

# Mepal Parish Council

## Policy 15 - Code of Conduct



1. The main role of a Parish Councillor is to represent the views of all residents within the Parish and to listen to, and understand, the views and needs of different groups in the community (such as young and older people).
2. As a local councillor, your residents will expect you to: respond to their queries and investigate their concerns (casework) communicate council decisions that affect them, know your specific areas of responsibility and be aware of any problems.
3. Apply strict honesty and absolute fairness in all matters carried out for the Council, acting without bias
4. Respect all Confidential Information – never make a disclosure without the authority of the Source
5. Be prompt in all dealings/responses – if this is not always possible, issue an acknowledgement that a matter is receiving attention
6. Never use the position in the Council to gain an advantage that is not available to the General Public
7. Never accept any Favours or Gifts – apart from modest items that might be offered eg. Pens/Diaries/Calendars
8. Disclose any personal or family interests in issues under discussion in Council
9. Observe correct relations with Members and other Staff. Treat all alike, without favour and avoid over-familiarity
10. Open Government. Keep everything in the open and discourage closed Sessions. Ensure Councillors and Staff are kept up to date with all Matters affecting the Council
11. Avoid taking any political stance in Council dealings
12. Be open and amenable to any potential changes in procedures and systems
13. Be aware and fully understand the Legal or Statutory requirements that relate to the Council and work within these frameworks at all times
14. If it appears that an adopted Policy is illegal or improper, refer the matter to your Local Council Association or District Monitoring Officer
15. Council Grants, Donations, Sponsorship and the engagement of Contractors. If it could be considered by Residents that Council Staff and their families may benefit from such activities, report the matter to Council
16. Recognise that the Clerk to Mepal Parish Council is not employed on a full-time basis and therefore there will be periods of time where it is not possible for Councillors to get an immediate response from the Clerk
17. Parish Councillors should be aware of the part-time nature of the role and should not expect an immediate response to emails, text messages or telephone calls unless it relates to a genuine emergency

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18. Unless it is a clear emergency, all telephone contact with the Clerk should be made between normal working hours (i.e. Monday- Friday 9am – 5pm)
19. Emails to the Clerk will be normally be considered during the normal working hours of the Clerk (currently 65 hours per month)
20. Any emergency action identified that the Councillors are unable to deal with themselves should be notified to the Clerk via telephone with a message being left on voicemail if necessary. This can be followed up by a confirmation email with the words EMERGENCY in the subject line of the email

Document History – CODE OF CONDUCT		
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