



Social Media

Guidance and Acceptable Use Policy

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Document Approvals

This document requires the following approvals:

Version	Approved by	Date
V 4.0	Executive	
V 4.0	Full Council	
MIS		
Policy Officer	Peta Leigh	
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Document Distribution

This Policy will be posted on the Copeland Borough Council website and internal intranet site, it will also be included in induction pack issued to new councillors, employees, consultants, contractors and volunteers.

Contributors

Development of this policy was assisted through information provided by the following Departments and external organisations: -

- Copeland Management Information Systems (MIS)
- Overview and Scrutiny Committee, Social Media Task and Finish Group

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1. Purpose

The purpose of this document is to define the acceptable use of social media sites by councillors and staff when representing Copeland Borough Council (the Council) in the public domain.

The policy is intended to ensure that social media is used in a way that is positive, effective and lawful; and does not compromise the Council's business, reputation, information or computer systems and networks.

Social media sites must be utilised responsibly and with respect for the law, the professional reputation of the Council, and the personal impact it can have on the individuals there-in.

All Copeland Borough Council councillors and employees are expected to follow this policy and guidance.

The following risks to the Council have been identified in relation to the use of social media (this is not an exhaustive list):

- Breach of the code of conduct for members through inappropriate use.
- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Damage to the Council's reputation.
- Social engineering attacks (also known as 'phishing').
- Bullying or witch-hunting.
- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding using images or personal details leading to the exploitation of vulnerable individuals.

Considering these risks, the use of social media sites should be regulated to ensure that such use does not damage the Council, its employees, councillors, partners and the people it serves.

This policy aims to ensure:

- A consistent and corporate approach is adopted and maintained in the acceptable use of social media.
- Council information remains secure and is not compromised by social media.
- Users understand and operate within existing policies, guidelines and relevant legislation.
- The Council's reputation is not damaged or adversely affected.

This document provides guidance on:

- The acceptable use of social media.
- The effective management of social media usage.
- How to minimise or mitigate the risks and pitfalls associated with social media usage.

2. Introduction

Copeland Borough Council like many other local authorities and public sector agencies is increasingly looking to social media to engage with a wider audience and provide a two way dialogue with the public.

Social media is a rapidly expanding form of communication and encompasses all sorts of internet sites, with the most popular probably being Facebook and Twitter. Such sites are no longer just the domain of young people and they offer great potential, if used right, to reach a wide cross section of the population.

The biggest difference between traditional forms of communication such as newspapers, radio & television and social media sites, is that with social media it is the user who is generating the content. This means they require a different approach and are not as easily controlled.

Benefits that social media can bring for Copeland Borough Council

As a Council, we have a mandate to be open and transparent in all we do. This means we need to find ways to communicate effectively with our residents, whatever their age, background, levels of literacy etc. New technology and social media gives us increasingly more ways of doing this.

Given the nature of sites such as Facebook we also have a greater chance of stimulating debate and receiving feedback on our services. Such sites are a good way of monitoring customer satisfaction.

It allows us an additional value-for-money way of consulting with residents (in addition to the informal dialogue that it provides). We can target our message, link to questionnaires and repeatedly push people to respond.

Social media is a very swift way to communicate when necessary, for example in emergencies or when a message needs to be spread quickly. A message can be posted immediately and people asked to share.

We need to embrace social media but we also need some clear guidelines on how we promote ourselves on there and how we regulate staff contributions.

3. Scope

This document applies to all Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council, when representing Copeland Borough Council; all of which will be referred to as councillors and employees hereinafter.

The policy advocates the acceptable usage and conduct of all councillors and employees when participating in any social media site, whether listed here or not, to represent Copeland Borough Council in the public domain.

Copeland Borough Council may choose to use any social media site to publish the views of the Council, information and news. This policy applies to any social media site deemed fit for purpose to represent the views, news and information provided by the Council and published in the public domain.

4. Definitions

The definition of Social Media site in relation to this policy is:

Any site or service on the internet where content may be created or published and adapted by people who use the sites and tools and which allows a two-way conversation.

Examples of Social Media sites and tools include:

<ul style="list-style-type: none">• Facebook• TikTok• Twitter• Blogs• YouTube• Instagram• Snapchat	<ul style="list-style-type: none">• Flickr• Wikis• Wikipedia• LinkedIn• DeA Communities• Discussion Forums
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This is not an exhaustive list and only gives examples of sites. It includes any sites which may emerge after the creation of this policy where Copeland Borough Council could be represented via online participation.

5. Policy Details

When representing the Council, all councillors and employees should use social media in a way that is positive, respectful and lawful;

All councillors and employees are expected to follow the guidelines set out in this policy.

Personal responsibility

Councillors and employees are **personally responsible** for the content that they publish on any form of social media.

Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a libel action.

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.

Appendix A lists an extended set of guiding principles and actions that all councillors and employees must follow to ensure the acceptable use of social media sites.

Conduct

Many Copeland Borough Council employees and councillors are probably already using sites such as Facebook in their own time. This is fine but we still need to ensure that any reference to the Council is positive and helpful.

Councillors & Employees

Anyone receiving threats, abuse or harassment via their use of social media should report it to the police. If a threat, abuse or harassment is made by a Councillor, the matter may be referred to the Monitoring Officer under the Code of Conduct. If a threat, abuse or harassment is made by an employee, the matter may be referred to the relevant Line Manger or Director under the Employees Code of Conduct.

Guidance on capturing Social Media Posts is included at Appendix B.

Other violations of this policy, such as breaching the Data Protection Act, could lead to criminal or civil action being taken against the Council or the individual(s) involved.

Employees

The Council reserves the right to request the removal of any content that is deemed to be in breach of the Code of Conduct for members or Employees Code of Conduct.

Employees are reminded that in respect of social media, they are governed by the Employees Code of Conduct and relevant law.

Breaches of this policy may amount to a breach of the Employees code of conduct, and failure to comply with this policy could result in disciplinary action being taken.

Employees should direct concerns or complaint to their line manager.

Councillors

Councillors are reminded that in respect of social media, they are governed by the Code of Conduct for members and relevant law.

Breaches of this policy may amount to a breach of the Council's code of conduct for members and failure to comply with this policy could result in action being taken in accordance with the Council's Code of Conduct.

A formal complaint may be made to the Monitoring Officer, who will review the complaint, consult with the Independent Person, and then give their decision on how the complaint will be dealt with.

Care should particularly be taken in respect of Councillor Facebook pages and Ward Facebook pages. Here a Councillor could easily be assumed to be acting as a Councillor for the purposes of the Code of Conduct or that the page is associated with, or under the control of the Council. Councillors and officers entering posts on such pages must ensure that the post is not disrespectful to any person and that they do not bring the office of councillor or the Council itself into disrepute. Such posts will be a breach of the code of conduct.

Aspects of the Members' Code of Conduct will apply to blogs. Members should comply with the general principles of the Code in what they publish (and what they allow others to publish).

Guidance for Councillors on Blogging and Similar Content is included at Appendix C.

The following guidance is not exhaustive and if you have any queries you should contact the Monitoring Officer.

Risks

Copeland Borough Council recognises that there are risks associated with the use of social media sites and around the provision of on-line directed surveillance and the authorisation, use and conduct of Covert Human Intelligence Sources (CHIS) as defined by the Regulation of Investigatory Powers Act (RIPA) 2000.

This policy aims to mitigate the following risks:

- Unauthorised access to PROTECTED and RESTRICTED information.
- Unauthorised introduction of malicious software and viruses.
- Potential sanctions against the Council or individuals imposed by the Information Commissioner's Office as a result of information loss or misuse.
- Potential legal action against the Council or individuals as a result of information loss or misuse.
- Council reputational damage as a result of information loss or misuse.
- Risks associated with 'on-line' directed surveillance
- Risk associated with the authorisation and use of CHIS

Non-compliance with this policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

Guidance around surveillance and the use and conduct of Covert Human Intelligence Sources may be found in the Office of Surveillance Commissioners Procedures and Guidance via the following link:

<https://www.ipco.org.uk/docs/OSC%20PROCEDURES%20AND%20GUIDANCE.pdf>

and within the Copeland Borough Council RIPA policy:

http://ntintranet/sites/default/files/attachments/ripa_policy.doc

The key thing to remember when publishing anything, in particular to social media sites, is that once you press ‘send’ it is there for all the world to see. What might seem appropriate or humorous in the heat of the moment could backfire in the long term. Before publishing it is important to stop and think about the consequences of what you are saying.

6. Roles and Responsibilities

- Elected Mayor and elected members – Must carry out their representations and duties in line with this policy and guidance.
- All Employees - Must carry out their representations and duties in line with this policy and guidance.
- ICT Officers – Provision of equipment and facilities only. ICT Policies.
- Communications Officers – Manage the Councils Social Media sites.

The following table identifies who within Copeland Borough Council is Accountable, Responsible, Informed or Consulted with regards this policy.

Responsible - for the creation and update of this policy	MIS Manager.
Accountable - the person who has ultimate accountability and authority for this policy	Director of Corporate Services and Commercial Strategy
Consulted - the person(s) or groups to be consulted prior to final amendment and sign off	Communications, Overview and Scrutiny Committee.
Informed - the person(s) or groups to be informed of this policy	Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council.

7. Policy Monitoring

The policy will be reviewed and updated every two years, or as and when updates to legislation require.

Incidents/complaints of a social media nature involving members, will be reported to the Standards and Ethics Committee on a regular basis, in the normal way.

Complaints against staff will be dealt with using existing disciplinary procedures.

8. References

The following Copeland Borough Council policy documents are directly linked to this policy, and maybe referenced in relation to this policy:

- Email Acceptable Use Policy.
- Internet Acceptable Use Policy.
- Software Policy.
- Government Connect Secure Extranet (GCSx) Acceptable Usage Policy and Personal Commitment Statement.
- Legal Responsibilities Policy.
- Code of Conduct for Members
- Employees Code of Conduct
- RIPA (Regulation of Investigatory Powers Act) Policy

Guiding principles and actions for the use of social media sites.

This policy must be applied whenever Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council use social media websites to represent the Council in the public domain.

Principles

General principles for using social media

Councillors and employees are should follow these five guiding principles for any social media activities:

- **Be respectful**
At all times, be polite, open, respectful, cordial, honest and professional.
- **Be credible and consistent**
Make sure you are accurate, fair, thorough and transparent.
- **Be honest about who you are**
It is important that any account or profile you set up is clearly and easily identifiable.
- **Be responsive**
Respond to questions and comments in a timely manner.
- **Be confident**
Don't fear participating.
Feel confident in what you say before you say it – and say it as clearly as you can.

Actions

1. Make use of stringent privacy settings if you don't want your social media to be accessed and make sure you understand their confidentiality/privacy settings.
2. Do not disclose personal details such as home addresses and telephone numbers. Ensure that you handle any personal or sensitive information in line with the Council's Data Protection Policy.
3. Do not publish or report on meetings which are private or internal (where no members of the public are present or it is of a confidential nature) or are Part 2 reports (which contain confidential information or matters which are exempt under the provision of the Local Government (Access to Information) Act 1985). Use of social media in meetings must comply with the protocol for the use of hand held electronic devices during any meeting held under the auspices of the Council.

4. Do not make any social media posts during a live meeting. This will help ensure that there are no posts made while debates are still ongoing, decisions have not been made and evidence/information is still being gathered.
5. Copyright laws still apply online. Placing images or text from a copyrighted source (e.g. extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission from the copyright holder in advance.
6. Do not send or post inappropriate, abusive, bullying, racist or defamatory messages to members of the public, other councillors or officers either in or outside the work environment.
7. During the pre-election period (purdah) extra care must be taken and detailed guidance will be provided at that time.
8. In any personal profile of an account used in their capacity as a Councillor, it should be clearly stated that the views are those of the Councillor in question and may not represent the views of the Council.
9. Do not use the Council's logo, or any other council related material on a personal account or website.
10. Social media must not be used for actions that would put councillors in breach of the Council's Code of Conduct. For example, don't publish on social media something you would not say face to face, or at a public meeting.
11. Be aware of your own safety when placing information on the internet and do not publish information which could leave you vulnerable. This includes your personal contact information; use council issued mobile numbers and email addresses for residents to be able to contact you as a safer practice. Do not publicise your personal mobile number.
12. Anyone receiving threats, abuse or harassment via their use of social media should report it to the police and if the threat, abuse or harassment is made by another Councillor, the matter may be referred to the Monitoring Officer under the Code of Conduct.
13. It is recommended that in the case of Facebook, councillors wishing to keep their personal life and role as a councillor separate create a Facebook page which members of the public can 'like' rather than using their personal profiles.

Further good practice

- **It is your responsibility to maintain your page**
If you develop a presence on a site then it is your personal responsibility to keep it up-to-date and meaningful. Nothing is more likely to alienate contributors than posts that go unanswered or finding material is old and no longer relevant
- **Importance of sticking to area of expertise**
If you are blogging or contributing to a site, it is important that you declare an interest and stick to your area of expertise. Do not get drawn into commenting on things you have no knowledge of or do not have the responsibility to discuss.
- **Posting meaningful comments**
Post meaningful, respectful comments. If you disagree with someone remain polite.
- **Be yourself i.e. let personality shine through**
We can often be criticised for being dull in the way we communicate so this is one time when you can be more engaging.
- **Admit mistakes**
If you do get something wrong in a post to a website then be sure to admit it and retract it as soon as possible. Do not hide behind anonymity. It is best to be open and honest at all times.

Information and comments published on social media sites:

- Stay in the public domain for a long time
- Can be republished on other websites
- Can be copied, used and/or amended by others
- Could be changed to misrepresent what was originally stated
- Can attract comments and interest from other people, organisations and the media

Remember you are representing the Council

- Never give out details of dealings with colleagues without prior permission
- Never give out details about customers, partners or 3rd parties without their prior consent
- If in doubt check with your manager if you are not sure what is or isn't confidential
- Never make offensive comments about any member of staff, customer, supplier or partner of the Council
- Do not use ethnic slurs
- Do not publish personal insults
- Do not use obscenities

Do not pick fights, be the first to correct your mistakes and do not alter previous posts without indication you have done so.

Don't be afraid to be yourself, but be considerate about other people's view, especially around "controversial" topics such as religion or politics.
You can challenge views without being abusive.

If the media contact you about something you have published online always take their contact details, arrange to call them back and seek advice from the Communications department

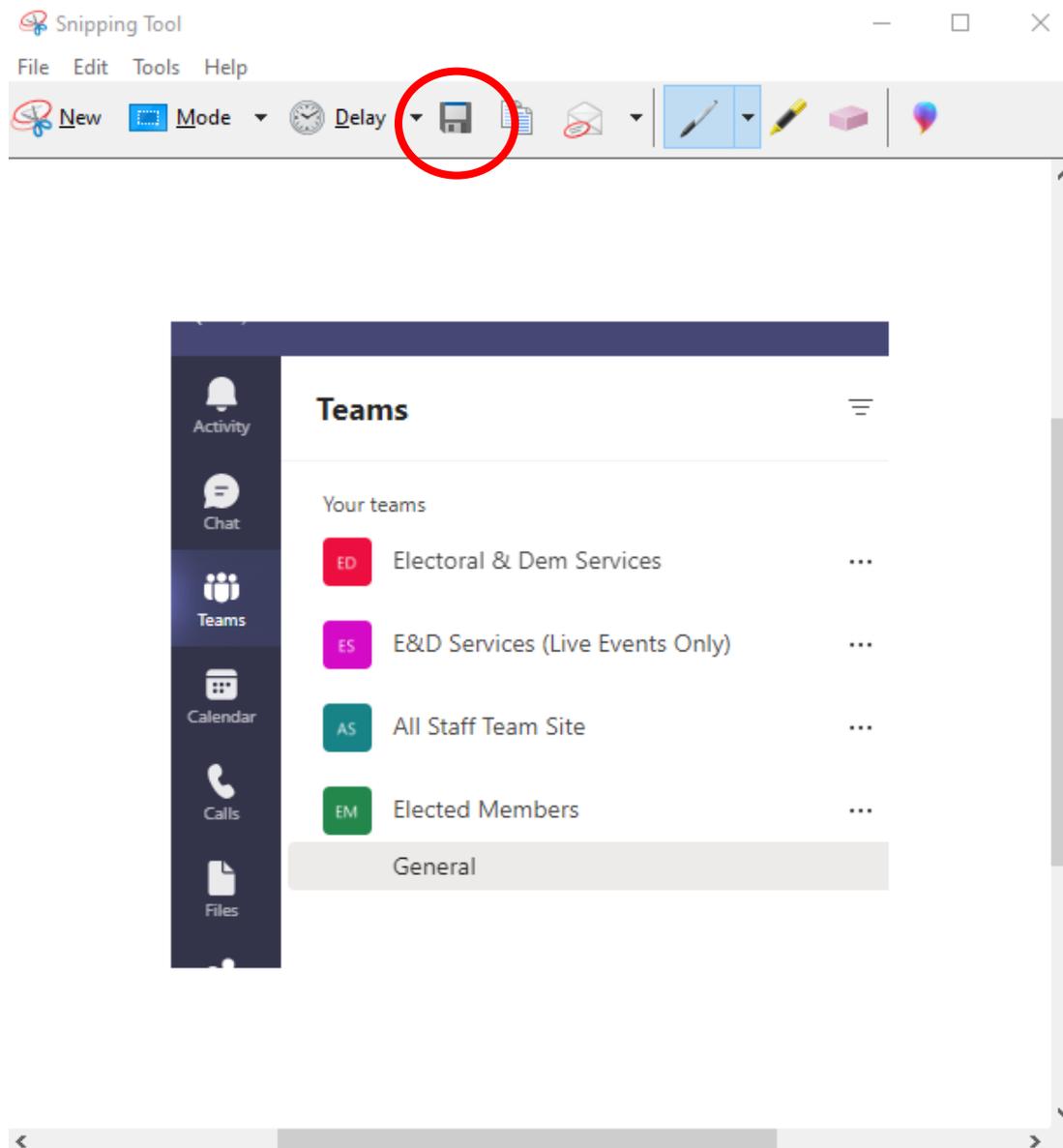
Guidance on capturing social media posts

Posts made using third party sites such as Facebook or Twitter are not held, or within the control of the Council – posts can be deleted by site administrators without knowledge or consent of the Council. In exceptional circumstances, copies of posts may be made and retained by the Council (e.g. as evidence of inappropriate posts).

Where inappropriate use is suspected, it is suggested that you should pro-actively attempt to capture any inappropriate posts (before they might be deleted). Copies should be made (press, 'alt + Print screen,' and copy into MS Word) and reported to both the relevant authority within the Council, as well as following the social media sites own reporting procedures where appropriate. Please note that this is just one means of gathering evidence of inappropriate use; it does not preclude the gathering of other types of evidence, e.g. witness statements.

The following 'How To' guide has been created with IT to help improve this practice.

bottom right), click the notification in there, which will open the full snipping tool app.



Within the app, you will receive the option to alter the image as well as save it, the save option is highlighted in the red circle.

You are able to save screenshots to wherever you believe best, but make sure that you remember where. Once the screenshot has been saved, it can be attached to email using the 'attach file' function highlighted in the red circle below.



Attaching a screenshot this way is similar to attaching a word document.

iPads

All you need to do is press the power button and home button at the same time (just for half a second, don't hold it) and it'll save the full screen directly to the gallery. This can then be attached to an email on you iPad. The image below highlights where the power button (top) and home button (bottom) are on the iPad.



To take screenshots on council issued phones, please use the same process as iPads above.

Guidance for Councillors on Blogging and Similar Content

Members who wish to blog or create similar content need to be particularly aware of the following provisions:

1. Treat others with respect. Avoid personal attacks and disrespectful or rude or offensive comments.
2. Comply with equality laws. Avoid publishing anything that might be considered sexist, racist, ageist, homophobic or anti-faith.
3. Refrain from publishing anything you have received in confidence.
4. Ensure you don't bring the Council, or your Councillor role, into disrepute.

Additional legal guidance for members who have chosen to set up and run their own personal blogs or produce similar content.

There is clear distinction between member information published by Copeland Borough Council, such as the member pages on the Council's website, and member posts which are the sole responsibility of the individual member.

There are important reasons for this distinction.

Material published by the Authority is, for obvious reasons, restricted in terms of content. It must not contain party political material and, in relation to other material, should not persuade the public to a particular view, promote the personal image of a particular Councillor, promote an individual Councillor's proposals, decisions or recommendations, or personalise issues. Nor should the Council assist in the publication of any material that does any of the above.

Nonetheless the Council takes the view that member blogs and similar content can make a positive contribution to improving community engagement and leadership.

The following is a brief guide to some of the legal pitfalls for members in establishing their own personal blogs or creating similar content.

Almost all of these can be avoided if the content of your blog/post is objective, balanced, informative and accurate.

Libel

If you publish an untrue statement about a person which is damaging to their reputation they may take a libel action against you. This will also apply if you allow someone else to publish something libellous on your website if you know about it and don't take prompt action to remove it. A successful libel claim against you could result in an award of damages against you.

Copyright

Placing images or text on your site from a copyrighted source (e.g. extracts from publications, photos etc.) without permission is likely to breach copyright.

Avoid publishing anything you are unsure about or seek permission in advance.
Breach of copyright may result in an award of damages against you.

Data Protection

Avoid publishing the personal data of individuals unless you have their express written permission.

Bias and Pre-determination

If you are involved in determining planning or licensing application or other quasi-judicial decisions, extreme care should be taken to avoid publishing anything on your blog/**social media** that might suggest you don't have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.

Obscene material

It goes without saying that you should avoid publishing anything in your blog/**posts** that people would consider obscene.

Publication of obscene material is a criminal offence.

This guidance is aimed at giving a general overview of the legal issues to be aware of in publishing your own blog **or similar content**.

Further explanation can be obtained from the Legal Services Manager but Councillors should be aware that the content of their blogs/**social media** is their own responsibility. If the content is objective, balanced, informative and accurate, and you maintain and demonstrate an open mind on any matters on which you may be called upon as a member to make a decision, you substantially reduce the possibility of a successful legal challenge to the content being made.

CODE OF CONDUCT (adopted 30 June 2012)

1. For members and co-opted members of the authority

- a) The Copeland Borough Council (“The Authority”) has adopted the following code dealing with the conduct that is expected of members and co-opted members of the Authority (“Members”) when they are acting in that capacity as required by section 27 of the Localism Act 2011 (“the Act”).
- b) The Authority has a statutory duty under the Act to promote and maintain high standards of conduct by Members and the Code sets out the standards that the Authority expects Members to observe.
- c) The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time. Failure to do so may result in a sanction being applied by the Authority. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.
- d) The code is intended to be consistent with the seven principles as attached to this code and applies whenever a person is acting in his/her capacity as a Member of the Authority or co-opted member in the conduct of the Authority’s business or acting as a representative of the Authority.
- e) When acting in your capacity as a Member
 - (1) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend, a close associate, an employer or a business carried on by you.
 - (2) You must not place yourself under a financial or other obligation to outside individuals or organisations that may influence you in the performance of your official duties.
 - (3) You must not disclose any information given to you as a Member in breach of any confidence.
 - (4) You must not bring your office or your Authority into disrepute.

- (5) You must treat others with respect and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability. You should respect the impartiality and integrity of the authority's statutory officers and its other employees.
- (6) When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits on merit.
- (7) You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- (8) You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- (9) You must declare any private interests, both disclosable pecuniary interests and any other registrable interests, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner which conforms with the procedures set out below.
- (10) You must ensure, when using or authorising the use by others of the resources of your authority, that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- (11) You must promote and support high standards of conduct when serving in your office.

2 Registering and declaring disclosable pecuniary and other registrable interests

- a. You must, within 28 days of taking office as a member or co-opted member, notify your authority's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.
- b. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register. These include:

- (i) Details of any body of which the Councillor is a member or in a position of general control or management and to which the member is appointed or nominated by the Council;
 - (ii) Details of any body of which the Councillor is a member or in a position of general control or management and which –
 - (1) exercises functions of a public nature,
 - (2) is directed to charitable purposes or
 - (3) is a body which includes as one of its principal purposes influencing public opinion or policy (this includes political parties or trade unions);
 - (iii) Details of any persons from whom a Councillor has received gifts or hospitality with an estimated value of at least £50 received by the Councillor personally in connection with his/her duties.
- c. If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest' as described by the Localism Act 2011.
- d. Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
- e. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

3 Seven general principles of conduct

a) Selflessness

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.

b) 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.

c) Objectivity

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

d) 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.

e) Openness

Holders of public office should be as open as possible about 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

f) 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 arising in a way that protects the public interest

g) Leadership

Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.

4 Disclosable Pecuniary Interests (as defined by regulations)

- a) Details of any employment, office, trade, profession or vocation carried on for profit or gain.
- b) Details of any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
- c) Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority –
 - (i) under which goods or services are to be provided or works are to be executed; and

- (ii) which has not been fully discharged.
- d) Details of any beneficial interest in land which is within the area of the relevant authority.
- e) Details of any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
- f) Details of any tenancy where (to M's knowledge) –
 - (i) The landlord is the relevant authority; and
 - (ii) The tenant is a body in which the relevant person has a beneficial interest.
- g) Details of any beneficial interest in securities of a body where
 - (i) That body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
 - (ii) Either –
 - (1) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (2) If that 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.