



Code of Conduct

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The Local Authority has drawn up a *Code of Conduct* largely based on the Code of Conduct for local authority Councillors. Community Councillors need to be familiar and comply with the Code including the principles:

- Service to the Community, (Public Service),
- Selflessness,
- Integrity,
- Objectivity,
- Accountability and Stewardship,
- Openness,
- Honesty,
- Leadership,
- Respect.

The aim of these principles are to make sure all Community Councillors act in a manner expected of someone who is representing their community.

Representing the whole community

Community councils have a duty under statute to represent the views of their local community. It is important that they find out what peoples' concerns and aspirations are and reflect the broad spectrum of views and opinions of all sectors of the community. This might involve investigating and getting information on issues; consulting the community on specific topics; holding events to highlight a topic that will affect people; or supporting other agencies in consulting on their policies.

Concerns raised with a Community Council may be personal ones where the Community Council's role is to signpost or advice on which agency can help. Although occasionally personal concerns might reflect a wider issue which affects others, it is important to distinguish personal issues from those the Community Council are set up to deal with. It is not the place of a Community Council to be a court or have opinions or make decisions as to the rights and wrongs of personal concerns.

However, some concerns raised with a Community Council may be shared by a small group of individuals and reflect a wider community need. It is important to evaluate this type of social concern against your community's wider needs and how it affects people and their quality of life. Again this might be a matter of signposting groups to who can help, supporting the concern by writing a letter or dealing with the wider issue as a Community Council.

Conflict

At times there may be a conflict between a Community Councillor's own views and those of others. It is important that community views are represented and that confidence and trust in the Community Council is not broken. Differing view are normal in any community so it is important to approach decisions and priorities in a fair and reasonable manner being clear and transparent about how decisions were made and why.

The Code of Conduct should be followed by all Community Councillors and where it is felt that a Community Council or Councillor(s) breaches the Code, a complaints process is in place for it to be any complaint to be considered.

Running the Community Council effectively	
Work within the role of the Community Council	
Work within the rules of the Community Council	
Inform the Community Council of any conflict of interest	
Be accountable for any decisions and actions they take	
Follow the Code of Conduct	

Engaging and Discovering Community Views	
Encourage people to bring forward their views and opinions	
Respect all views and opinions	
Create strategies to broaden the variety of views especially in those groups that are hard to reach	
Discourage opinions which personalise or discriminate against individuals or sections of your community	
Adopt appropriate methods of gathering views which allows everyone to participate	
Be accountable to your community	

Representing Your Community	
Be the voice of their community	
Work to improve and benefit their community	
Provide information, opinions and context on community issues to public bodies and agencies where appropriate	