

Suggested Code of Conduct Amendments

General obligations

3. **Do** treat others with respect.
4. **Do not** do anything which may cause the Authority to breach any of the provisions in the Equality Act 2010.
5. **Do not** do anything which may cause you or the Authority to breach any of the provisions in the Bribery Act 2010.
6. **Do not** bully or harass any person.

Bullying is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated or insulted. It is the impact of any behaviour rather than the intent which is the key. The examples in the following list are, by no means, exhaustive:

- Unwelcome physical, verbal or non-verbal conduct;
- Intimidatory behaviour including verbal abuse or the making of threats;
- Making someone's working life difficult;
- Disparaging, ridiculing or mocking comments and remarks;
- Physical violence; and
- Deliberately excluding an individual from conversations, work or social activities,
in which they have a right or legitimate expectation to participate.

Harassment can occur through verbal or written comments (including ones made online). The following list provides some examples but it is, by no means, exhaustive:

- Unwelcome physical contact such as touching or invading 'personal space';
- Inappropriate remarks or questioning such as comments about someone's appearance, lewd comments, and offensive jokes (such as ones of a racial, sexual or sectarian nature);
- Intrusive questioning, including the persistent discussion of a person's sexual practices, misogynistic behaviour, sexual orientation or religious beliefs (either directly or with others); and
- Sending unwelcome emails, messages or notes; circulating or displaying explicit or inappropriate images.

7. **Do not** intimidate or attempt to intimidate any person who is or is likely to be:
 - (a) a complainant,
 - (b) a witness, or

(c) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with this Code of Conduct.

8. **Do not** do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.

For the purposes of this paragraph those who work for, or on behalf of, the Greater London Authority or its functionary bodies are deemed to include a police or fire officer.

9. **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless:

- (a) you have the consent of a person authorised to give it;
- (b) you are required by law to do so;
- (c) the disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or
- (d) the disclosure is:
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the authority.

10. **Do not** prevent another person from gaining access to information to which that person is entitled by law.

11. **Do not** conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute.

12. **Do not** use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

13. **Do not** place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

14. **Do** ensure, when using or authorising the use by others of the resources of the Authority:

- (a) that you act in accordance with the Authority's reasonable requirements;
- (b) that such resources are not used improperly for political purposes (including party political purposes); and
- (c) that you have regard to the Local Authority Code of Publicity (2011) made under the Local Government Act 1986.

Appendix B

15. **Do** ensure, when taking decisions as part of or on behalf of the Authority that you have regard to any relevant advice provided to you by:

- (a) the Authority's Chief Finance Officer; or
- (b) the Authority's Monitoring Officer;

where that advice is offered pursuant to his or her statutory duties.

16. **Do** give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Authority.

17. You must, within 28 days of receipt, notify the Council's Committee Services Section in writing of any gift, benefit or hospitality with a value in excess of £35 which you have accepted as a member from any person or body other than the Authority. Committee Services will place your notification on a public register of gifts and hospitality. This duty does not apply where the gift, benefit or hospitality comes within any description approved by the authority

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