

CODE OF CONDUCT FOR SHADOW CONSEIL ELECTED MEMBERS



1. Purpose of the code

The purpose of the code of conduct is to assist elected members in the discharge of their obligations to the Parish, their constituents and parishioners. All elected members are required, in accordance with standing orders, to comply with this code.

2. Public duty

The primary duty of elected members is to act in the interests of parishioners and of the Parish. In doing so, members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them. Elected members have a general duty to act in what they believe to be the best interests of the Parish as a whole, and a special duty to be accessible to parishioners and to serve and to represent their interests conscientiously. Elected members must give due priority to attendance at meetings of the Shadow Conseil Municipal and should be present at meetings unless they have very compelling reasons not to do so.

3. Personal conduct

Elected members should observe the following general principles of conduct for holders of public office –

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family and friends, their business colleagues or any voluntary or charitable organization they are involved with.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

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Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest or rules on freedom of information, data protection or confidentiality clearly demand.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example to maintain and strengthen the public's trust and confidence in the integrity of the Parish, the Conseil and its members in conducting public business.

The principles in practice

4. Conflict between public and private interest

Elected members should base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.

5. Maintaining the integrity of the Parish and Conseil

Elected members should at all times conduct themselves in a manner which will tend to maintain and strengthen the public's trust and confidence in the integrity of the Parish and shall endeavour, in the course of their public and private conduct, not to act in a manner which would bring the Parish, Conseil, or its Members generally, into disrepute.

Elected members should at all times treat other members of the Conseil, States members, officers, and members of the public with respect and courtesy and without malice, notwithstanding the disagreements on issues and policy which are a normal part of the political process.

6. Public comments etc. regarding a Parish employee

Elected members who have a complaint about the conduct, or concerns about the capability, of a Parish employee or officer should raise the matter, without undue delay, with the employee's line manager, in order that the appropriate employment procedure is considered, rather than raising the matter in public.

Elected members should observe the confidentiality of any disciplinary or capability procedure regarding a Parish employee and its outcome.

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7. Gifts and hospitality

Elected members should not accept gifts, hospitality or services that might appear to place the recipient under any form of obligation to the giver. In receiving any gift or hospitality, members should consider whether they would be prepared to justify acceptance to the public.

8. Access to confidential information

Elected members must bear in mind that confidential information which they receive in the course of their duties should only be used in connection with those duties, and that such information must never be used for the purpose of financial gain nor should it be used in their own personal interest or that of their families or friends. In addition, members should not disclose publicly, or to any third party, personal information about named individuals which they receive in the course of their duties unless it is clearly in the wider public interest to do so. Elected members must at all times have regard to all relevant data protection, human rights and privacy legislation when dealing with confidential information and be aware of the consequences of breaching confidentiality. Elected members must not disclose publicly, or to any third party, things said, or information produced, in a confidential meeting of the Conseil, unless the Parish has permitted such disclosure.