

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



COUNCIL MEETING

23RD FEBRUARY 2026

REPORT OF THE ACTING CLERK AND EXECUTIVE OFFICER

1. CODE OF CONDUCT

- 1.1 The purpose of this report is to present to Members the updated statutory Code Of Conduct which replaces the 2017 version of the Model Code of Conduct and Public Services Ombudsman for Wales guidance for community and town Councillors. Members are requested to review and adopt the latest version of the document.
- 1.2 All Community and Town Councils in Wales are required to adopt a Code of Conduct that is consistent with:
- The Local Government Act 2000
 - The Local Government (Wales) Measure 2011
 - The Model Code of Conduct prescribed by the Welsh Government

The Code sets out the standards of behaviour expected of Members to:

- Promote and maintain high standards of conduct
- Ensure transparency and accountability
- Protect public confidence in local democracy

The Council has previously adopted the Model Code of Conduct and is required to ensure Members remain aware of their responsibilities.

Attached at **Appendix 1** is a copy of the latest Code of Conduct document for Members to consider. Below are key points for Members to be aware of whilst serving as a Community Councillor.

2. KEY PRINCIPLES OF THE CODE

2.1 Members must

- Act with integrity and honesty
- Treat others with respect
- Avoid bringing the office or authority into disrepute
- Not misuse their position

2.2 In relation to equality Members should promote equality and avoid discrimination. Members should not engage in bullying or harassment

3. **DISCLOSURE OF INTERESTS**

3.1 Members must:

- Declare personal and prejudicial interests
- Withdraw from meetings where required
- Register interests within 28 days of election or co-option

3.2 Failure to comply may result in referral to the Public Services Ombudsman for Wales.

4. **TRAINING**

4.1 Members are strongly encouraged to undertake regular Code of Conduct Training. Attendance at training sessions may be considered when assessing any alleged breach.

4.2 Newly elected or co-opted Councillors must attend Code of Conduct Training, failure or refusal to attend may be taken into account if sanctions are imposed.

5. **MONITORING AND COMPLAINTS**

5.1 Complaints will first be assessed for local resolution, Serious complaints may be referred to the Public Service Ombudsman for Wales.

5.2 Complaints against another Councillor will be dealt with under the Local Resolution Protocol agreed by Council, and any frivolous or malicious complaints are breaches of the code.

6. **CONFIDENTIAL INFORMATION**

6.1 As Members you must not disclose confidential information unless legally required

6.2 You must never use confidential information to benefit yourselves or any other persons.

7. **ROLE OF THE CLERK**

7.1 You must treat the Clerk with respect

7.2 You must not direct the clerk or attempt to influence in anyway

7.3 The Clerk serves the Council as a whole , not individual Members

8. MEETINGS AND CONDUCT IN PUBLIC

8.1 You should respect all Members during meetings and public event, and should behave in a manner that does not damage the reputation of the Council and its staff.

8.2 You must respect the Chair and follow the Council's Standing Orders and meeting procedures.

8.3 You must show respect to members of the public, other Councillors, the Clerk and Officers

8.4 You may disagree in a debate; however, you should not demean or intimidate others.

8.5 Bullying and harassment are breaches of the code.

3. RECOMMENDATIONS

Members are requested to:

3.1 Note the content of the Code of Conduct

3.2 Members confirm they have read and agree to adopt the Code of Conduct which has been presented

3.3 Agree that refresher training be arranged in the next Municipal year (If required)