

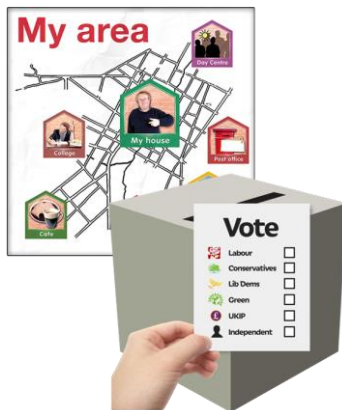
Code of conduct for Community Councillors



What is a Code of Conduct?



A **Code of Conduct** is a set of rules that say how people should behave when they are at work.



Community Councillors are voted in by the people in their local area.

They must know and follow the Code of Conduct.

The Code of Conduct applies to all Community Councillors and people who represent the Community Council.

Service to the community



A **duty** is something you are responsible for doing.

As a Community Councillor you represent the local community that voted for you.

You have a duty to act in the interests of the local community.

This means doing what is right for them.



You have a duty to find out what most people in the community think about an **issue**, no matter what your own opinion is.

An **issue** is a subject or problem that people are thinking and talking about.



You must make sure the people in your local community can easily get in touch with you and have ways to say what they think – for example by using:

- your email address
- a website
- social media channels like Twitter and Facebook
- suggestion boxes
- surveys with people that live in the area
- opinion polls – surveys that ask people what they think



Selflessness



Selflessness means you are more concerned with the needs and wishes of other people than your own needs.



You must not use your position as a Community Councillor to get money or any other reward that would be unfair on other people.

Integrity



Integrity means being honest and knowing what is right.

A person or organisation may try to give you money, gifts or free tickets to events, to try to affect what you think about issues.



You must not let this change what you think or how you represent your community.

If any gifts are offered or accepted you must report them to the Secretary of the Community Council.



If you have any private or personal interest in an issue that the Community Council is looking at, you have a duty to tell them.

You must not take part in discussions about the issue and how decisions about it are made.

Using facts and not being influenced by your own beliefs or feeling



You must check the quality of the information you get so that you know it is true.

Do not let your own beliefs or feelings affect what you think about it.



You may be appointed or nominated by your Community Council to be a member of another organisation, like a community safety group or a community council forum where all the community councils in your area meet together.

You should follow this Code of Conduct when doing the work of the other organisation.



You can be connected to a political party or religious group but you must not represent the interests of any one group in your work as a Community Councillor.

Accountability



Accountability means being responsible for something.

You are accountable for the decisions and actions that you take on behalf of your community through the Community Council.



You must make sure the Community Council uses its **resources** well and that it follows the law.

Resources are money, materials and staff.



Community Councillors will make sure that **annual accounts** are done.

Annual accounts show what money has come into the Community Council and what money it has spent each year.



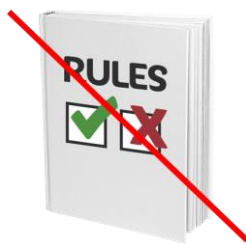
They must make sure that all resources:

- are used fairly and well
- are used only for Community Council business and for no other reason



Minutes of a meeting are a written record of what happened at the meeting including all actions and decisions.

Minutes of meetings should be sent to all members of the Community Council as soon as possible after each meeting.



Any person or organisation that does not follow the rules in the Council's Scheme for the Establishment of Community Councils can be reported to your local council to decide what should happen.

Openness



You have a duty to be open and honest about your decisions and actions and be able to explain why you think the way you do.



You must always be clear about:

- what is your personal view and opinion
- what is a view or statement made on behalf of the Community Council.

Honesty



You have a duty to act honestly and follow the law at all times.

You should get involved with other local community groups so you can tell the Community Council what their issues are.



You must work in a way that solves arguments at times when people do not agree.



If the community council are talking about an issue, you must make sure they know when different community groups do not agree about something.

Leadership



You have a duty to work in a way that keeps and strengthens the community's trust and confidence in the Community Council and its members.

You must make sure everyone in the community can take part if they want to.



You must not treat people unfairly and you must challenge unfairness if you see it happening.

Respect



Respect means treating people with kindness and politeness and showing that their thoughts and feelings are important.

You must **respect** any person you meet or work with when you are a Community Councillor.



You must recognise and respect that many different people contribute to the work of the Community Council.



You must follow equality laws and make sure that people have their knowledge, opinions, skills and experience listened to and respected.



Confidential means something will be kept private.

You must make sure that confidential information is not used for personal reasons or to hurt anyone.