

THAKEHAM PARISH COUNCIL

Code of Conduct for Parish Employees

1. In general, to support the Parish Council's activities by acting in ways consistent with and conforming to the [7 'Nolan' principles of public life](#), i.e. to exemplify:

Selflessness
Integrity
Objectivity
Accountability
Openness
Honesty
Leadership

Specifically:

2. Apply honesty, fairness and avoidance of bias in all the Council's business matters.
3. Respect all confidential information, treating it in line with relevant provisions of Council's Standing Orders and the underlying principles of the Data Protection Act.
4. Seek to be prompt in all dealings/responses; where some delay is unavoidable, issue an interim acknowledgement that the matter is receiving attention.
5. Do not use the position in the Council to gain an advantage that is not available to the general public.
6. Never accept favours or gifts, other than (for office use) trivial promotional items such as pens, diaries, calendars.
7. Always disclose any personal or family interests in issues under discussion in Council.
8. Observe correct relations with members and other staff – treat all alike, without favour and avoiding over-familiarity.
9. Promote openness: ensure that members and staff are kept up-to-date with matters affecting the Council, that decision-making meetings are open to the public as far as possible, and that any decisions taken by delegated action are published in accordance with relevant Standing Orders.
10. Avoid taking any political stance in Council meetings.
11. Be open and amenable to any changes/improvements in procedures and systems.
12. Be aware of and understand the legal/statutory requirements that relate to the Council, and work within those frameworks.
13. If it appears that the Council has adopted a policy or made a decision that is illegal or improper (including financial decisions, engagement of contractors etc. that could be considered to improperly favour Council members/staff), refer the matter to the District Monitoring Officer in accordance with Standing Orders.

Adopted: 19 September 2016
Next review: May 2019