SHADWELL PARISH COUNCIL

Code of Members' Standards

1. Introduction

1.1 Members of Shadwell Parish Council have formulated a Code of Members' Standards, which sets out basic "standards" of conduct and behaviour expected of all members of the Parish Council.

1.2 These standards are in addition to the Code of Conduct and Standing Orders and relate specifically to behavioural and procedural matters rather than legal, administrative or financial – as is the case with the Code of Conduct and Standing Orders.

1.3 Many of these standards are purely local in nature as there are no national guidelines or models available. These standards have been suggested and approved by members of Shadwell Parish Council themselves and it is the responsibility of each member to ensure their own personal compliance and to monitor the compliance of other members.

1.4 The Code of Members' Standards will be reviewed and updated on an annual basis.

2. General Standards

Members should:

2.1 Engage and undertake additional responsibilities, duties and activities between meetings of the Parish Council, if and when required, in recognition that the Parish Council has limited staff resources to sufficiently address all matters in need of action or attention.

2.2 Acknowledge that Shadwell Parish Council regards training as a vital activity to its success and effectiveness by giving a high level of commitment to personal development, through the undertaking of appropriate training experiences (which may come to the attention of the Chairman or the Clerk).

2.3 Treat other members, staff and service providers with due regard and respect and not engage in bullying or intimadating behaviour.

2.4 Dress "smart casual" when attending Parish Council meetings and when engaged in official duties or representing the council dress in a manner appropriate to the occasion.

2.5 Be especially attentive to messages and requests from other members of the Parish Council and the Parish Clerk and ensure that any requests for action or information are addressed/answered as quickly as possible.

2.6 Ensure that Parish Council emails are read *at least* weekly.

3. Public Contact Standards

3.1 Refrain from making commitments, promises or decisions to local residents on behalf of the Parish Council unless previously discussed and formally agreed at a Parish Council meeting.

3.2 Refrain from making public comments or observations to local media on behalf of the Parish Council except for the Chairman of the Parish Council or unless first cleared to do so by the Chairman.

3.3 When meeting with local residents on formal Parish Council related business matters, ensure that a minimum of two members be present, one of whom should be, whenever possible, the Chairman or Vice-Chairmen of the Council.

4. Meeting Standards

Members should:

4.1 Attend all meetings of the Parish Council and working parties unless important or urgent matters of a personal or work-related nature arises and should two consecutive meetings be missed, fully explain their absence to the Chairman of the Council.

4.2 Notify the Parish Clerk directly of an apology for absence from a meeting (rather than through another member) as soon as non-attendance at a meeting of the Parish Council is known and, if Chairman of the Council, also immediately notify the Vice-Chairmen of your absence.

4.3 Ensure that Agendas (and agenda papers) are reviewed in advance of meetings, with special regard for any personal action which has been taken since the last meeting which may be due for discussion/consideration or reporting.

4.4 Refrain from engaging in discussions with other members during the course of a meeting and, in general, treat other members and the role of the Chairman in maintaining business decorum with due respect.

4.5 Turn off mobile phones but, if required for a possible emergency situation, place in a silence mode and refrain from their use during the course of a meeting unless there are mitigating circumstances.

4.6 Make special note of any item which requires personal action or attention during the course of meetings and ensure that this action is undertaken as soon as possible (for possible reporting to the next meeting).