MEMBERS AND OFFICERS DO'S AND DON'T'S

APPENDIX 2

| What Members Can Expect From Officers | |
|--|---|
| Officers Do | Officers Don't |
| Pursue lawful policies and comply with | Deviate from the Constitution, legal or |
| the Officers' Code of Conduct | contractual obligations |
| Promote equality, serve all Members | |
| equally with dignity, respect and | |
| courtesy, regardless of political group | |
| or position Comply with legal duty to provide | Allow their personal or political |
| professional advice, impartiality and | opinions to interfere with their work or |
| implement Council policy | professional judgement and advice |
| Avoid close personal familiarity with | Form friendships, close relations with |
| Members and follow guidelines on | Members |
| Personal Relationships | |
| Follow Council procedures for dealing | |
| with Member enquires effectively | |
| efficiently and within set timescales. | |
| Act with integrity and appropriate [not | . Cook to improperly to influence |
| absolute] confidentiality | · Seek to improperly to influence |
| | Members; |
| | Improperly disclose information |
| | received from one Member to another; or |
| | · Raise their personal circumstances |
| | or those of another directly with |
| | Members. Personal issues that |
| | might be raised with a Ward |
| | Member should be raised in a |
| | private capacity outside of work |
| Respect each other's free (i.e. non- | time. |
| Council) time | |
| Be prepared to justify and give reasons | |
| for decisions made under delegated powers; | |
| Report the least suspicion of fraud, | Conceal any information which it is |
| corruption or impropriety | proper for them to disclose (particularly |
| | where they have a duty to reveal it); |

MEMBERS AND OFFICERS DO'S AND DON'T'S

APPENDIX 2

| What Officers can expect from Members | |
|--|---|
| Members Do | Members Don't |
| Comply with the Members' Code of Conduct – ensuring the highest standards of behaviour | |
| Promote equality and treat all Officers with dignity and respect. | Subject individuals to unreasonable or excessive personal attack |
| Members are to comply with the equality laws prohibiting discrimination, harassment and victimisation | |
| Chairs of meetings are expected to apply the rules of debate/procedures to prevent abusive or disorderly conduct | Undermine respect for Officers in public meetings, the media or at any other time when dealing with Council business; |
| Only ask Officers to provide professional advice on matters that clearly arise from being an elected Councillor; | Ask Council Officers to improperly spend Council time or resources for political Purposes. |
| Respect impartiality and integrity of Officers and do not compromise it | Insist an Officer changes his/her professional advice |
| Respect Officers' free (i.e. non- Council) time. | |
| Provide political leadership and direction, making timely decisions | Get involved in day to day management |
| | Ask Officers to breach Council procedures or policy when acting on behalf of constituents |
| | Put pressure on an Officer on matters which have been delegated for Officer decision. A Member who behaves in this way may lead Officers to make decisions that are not objective and that cannot be accounted for |

MEMBERS AND OFFICERS DO'S AND DON'T'S

APPENDIX 2

| Members Do | Members Don't |
|---|---|
| | Not to seek special or adverse treatment for themselves or any individual by use his/her position as a Member nor improperly to gain an advantage or disadvantage for his/herself or any other person when dealing with Council Officers |
| Apply appropriate confidentiality to information | |
| Report the least suspicion of fraud, corruption or impropriety | Instruct Officers to take actions which are unlawful, financially improper or likely to amount to maladministration. Members have an obligation under their Code Of Conduct to have regard, when reaching decisions, to any advice provided by the Monitoring Officer or the Chief Finance Officer. |
| Where relevant to casework or a decision, declare any special relationships/personal interests with constituents to relevant Officers and/or constituents. Where the relationship causes a conflict of interests, Members will ask another Ward Member to assist. | |

When Acting in this Capacity Members

| Do | Don't |
|--|---|
| Observe the law, standing orders, | |
| policies and procedures in relation to | |
| all appointments, discipline and | |
| Dismissal of Officers. | |
| Declare any interest they have and | Take part in any process where friends, |
| ensure that they act to protect the | relatives or Members of their |
| public interest | household are somehow involved |
| Maintain appropriate confidentiality | |
| Attend relevant learning and | |
| development | |
| Make decisions based on merit and | Seek improperly to influence decisions |
| with access to all the facts | |
| Promote equality | Canvass support for any candidate for |
| | a job |
| Take continuing responsibility for their | |
| appointment decisions once the post | |
| holder is in place. | |