



## Cwmaman Town Council

### Conflicts of Interest Policy

#### Introduction

Cwmaman Town Council is committed to ensuring that its decisions and activities are made in the public interest, free from undue influence or private gain.

This policy sets out our approach to identifying, managing, and recording conflicts of interest among councillors, staff, and volunteers.

It is intended to complement:

The Council's adopted Code of Conduct for Members (as required under the Localism Act 2011)

The Good Councillor's Guide (published by the Welsh Government and One Voice Wales)

Relevant statutory requirements under the Local Government Act 1972, Localism Act 2011, and associated guidance.

#### Scope

This policy applies to:

Elected and co-opted councillors

Council employees (including the Clerk and Responsible Financial Officer)

Volunteers working on behalf of the Council

#### What is a Conflict of Interest?

A conflict of interest arises when an individual's private interests — financial, personal, family, or otherwise — could improperly influence their public duties or the work of the Council.

Examples include (but are not limited to):

- Taking part in decisions where you or a close associate would gain financially.
- Participating in discussions or votes on matters affecting organisations you are closely involved with (e.g., charities, clubs).
- Using your position on the Council to secure preferential treatment for yourself, relatives, or friends.
- Accepting gifts or hospitality that could appear to compromise your impartiality.

#### Legal and Ethical Framework

##### Councillors

Under the Localism Act 2011, councillors must:

- Register their disclosable pecuniary interests (DPIs) within 28 days of election/co-option.
- Declare any interests at meetings where relevant matters arise.
- Not participate in discussions or votes on matters where they have a prejudicial interest, unless granted a dispensation.
- Breaches of the Code of Conduct may result in investigation by the Monitoring Officer and sanctions as appropriate.

##### Staff and Volunteers

Employees and volunteers must act in the best interests of the Council at all times. Under common law and the Council's employment and volunteering policies, they must disclose any personal interest which could conflict with their duties.

## **Identifying and Declaring Interests**

### Councillors

Before each meeting, councillors should review the agenda and consider whether any items may involve an interest.

Any interests must be declared at the start of the meeting and recorded in the minutes.

If the interest is prejudicial, the councillor must leave the room during discussion and decision-making on that item (unless a dispensation has been granted).

### Staff and Volunteers

Staff and volunteers must notify the Clerk immediately if they believe a conflict of interest exists or may arise.

The Clerk will assess the situation and take appropriate steps, which may include reassigning duties or excluding the individual from relevant decisions.

## **Gifts and Hospitality**

Staff, councillors, and volunteers must not accept gifts or hospitality that could appear to influence their judgement or integrity. Any offers of gifts or hospitality (above a nominal value, e.g., £25) must be recorded in the Council's Register of Gifts and Hospitality.

## **Managing Conflicts of Interest**

Where a conflict of interest is identified:

- It will be recorded in the minutes (for meetings) or a written log (for staff/volunteers).
- The individual may be excluded from discussions, decisions, or activities relating to the conflict.
- In serious or unresolved cases, the matter may be escalated to the Monitoring Officer (for councillors) or handled under the Council's disciplinary or grievance procedures (for staff/volunteers).

## **Failure to Disclose**

For councillors, failure to disclose a disclosable pecuniary interest without reasonable excuse is a criminal offence under the Localism Act 2011 and may also constitute a breach of the Code of Conduct. For staff and volunteers, failure to disclose conflicts may result in disciplinary action or termination of the volunteering arrangement.

## **Review**

This policy will be reviewed annually or when there are changes in legislation, guidance, or council practices.

## **Resources and Guidance**

Localism Act 2011

Local Government Act 1972

Code of Conduct for Members (adopted by Cwmaman Town Council)

The Good Councillor's Guide (Welsh Government & One Voice Wales)

Monitoring Officer guidance from Rhondda Cynon Taf County Borough Council

## **Contacts**

For advice on conflicts of interest or to report a potential conflict:

Clerk: Louise Dent – Town Clerk Clerk@cwmamantc.org

Chair of the Council

Monitoring Officer (for councillors)

Date of approval \_\_\_\_\_

Clerk signature of approval \_\_\_\_\_

Chairs signature of approval \_\_\_\_\_

Next review date \_\_\_\_\_