

## Becoming a 'Friend of Charlton Kings Parish Council'

**Approved by Council Minute 89/14/15**

### **Introduction**

The Council is aware that there are a number of people who, whilst not being in a position to take on a Councillor's role, would nevertheless be willing, and indeed eager, to assist Councillors by supporting the work of Council in a particular and well-defined manner. This may be on an ad hoc, one-off, or continual basis that would suit the individual.

Council has, therefore, created the role of 'Friend of Charlton Kings Parish Council' and outlines here, the conditions under which such a partnership could operate.

### **Guidelines defining the role and responsibilities of a Friend of Charlton Kings Parish Council**

Each 'Friend' will be party to an Agreement with the Council that covers the circumstances of their specific role.

An Agreement would include:

- A clear role description that defined exactly what activities would be covered and what constraints on acting on behalf of the Council would be in place.
- The requirement to adhere to all approved policies and procedures of the Council. Policies and procedures most relevant to the role would be individually identified in the Agreement, e.g. Communications and Media policy.
- A commitment to be governed by a specific Code of Conduct for 'Friends of Charlton Kings parish Council'.
- A statement that all contributed work would be on a voluntary, unpaid basis.
- Council's assurance that a Friend would be covered by the Parish Council's insurance while working on behalf of the Council.
- The identity of a Councillor mentor, who would support and supervise all activities. Any concerns over quality or scope of the work would be raised immediately with the Chair of the Parish Council.
- A standard clause that limits an Agreement to an initial 2 month period, after which a review would determine the future relationship. A long term relationship as a Friend would, as with staff, be subject to 6 monthly reviews of performance.
- A termination clause that enabled either party to terminate the Agreement with immediate effect.

## **CODE OF CONDUCT for “Friends of Charlton Kings Parish Council”**

This Code of Conduct (Code) is adopted in order to ensure high standards of conduct by any person when acting on behalf of Charlton Kings Parish Council (the Council).

### **General Principles of Conduct**

When carrying out their duties, Friends of Charlton Kings Parish Council will be expected to observe the same general principles of conduct as apply to Councillors

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Any person acting on behalf of the Council shall 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.

### **Scope of the Code of Conduct**

The Code applies to any person when acting on behalf of the Council, including when they are engaged in the business of the Council or representing the Council externally, or when behaving so as to give a reasonable person the impression of acting as a representative of the Council.

This Code of Conduct does not seek to regulate what people do in their purely private and personal lives.

The obligations set out in this Code are in addition to those which apply by virtue of the procedural and other rules of the Council, and any Protocols and Policies which may be adopted from time to time.

The Council will bring to the attention of any person acting on behalf of the Council, all those rules, policies and procedures that are relevant to their particular duties.

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