Appendix A: Proposed Code of Conduct/Ethics Guidance Note Topics

It is proposed that Officers produce a series of monthly Code of Conduct guidance notes commencing in August/September 2021. These Guidance Notes follow on from the Code of Conduct and Ethics Induction and Refresher sessions in May 2021 and form part of Members' ongoing Member Development offer.

The guidance will be promoted and circulated via the MATI email address as well as provided on the internal Councillor Sharepoint site for ease of reference.

It is an opportunity to bring the Member's Code of Conduct to life in practical ways and respond to some of the frequently asked standards and ethics questions.

Key topics include:

a.   Members' Code of Conduct

A reminder of the key principles and obligations within this Code and a summary of responses to frequently asked questions.

b.   Member Officer Protocol

A look at the key principles and guidance on the respective roles and their relationship with each other.

c.   Planning and Licencing Protocols

An opportunity to look at code of conduct and standards issues that may arise for Members when sitting on regulatory committees.

d.   Gifts and Hospitality

To provide additional guidance with respect to the requirement for Member's to declare gifts, benefits or hospitality and maintaining their public register of gifts and hospitality.

e.   Declarations of Interests

Guidance for Members on disclosable pecuniary interests, compliance with the statutory requirements to register, disclose and withdraw from participating in relevant matters and ensuring the public register is up to date.

f.   Access to Information

Guidance on Member's compliance with their legal obligations in respect of exempt or confidential information, and the requirement not to disclose exempt or confidential information to any third party.

g.   Pre-election Protocols

To issue refreshed guidance regarding restrictions placed upon officers and members and the way that some Council business can be conducted e.g. meetings, consultations.