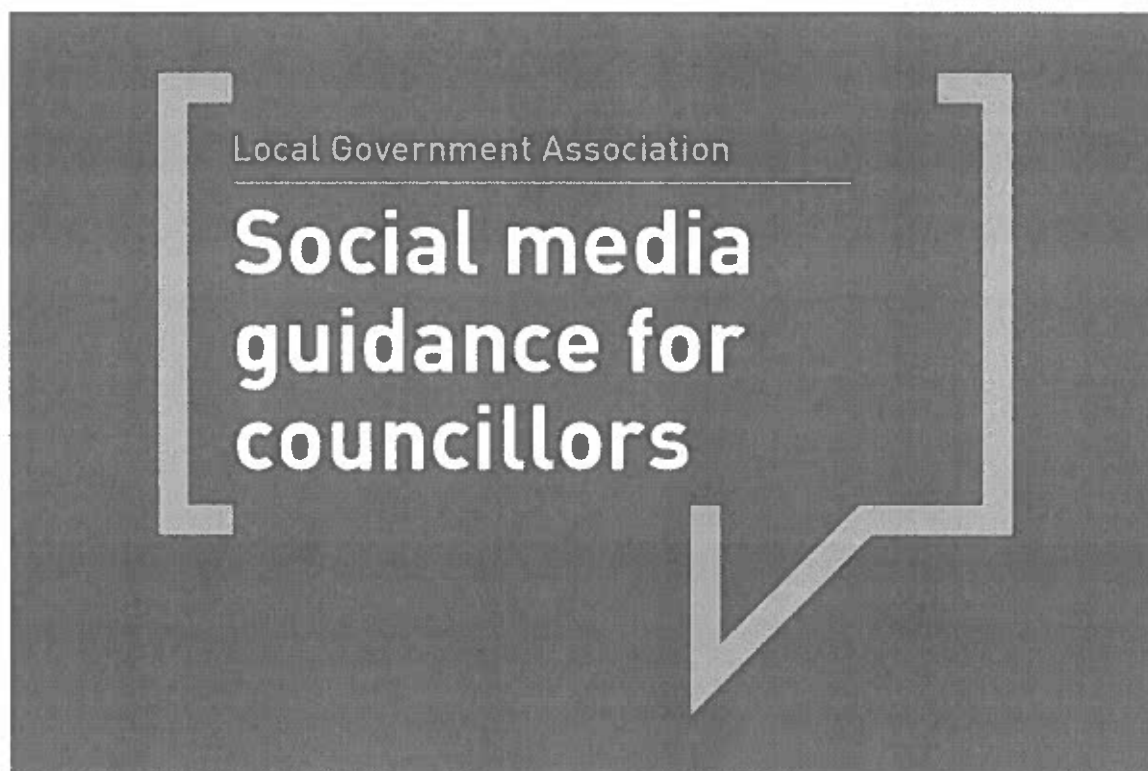
It's highly recommended that councillors should never post or share anything online or on social media that they would not be comfortable saying or sharing in a public meeting.

Using a Facebook Page for your councillor activity on Facebook and a profile for your personal postings does allow separation. If you want to keep your social media activity private, you can set very strict privacy settings on your accounts. Most social media platforms do have the ability to do this, but they have different actions to do this, so make sure you have got it set right.

Overall, though, it is extremely important to remember that there is still a risk that posts or activity on your personal profile will be seen and shared publicly – no matter how strict your privacy settings are. Saying it is private is no defence.

The Councillor Code of Conduct still applies

The **Councillor Code of Conduct** (<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>) and relevant legislation applies online and in social media. If you are referring online in any way to your role as a councillor, you are deemed to be acting in your 'official capacity' and any conduct may fall within the code.





Social media guidance for councillors

We have produced a series of written and video guides to support councillors in using social media.

(/our-support/communications-and-community-engagement/social-media-guidance-councillors)



Guide to tackling online abuse

This guide will explore the growing problem of online abuse and attacks. Many councillors experience this sort of negativity on social media. It is important to know how to identify it and effectively deal with it

Objectives:

- Types of abusive behaviour to look out for.
- Using positive language and tone to shape engagement.
- Techniques to handle online abuse.
- Taking a break or coming off social media.

A brief introduction

Social media offers many opportunities for councillors to constructively engage with their communities. Most of the time this is a positive experience. Social media helps you to build a profile, explain complex issues in plain English and to develop a two-way conversation.

Unfortunately, in a small number of cases, councillors can experience online abuse. Social media is an environment where some individuals use abusive behaviour, such as aggressive language, threats, trolling and bullying.

Types of abusive behaviour to look out for on social media

Trolls

Online abuse is an issue on every social media platform. Sometimes, it will be random or short-lived. On other occasions it can be more sustained and led by users who are often described as 'trolls'.

A troll is someone who posts just to get an emotional reaction or to manipulate others' perceptions. Their posts can be offensive, off-topic, inflammatory, purposefully inaccurate, or insincere. Trolls often do this for their own amusement or in aid of goals such as disrupting the democratic process.

All too often, trolls post without thinking, logic or good reason. It is important to remember that trolls often do not believe what they themselves are posting.

'Why can't they just...?!'

Many issues that councils deal with are complex. From inside the council this is clear. From the outside it can appear like 'nothing is happening'. Sometimes it can be difficult to explain in plain English why a simple solution will not work.

Some people in the community will have their own 'simple' or 'common sense' solution to a problem. This can lead to people making the 'Why can't they just...?!' social media posts.

Residents often consider councillors and councils to be ignoring them when their simple solution is not considered or implemented. The problem is compounded by the fact that some 'Why can't they just...?!' posts are picked up by the local media.

Problems can also emerge when people are pressed for detail on how the 'simple solution' would work. Providing information that shows that a 'simple solution' will not work can cause some people to become aggressive, incoherent and defensive.

Legitimate challenge and scrutiny

Challenge and scrutiny are a key part of our democracy and of the decision-making process. For example, it can help us to see where a decision might be having an unintended or negative impact. This feedback is critical.

Challenge and scrutiny should be constructive. It should not lead to offensive language and abusive behaviour. There is an important line that should not be crossed – between legitimate challenge and online abuse.

Councillors should not seek to stifle debate or to censure views. However, they should not be put in a position where they are subject to offensive language and abusive behaviour.

“ There is an important line that should not be crossed – between legitimate challenge and online abuse.

Politics

Politics is similar to challenge and scrutiny. It has an important role to play in debate and clearly forms an important part of the democratic process.

Councillors should not seek to suppress other people's political views. However, political debate does not give people a licence to abuse elected officials online (or anywhere). Once again, there is a clear line between healthy debate and online abuse.

Smear campaigns

A smear campaign is the deliberate attempt to negatively impact a person's standing or damage their reputation. Smears are usually done through the spread of false information and discrediting tactics. They can be 'one-off' comments. Unfortunately, some are sustained and organised.

Smear campaigns can be one of the hardest forms of online abuse to deal with. In some cases, it might require legal advice to be taken or for the police to get involved. Remember to keep a record of the abuse and report the issue to the social media platform and authorities as appropriate.

Bullying and harassment

Unfortunately, online bullying and harassment has become more common in recent years. While it often appears in the press in relation to teenagers and young people, it is something that can affect anybody.

Online bullying or harassment occurs when someone bullies or harasses someone else online. It includes a wide range of behaviours such as threats, sexual remarks and hate speech. In some situations, it can form a sustained pattern of behaviour.

Use positive language and tone to shape engagement

Your digital 'tone of voice'

Your tone of voice is as important on social media as it is in face-to-face conversation. On social media, with all its angry voices, you can use your tone of voice to shape engagement and to create a more positive and constructive environment. Remain calm and positive to help defuse the situation and steer the conversation in a positive direction.

Using language to shape the conversation

The language councillors use on social media is critical for building their tone of voice. When you are being attacked, it can be hard to avoid using aggressive language yourself.

Even when it seems to you like it's the only option – using aggressive language never improves the situation.

Councillors should always try to stick to positive and inclusive language. This helps to control the nature of the interaction and keep things as constructive as possible.

Social media language is often 'chatty'. It is important to make the language you use as accessible as possible. Avoid acronyms and 'council-speak'. It is common for councillors to use acronyms for their own council or a committee (for example VFM rather than Value for Money Committee). Not many people in the community will understand what such acronyms mean.

Be kind!

People are generally much more rational if treated with kindness and compassion. It is important to be seen by those watching the discussion that you are putting your argument across in a calm, patient, and professional way.

Finding common ground

Try to find some common ground that allows you to calm the debate and show those that are in the discussion that you share similar priorities or come from the same background as them.

Usually, councillors will live in the community they represent – so, that can be a great place to start disarming those who are being aggressive by making common cause about your community.

Asking people ‘how’ rather than ‘why’

Asking people ‘how’ – rather than ‘why’ – is a good way of working through how things would work in practice. Talking about how this would play out rather than dwelling on why it is (or is not) a good idea can help to engage people constructively and expose the complexity and flaws that make their simple-sounding suggestion difficult in reality. This forces them to reassess their argument and prompts a more moderate attitude

Techniques to handle online abuse

Engage with a variety of views

Building up your following on social media means that it is harder for a small number of angry voices to dominate. It also allows you as a councillor to hear from, and engage with, a wider variety of people from across your community.

It also ensures that more people will be able to see and share the arguments you are making in response to attacks. Treating people with respect even if they are not affording you the same courtesy will build further on your tone of voice, as a larger audience will see the way in which the debate is conducted.

Have a consistent narrative

Sharing a consistent story to fill gaps in people's knowledge helps you to dispel conspiracy theories and baseless rumours by presenting a clear and credible narrative.

Escalation of an issue

In some situations, you can escalate an issue. If there is a complaint about a council service it can be a legitimate course of action to 'pass on' the issue to a council officer. Depending on how the complaint was made, you might need to consider data protection issues. Sometimes taking this course of action and being able to demonstrate that action is being taken can help to defuse the situation.

The wider audience - who is looking?

In some situations, you might feel there is a need to reply – to get the truth out there or to set the record straight. It is important before replying that you consider the likelihood that you will succeed. It is important to ask yourself – who is the wider audience?

Making a balanced and reasoned argument has value when there is a wider audience watching the discussion. Most of those seeing the exchange will not actively engage. In this situation 'winning' means ensuring that those looking on are reassured and given accurate information.

Conversely, if you think no one is looking you need to ask yourself the question – is it worth responding?

If you respond, you should avoid getting sucked into a lengthy debate on social media. Not only is this very time-consuming, but you are also very unlikely to get the last word in the debate.

Keep a record

When you receive online abuse, you should make a record of it. This is important in case the matter develops further – particularly if the police or other bodies become involved. It is also useful in demonstrating a pattern of behaviour.

Managing trolls

Trolls can be difficult to deal with. The best way to deal with a troll is 'not to feed it'. By which we mean, don't respond to a post which is designed to upset, elicit a response, or to further a troll's own goals.

Your best response is to either:

- ignore what they have posted
- or, if it's on your own page or profile, to delete or hide their comment – this will mean your other followers should not see it

If that doesn't work, consider your next step. This could include blocking them or reporting them to the social media platform or the police.

Deleting and moderating comments

Most social media platforms give you the ability to delete comments. Where someone has made an abusive comment, you might want to delete it. You should remember to take and save a 'screen grab' picture first.

Some social media will give you the ability to automatically moderate content. Some have a 'profanity filter'. Where this facility exists, you should consider using it. It will save you time and reduce the impact of abusive comments and behaviour.

Blocking abusive social media users

On almost all social media platforms you can block individuals who are persistently abusive. If individuals are consistently aggressive it can be both sensible and reasonable to block them from further engaging with you.

It is important to remember that, as a councillor, you do not have to accept abusive behaviour. You have as much right as anyone to be treated with dignity and respect. You can include our **LGA Digital citizenship 'rules of engagement' infographics** (<https://www.local.gov.uk/our-support/guidance-and-resources/civility-public-life-resources-councillors/digital-citizenship>) on your profile to make it clear to others that you will not tolerate abusive behaviour.

Blocking those who are abusive is important both for you as a councillor and for other people who follow you who may feel intimidated by aggressive behaviour. They also have a right to express their views.

Reporting online abuse and legal matters

Reporting an issue to the social media platform

Most social media platforms have 'rules' or 'terms of use' that prohibit abusive behaviour. Each has different wording, but most forbid behaviours that are abusive, bullying, harassing, or intimidating.

If you feel someone has broken a social media platform's 'rules', you can report the user to the platform in question. It will then be up to the platform to take further action.

Reporting an issue to the police

In certain circumstances you might need to report a matter to the police. Threats of violence, racist language, hate speech and pornographic material are the sort of things you might need to report. If you do report a matter, you should follow the advice given to you by the police and respond to their requests for information.

Reporting a breach of the Code of Conduct

If you receive online abuse from another councillor, it might constitute a breach of the Code of Conduct. If you believe that there has been a breach of the Code of Conduct, you should report it to your council's monitoring officer.

Taking legal action

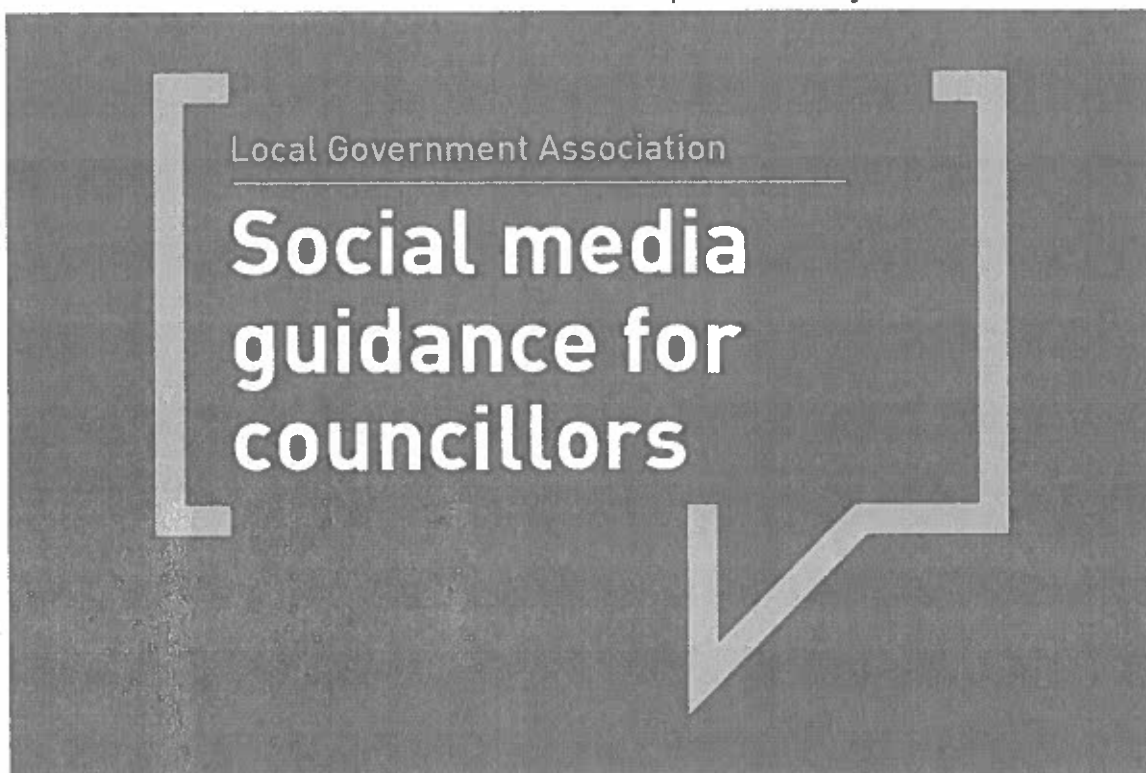
In some situations, you might feel that taking legal action is a legitimate course of action. You should balance up the risks of this approach and carefully consider the likelihood of success. There is also often a financial cost involved with this approach.

Valuing your mental health and wellbeing - when is it time to get off social media?

If abuse is persistent and harming your mental health, and that of those around you, it may well be time to leave social media. This can mean deleting accounts entirely or just taking a break from them for a while.

Some social media platforms allow users to temporarily 'unpublish' or 'deactivate' accounts. In this instance, some people find that trying a new platform can be useful – for example, trying out Instagram instead of Facebook.

There are well documented mental health benefits to coming off social media for either a fixed amount of time or permanently.



Social media guidance for councillors

We have produced a series of written and video guides to support councillors in using social media.

(/our-support/communications-and-community-engagement/social-media-guidance-councillors)



Report to Standards Committee

Code of Conduct

Officer Contact and report author: Director of Legal Services

30th November 2023

Recommendation

Members are requested to consider the proposed amendment to the Code of Conduct and make a recommendation to Council.

1 Background

1.1 The Council have agreed a Members Code of Conduct which has been re-confirmed this year. A copy of the code of conduct is attached at Appendix 1.

At its meeting on the 12th July 2023, Council resolved to develop and adopt a mandatory duty to report safeguarding concerns, including child sexual abuse and exploitation, into the Members Code of Conduct.

The committee is asked to consider this matter and make a recommendation to Council. The proposed paragraph for insertion into the code of conduct would be at paragraph 11 would state:- "If any member has any safeguarding concerns, including child sexual abuse and exploitation, in connection with any person, it is the duty of the member to report these concerns to the Multi Agency Safeguarding Hub (MASH)".

As a separate issue on a matter related to the code of conduct, the committee previously agreed that a complaint or investigation can be reinstated against a member who ceases to be in office if the person is re-elected within two years and the matter referred to the Standards Committee for consideration. It is recommended that such a consideration should be determined by the Standards Sub -Committee.

2 Financial Implications

2.1 N/A

3 Legal Services Comments

3.1 N/A

4	Co-operative Implications
4.1	N/A
5	Human Resources Comments
5.1	N/A
6	Risk Assessments
6.1	N/A
7	IT Implications
7.1	N/A
8	Property Implications
8.1	N/A
9	Procurement Implications
9.1	N/A
10	Environmental and Health & Safety Implications
10.1	N/A
11	Community cohesion disorder including crime and disorder implications Crime and Disorder Act 1998
11.1	N/A
12	Oldham Equality Impact Assessment including implications for Children and Young People)
12.1	As detailed in the report, this duty will assist in strengthening safeguarding.
13	Key Decision
13.1	N/A
14	Background Papers
14.1	None
15	Appendix
15.1	Members Code of Conduct

This page is intentionally left blank



Appendix

Councillor Model Code of Conduct

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

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 councillor.

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 my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor. This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- 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 councillor;

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 councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. 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

The general conduct guidance follows below:

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority 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 councillor, 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 councillors.

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 local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor - officer protocol.

2. Bullying, harassment, and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 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. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). 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 councillor:

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

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 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 local 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 councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community 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 councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 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 local 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 local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- **a. act in accordance with the local 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 local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more 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 local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 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 councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 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, local authority employees and fellow councillors 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 councillors 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 your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 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 local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 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 local 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 councillor. 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 councillor, 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 councillor. If you are unsure, do contact your 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

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the 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.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, 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.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. 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

7. 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.

8. 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 Registrable 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

9. Where a matter (referred to in paragraph 8 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 ward 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.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.**

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, 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>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor 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 council —</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>
Land and property	<p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor 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.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor 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 Registrable Interest

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> 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 your authority c) any body <ul style="list-style-type: none"> (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
--

This page is intentionally left blank