

ROWSLEY PARISH COUNCIL

ANNUAL TRANSPARENCY DOCUMENT

Contents:

- Audit return for year ending 31st March 2016 including governance statement
- 2015-2016 accounts showing all expenditure and income
- Code of conduct

If you require any further information please contact the Parish Council Clerk on

rowsleyparishcouncil@gmail.com

✓ AEC
03/06/16

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

Rowdisey Parish Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		✓	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

AGM-05-05-2016
dated 23-05-2016

Signed by:

Chair

[Signature]

dated

23-5-2016

Signed by:

Clerk

[Signature]

dated

23-05-2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Raistray Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	9449	8656	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6300	6552	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8387	6227	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1892	3138	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	13588	6554	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	8656	11743	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	8656	11743	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	12994	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date

23.05.2016

I confirm that these accounting statements were approved by this smaller authority on this date:

23.05.2016

and recorded as minute reference:

AGM. 05.05.2016

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date

23.5.2016

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Rossley Parish Council

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

SEE ATTACHED

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

9 August 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of

smaller authority here:

Rossley Parish Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No Petty Cash
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Brian Wood

Signature of person who carried out the internal audit

Brian Wood

Date

04.05.2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

ROWSLEY PARISH ACCOUNTS 2015/16

Date 31st March 2016
Month 12

PAYMENTS

Clerk's salary
 Clerk's expenses
 PAYE
 Audit
 Ground Maintenance £ 2,119.64
 Grass
 Recreation Ground
 Allotment
 Community Garden
 Bus stops
 Footpaths
 Safety
 Rent
 Snow
 Hall hire
 Insurance
 Subscriptions
 Training
 S137
 Website
 Misc

Total Payments

VAT

Total Payments after VAT

Year to Date at 31.03.16		
	12	
Actual £ To Date	Budget £	Difference £
2,619.36	2,500.00	(119.36)
301.15	300.00	(1.15)
217.37	0.00	(217.37)
125.00	125.00	0.00
2,499.99	2,500.00	0.01
371.84	300.00	(71.84)
160.00	160.00	0.00
280.00	150.00	(130.00)
0.00	0.00	0.00
250.00	0.00	(250.00)
88.00	350.00	262.00
172.91	0.00	(172.91)
0.00	0.00	0.00
180.00	200.00	20.00
597.91	600.00	2.09
419.18	250.00	(169.18)
65.00	100.00	35.00
1,000.00	600.00	(400.00)
64.80	90.00	25.20
166.48	200.00	33.52
9,578.99	8,425.00	(1,153.99)
113.54	0.00	(113.54)
9,692.53	8,425.00	(1,267.53)

RECEIPTS

Allotment
 Recreation Ground
 Burial Ground
 Interest
 Rent
 Reimbursable expenditure
 Footpath grant
 VAT

Total Receipts before precept

Precept and Tax Grant

Total Receipts with precept

269.00	269.00	0.00
2,014.00	0.00	2,014.00
815.00	0.00	815.00
65.92	50.00	15.92
500.00	200.00	300.00
1,051.00	1,051.00	0.00
506.74	250.00	256.74
1,005.63	1,200.00	(194.37)
6,227.29	3,020.00	3,207.29
6,552.00	6,903.00	(351.00)
12,779.29	9,923.00	2,856.29

Difference

3,086.76	1,498.00	1,588.76
----------	----------	----------

		Current account	Deposit Account	Combined
Start balance		£ 919.00	£ 7,737.71	£ 8,656.71
Current balance	30/03/2016	£ 50.00	£ 11,693.47	£ 11,743.47
Current balance	Spreadsheet	£ 50.00	£ 11,693.47	£ 11,743.47
diff			£ -	£ -

Unpresented cheques

ROWSLEY PARISH ACCOUNTS 2015/16

RECEIPTS

DATE	CLEARED ACCOUNT	FROM	DETAILS	Precept	Interest	Allotment	Recreation Ground	Burial Ground	Rent	Reimbursable expenditure	Footpath Grant	VAT	TOTAL
													£
10/05/2016			Balance B/F										
			Audit correction								155.74		155.74
01/04/2015	01/04/2015	S Warren	Allotment Rent 15/16			35.00							35.00
07/04/2015	07/04/2015	J Hobot	Allotment Rent 15/16			35.00							35.00
07/04/2015	07/04/2015	J Reed	Allotment Rent 15/16			50.00							50.00
20/04/2015		E Spencer	Allotment Rent 15/16 - Cancelled			-							-
29/04/2015	29/04/2015	E Spencer	Allotment Rent 15/16			35.00							35.00
29/04/2015	29/04/2015	Treasure Trove Fairs	Car Boot Sale - 26/04/15				178.00						178.00
30/04/2015	30/04/2015	DDDC	Parish Precept and Council Tax Grant 15/16	6,552.00							351.00		6,903.00
01/05/2015	01/05/2015	D Sharp	Allotment Rent 15/16			35.00							35.00
06/05/2015	06/05/2015	P Anderson	Allotment Rent 15/16			35.00							35.00
15/05/2015	18/05/2015	Treasure Trove Fairs	Car Boot Sale - 04/05/15 and 10/5/15				446.00						446.00
15/05/2015	18/05/2015	J Butt	Allotment Rent 15/16			35.00							35.00
19/05/2015	19/05/2015	Treasure Trove Fairs	Car Boot Sale 17/05/15				265.00						265.00
19/06/2015	22/06/2015	E Spencer	Allotment Rent (add area) + Bank Fee			9.00							9.00 statement
23/06/2015	23/06/2015	Treasure Trove Fairs	Car Boot Sale 21/06/15				210.00						210.00
15/07/2015	15/07/2015	HMRC	VAT									1,005.63	1,005.63
30/07/2015	30/07/2015	Treasure Trove Fairs	Car Boot Sale				334.00						334.00
01/06/2015	03/06/2015	DCC	Quarterly rent						50.00				50.00 statement
12/10/2015	30/07/2015	Mandale Memorials	Headstone					110.00					110.00 statement
01/09/2015	21/09/2015	Treasure Trove Fairs	Car Boot sale 2/8/15				275.00						275.00
20/09/2015	21/09/2015	Mandale Memorials	Headstone					110.00					110.00
08/10/2015	08/10/2015	Treasure Trove Fairs	Car boot sale 13/9/15				226.00						226.00
08/10/2015	08/10/2015	Greatorex	Burial					375.00					375.00
01/09/2015	04/09/2015	DCC	Quarterly rent						50.00				50.00
26/10/2015	05/11/2015	Bakewell Mannerians	Bakewell Mannerians				80.00						80.00
05/11/2015	05/11/2015	Mandale Memorials	Memorial					110.00					110.00
	29/06/2015	RBS	Deposit account interest		14.54								14.54
	29/09/2015	RBS	Deposit account interest		17.74								17.74
26/11/2015	26/11/2015	DDDC	Reimbursable expenditure							1,051.00			1,051.00
02/12/2015	04/12/2015	DCC	Quarterly rent						50.00				50.00
18/01/2015	20/01/2016	Mandale Memorials	Headstone					110.00					110.00
30/12/2015	30/12/2015	RBS	Interest		17.56								17.56
11/02/2016	19/02/2016	Rowsley 86	Football rent						300.00				300.00
02/03/2016	04/03/2016	DCC	Quarterly rent						50.00				50.00
30/03/2016	30/03/2016	RBS	Interest		16.08								16.08
				6,552.00	65.92	269.00	2,014.00	815.00	500.00	1,051.00	506.74	1,005.63	12,779.29

ROWSLEY PARISH ACCOUNTS 2015/16

PAYMENTS

TOTAL																												
DATE	CHEQUE	PAYEE	MEETING	CLEARED ACCOUNT	DETAILS	CLERK	PAYE	AUDIT & INSPECTIONS	GROUND MAINTENANCE					SAFETY	RENT	SNOW	HALL HIRE	INSURANCE	SUBS	TRAINING	WEBSITE	S137	MISC	AMOUNT	VAT	PAYMENT		
						SALARY	EXPENSES		GRASS CUTTING	RECREATION GROUND	ALLOTMENT	COMMUNITY GARDEN	BUS STOPS	FOOTPATHS										£	£	£		
27/04/2015	638	DALC	12/05/2015	12/05/2015	Clerk attendance at Spring Seminar															35.00				35.00		35.00		
27/04/2015	639	DALC	12/05/2015	12/05/2015	Annual Subscription														213.44					213.44		213.44		
27/04/2015	640	Rowsley Village Hall	11/05/2015	11/05/2015	Hire for Parish Meetings - May 14-Mar 15												180.00							180.00		180.00		
29/04/2015	641	Forest Garden Centre	07/05/2015	07/05/2015	Weed Suppression Material - Community Garden							70.00												70.00		70.00		
14/05/2015	N/A	E Spencer	14/05/2015	14/05/2015	Bank Fee - returned cheque																	4.00		4.00		4.00		
18/05/2015	642	Came & Company	27/05/2015	27/05/2015	Insurance Renewal 15/16													597.91						597.91		597.91		
18/05/2015	643	R Ashton	22/05/2015	22/05/2015	Clerk's Salary Mar-May 2015	492.53																		492.53		492.53		
18/05/2015	645	R Ashton	22/05/2015	22/05/2015	Clerk's Expenses 19/2/15-6/5/15		69.35																	69.35		69.35		
18/05/2015	646	B Wood	27/05/2015	27/05/2015	Internal Audit Fee 14/15 Accounts			25.00																25.00		25.00		
18/05/2015	647	Haddon Landscapes	26/05/2015	26/05/2015	Grass Mowing Contract (Rec/Burial Gmd/Commy Garden)					793.33		80.00												873.33		873.33		
16/06/2015	644	HMRC		22/06/2015	PAYE - March to May 2015			123.13																123.13		123.13		
22/06/2015	648	Playsafety Ltd - RoSPA		30/06/2015	Play Area Safety Inspection/Report 2015										68.00									68.00	13.60	81.60		
22/06/2015	649	E Oldfield		30/06/2015	Rec Gmd Car Park Repairs - Materials/Labour						131.98													131.98	6.94	138.92		
22/06/2015	650	Haddon Estate		01/07/2015	Rent - Community Garden - Feb 15-Jan 16											54.60								54.60		54.60		
22/06/2015	651	Haddon Estate		01/07/2015	Rent - Recreation Ground - June 15-May 16											58.39								58.39		58.39		
22/06/2015	652	K Potter		26/09/2015	Weed Suppression Material - Community Garden							90.00												90.00		90.00		
22/06/2015	653	R Ashton		26/06/2015	Clerk's Salary Mar-May 2015	164.18																		164.18		164.18		
22/06/2015	654	HMRC		29/06/2015	PAYE - June 2015			41.04																41.04		41.04		
22/06/2015	655	R Ashton		26/06/2015	Clerks Expenses - 7/5/15 to 22/6/15		27.69																	27.69		27.69		
22/06/2015	656	Haddon Estate		01/07/2015	Rent Increase - Community Garden - Feb 15-Jan 16											1.53								1.53		1.53		
27/07/2015	657	M J Burnett		17/08/2015	Mowing Grass Mowing Contract					95.00														95.00	19.00	114.00		
28/07/2015	658	Haddon Landscapes		03/08/2015	(Rec/Burial Gmd/Commy Garden)					793.33		80.00												873.33		873.33		
29/07/2015	659	Grant Thornton		03/08/2015	Audit			100.00																100.00	20.00	120.00		
21/09/2015	660	Janice Jackson	21/09/2015	24/09/2015	Clerk	507.50	42.00																	549.50		549.50		
26/10/2015	661	DDDC	26/10/2015	06/11/2015	Election fees																		162.48		162.48			
21/09/2015	662	Probation Service	21/09/2015	02/11/2015	Path clearance										250.00									250.00	50.00	300.00		
16/06/2015	DD	BT	N/A	16/06/2015	Website hosting																16.20			16.20		16.20		
16/09/2015	DD	BT	N/A	16/09/2015	Website hosting																16.20			16.20		16.20		
26/10/2015	663	Sarah Porter	26/10/2015	04/11/2015	Clerk Grass Mowing Contract	305.37	100.00																	405.37		405.37		
26/10/2015	664	Haddon Landscapes	26/10/2015	09/11/2015	(Rec/Burial Gmd/Commy Garden)					150.00														150.00		150.00		
23/11/2015	665	Sarah Porter	23/11/2015	04/12/2016	Clerk	294.84	25.98																	320.82		320.82		
23/11/2015	666	Haddon Landscapes	23/11/2015	30/11/2015	Grass Mowing Contract					763.33														763.33		763.33		
23/11/2015	667	DDDC	23/11/2015	02/12/2015	Dog control signs											20.00								20.00	4.00	24.00		
23/11/2015	668	DALC	23/11/2015	10/12/2015	Digital Data																			20.00		20.00		
23/11/2015	669	CPRE	23/11/2015	04/12/2015	Friends of Peak Subs															50.00				50.00		50.00		
16/12/2015	DD	BT	N/A	16/12/2015	Website hosting																16.20			16.20		16.20		
25/01/2016	670	Sarah Porter	25/01/2016	04/02/2016	Clerk	396.88	2.15																	399.03		399.03		
25/01/2016	671	Village Hall	25/01/2016	01/02/2016	Village Hall - S137																	1,000.00		1,000.00		1,000.00		
03/02/2016	672	HMRC	22/02/2016	09/02/2016	PAYE			1.20																1.20		1.20		
03/02/2016	673	Peak Park	22/02/2016	16/02/2016	Planning course																10.00			10.00		10.00		
22/02/2016	674	Sarah Porter	22/02/2016	02/03/2016	Clerk	257.99																		257.99		257.99		
22/02/2026	675	Haddon Estate	22/02/2016	04/03/2016	Allotment rent											58.39								58.39		58.39		
22/02/2016	676	Mr Oldfield	22/02/2016	03/03/2016	Work on allotment and play area					144.86		120.00												264.86		264.86		
21/03/2016	677	Sarah Porter	21/03/2016	24/03/2016	Clerk	200.07	33.98																	234.05		234.05		
21/03/2016	678	HMRC	21/03/2016	29/03/2016	PAYE			52.00																52.00		52.00		
21/03/2016	679	DALC	21/03/2016	05/04/2016	Subs															155.74				155.74		155.74		
15/03/2016	DD	BT	15/03/2016	15/03/2016	Website hosting																			16.20		16.20		
TOTAL						2,619.36	301.15	217.37	125.00	2,499.99	371.84	160.00	280.00	-	250.00	88.00	172.91	-	180.00	597.91	419.18	65.00	64.80	1,000.00	166.48	9,578.99	113.54	9,692.53

LOCALISM ACT 2011

ROWSLEY PARISH COUNCIL CODE OF CONDUCT MAY 2016

As a member or co-opted member of Rowsley Parish Council I have responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the localism Act provisions, when acting in this capacity i.e.

- At formal meetings of the Council, its Committees and Sub-Committees
- When acting as a representative of the Authority
- In discharging functions as a Parish Councillor
- At briefing meetings with officers and at site visits
- When corresponding with the Council, other than in a private capacity

I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFISHNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts in a way that protects the public interest.

BULLYING AND HARASSMENT: holders of public office must treat others with respect and must not pursue a course of conduct which amounts to bullying or harassment of another.

LEADERSHIP: holders of public office should promote and support these principles by leadership and example.

The Act further provides for registration and disclosure of interests and in Rowsley Parish Council this will be done as follows:

1. DISCLOSABLE PECUNIARY INTERESTS

I will –

- Comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a Disclosed Pecuniary Interest as defined in Appendix A.
- Keep my register of interests up to date and notify the monitoring Officer in writing within 28 days of becoming aware of any change in respect of my interests.
- Make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

2. SENSITIVE INFORMATION

Where I consider that the information relating to any of my interests in 1 above is sensitive information, and District Council's Monitoring Officer agrees, I need not include that information when registering that interest, or, as the case may be, a change to that interest under section 1.

In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that I or a person who lives with me may be subjected to violence or intimidation.

3. OTHER INTERESTS

In addition to the statutory requirements, I will make a verbal declaration of the existence and nature of any other non disclosable pecuniary interest or non pecuniary interest at any meeting at which I am present at which an item of business is under consideration, at or before the consideration of that item, or as soon as the interest becomes apparent where –

- The matter may be particularly regarded as affecting the well-being or financial standing of myself, a friend of my family or friends.
- It relates to, or is likely to affect, any of the interests listed in Appendix A to this Code, but in respect of my family or friends.

As a Member of Rowsley Parish Council, my conduct will in particular address the statutory principles of the Code of Conduct by: -

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the parish or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.

- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Respecting the confidentiality of information which I receive as a member in accordance with the Council's Member/Employee Protocol.
- Behaving in accordance with all our legal obligations, with particular regard to the:
 - Data Protection Act 1998
 - Freedom of Information Act 2000
 - Bribery Act 2010
 - Equality Act 2010
- Having regard to the principles of the Council's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.