# DUNDEE CITY COUNCIL

**SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS**

**CODE OF CONDUCT FOR COMMUNITY COUNCILLORS**

**INTRODUCTION**

This Code should guide the conduct of Community Councillors.

It is your responsibility to make sure that you are familiar with this Code and that your conduct complies with it.

This code is based on the statutory National Code of Local Government Conduct for local authority Councillors and on the Third Report of the Nolan Committee on Standards in Public Life.

Failure to comply with this code may result in your being suspended or banned from serving as a Community Councillor

**1. PUBLIC DUTY AND PRIVATE INTEREST**

Your duty as a Community Councillor is to the whole local community served by your Community Council.

 If you have any private interest in a matter before your Community Council, you should consider whether it is appropriate for you to declare this interest and to withdraw from discussion and decision making on that matter.

 In considering this, you should have regard to the following criteria :

a) That members of the public might reasonably think the private interest could influence you.

b) That members of the public might reasonably think the private interest creates a real danger of bias on your part because it affects you or someone connected with you more than any other person or more than the generality of other persons affected by the matter.

 In the case of a private interest that meets neither of these criteria, there may be no reason to declare the interest or to take any further action.

In the case of a private interest that meets criterion A but not criterion B you should declare your interest but you may decide to participate in discussion and decision making on the matter.

In the case of a private interest that meets criterion A and B, you should declare your interest and withdraw from discussion and decision making.

If you have a private interest which meets both criteria A and B and if this private interest is of a continuing nature, it may be that it would cause you to withdraw from the consideration of business so frequently that you would be of little value to your Community Council. In this case, you should not seek to serve as a Community Councillor.

Private pecuniary interests may be more likely to be of a nature that meet the above criteria but private non-pecuniary interests may also meet these criteria. The fundamental principle to bear in mind is that you should not do anything that you cannot justify to the public in the terms of this Code.

**2. GIFTS AND HOSPITALITY**

 You should treat with extreme caution any gift, favour or hospitality that is offered to you personally. The person or organisation making the offer may be doing, or seeking to do business with the Community Council or may be applying to the Community Council for some kind of decision or recommendation.

 You are personally responsible for all decisions in this regard and for avoiding the risk of damage to public confidence in the Community Council. The offer or receipt should always be reported to the Secretary of the Community Council.

**3. DEALINGS WITH THE CITY COUNCIL**

 If you have dealings with the City Council on a personal level, you should never seek or accept preferential treatment, by virtue of your position as a Community Councillor, for yourself or for anyone personally connected with you. You should also avoid placing yourself in a position that could lead the public to reasonably believe you are receiving such treatment.

**4. DEALINGS WITH THE PRESS, PUBLIC AND ELECTED REPRESENTATIVES**

 If you have dealings with the press and members of the public, you should be careful to distinguish between any expression of your own views and opinions and any statement you may make about the position of the Community Council.

 In your dealings with elected representatives (councillors, MSP’s etc), it is important that you should do nothing which could reasonably be interpreted as a sign of party political bias. For example, where more than one elected representative may have an interest in a particular subject matter which you may wish to raise on behalf of the Community Council, you should give consideration to informing all elected representatives whose constituencies fall within the designated Community Council area, and not just those of a particular political party.

**5. USE OF EXPENSES, ALLOWANCES AND FACILITIES**

 You should always make sure that any expenses, allowances, or facilities provided for use in your duties as a Community Councillor are used strictly for those duties and for no other purpose.

**6. APPOINTMENTS TO OTHER BODIES**

You may be appointed or nominated by your Community Council as a member of another body - for instance a voluntary organisation. You should always observe this Code in carrying out your duties on that other body in the same way that you would with regard to your Community Council.

**CONCLUSION**

The practical application of these rules is a matter for your judgement but, if in any doubt as to how they should be applied, you should seek advice from the Chairperson of your Community Council or from an officer of the City Council.

As well as avoiding actual misconduct, you should avoid any appearance of misconduct. Your conduct and what the public believes about your conduct will affect the reputation of your Community Council.