



PARISH  
COUNCIL

*New Councillor Induction  
Protocol*

Document Configuration Management & Control

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## Contents

INTRODUCTION.....	3
1. Declaration of Acceptance of Office .....	3
2. Code of Conduct .....	4
3. Register of Interests Form .....	4
4. Website .....	5
5. Parish Council Email Address and Login.....	6
6. Contact Details.....	6
7. Training.....	6
8. Mentoring.....	6
9. Freedom of information.....	7
10. Meetings.....	7
11. Full Council Meetings .....	8
12. Annual Meeting of the Full Council .....	8
13. Committee Meetings .....	9
14. Working Group Meetings.....	9
15. Annual Parish Meeting.....	9
16. Agenda, Reports and Minutes .....	9
17. Code of Conduct and Declaration of interests .....	10
18. Declaration of Interests.....	11
19. Disclosable Pecuniary Interests .....	11
20. Non-Registerable Interests.....	11
21. Dispensations.....	12
22. Gifts and Hospitality.....	12
23. The Respective Roles of Members and the Clerk.....	13
24. The Role of Members .....	13
25. The Role of the Clerk.....	13
26. The Role of the Chair.....	14
27. How These Roles Work in Practice .....	14
28. Statutory Powers and Duties.....	14
29. Summary of Roles and Responsibilities .....	15
30. Assets and Services .....	15
31. The General Principles of Public Life (The Nolan Principles).....	16
32. Policies.....	16
33. NALCs Good Councillor’s Guides .....	17

## INTRODUCTION

Congratulations on being elected or co-opted as a Parish Councillor and welcome to Hilton Parish Council.

This document is to help you understand your role and obligations as a Councillor and to explain the rules and procedures for Council business.

If you have any queries during your term of office your first point of contact is the Clerk who can be contacted via:

Nicola Webster – Clerk and RFO  
10 Church End  
Hilton  
Huntingdon  
Cambridgeshire  
PE28 9NJ

Tel. 01480 830605

Email – [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)

### 1. Declaration of Acceptance of Office

- 1.1. Once elected/co-opted, you must sign a Declaration of Acceptance of Office which validates your appointment and confirms that you agree to fulfil your duties of office, including maintaining a level of behaviour whenever you are on Council business; a Code of Conduct.
- 1.2. The Code of Conduct is based on the 7 principles of public life (Nolan Principles) – see Section 32.
- 1.3. Councillors have a duty to disclose their interests that are pecuniary (relating to money) or otherwise relevant, as part of this Code.
- 1.4. The Code of Conduct also applies to any non-councillors, so long as they are entitled to vote as a member of a Committee.
- 1.5. Members of the public can make an official complaint if they believe the behaviour of a member has breached the Code of Conduct. Conduct complaints are submitted to the Monitoring Officer at Huntingdonshire District Council for investigation.
- 1.6. The signing of your Declaration of Acceptance of Office may be done before or immediately prior to a Council meeting. It should be done in the presence of the Clerk who will witness the declaration form.

- 1.7. You cannot participate as a Councillor (including participating in any meetings of the Council, its Committees, or as a representative on an outside body) until you have signed a Declaration of Acceptance of Office.

## 2. Code of Conduct

- 2.1. As an elected member you are required to consider all matters with an open mind, in an open and transparent process free from an interest.
- 2.2. The Council has adopted a Code of Conduct for its Members, which reflects its statutory requirement to promote and maintain these high standards of conduct as required by the Localism Act 2011. The Code applies to you whenever you are acting as a Councillor, or the public perceive you to be acting as a Councillor and it is essential that you become familiar with its contents as soon as possible.
- 2.3. Hilton Parish Council has adopted the same Code as Huntingdonshire District Council, which may be subject to change as HDC review this document. You will be kept informed of any changes.
- 2.4. When signing your Declaration of Acceptance of Office, you undertake to observe the Code and uphold the principles of public life. The importance of this cannot be over-emphasised; breaches of the Code may be reported to the Monitoring Officer of Huntingdonshire District Council who has the duty to consider and investigate potential breaches of the Code. If a case is serious enough, it may be referred to an independent panel to make a judgement, which could result in public censure or in certain circumstances a criminal action.
- 2.5. A copy of the Code will be given to you and further guidance on the Code is given at Section 18.

## 3. Register of Interests Form

- 3.1. As a Councillor you are statutorily required to complete a Register of Disclosable Pecuniary Interests which is held by the Clerk, shared with the Monitoring Officer at Huntingdonshire District Council and published on the Parish Council and District Council websites (signature redacted). You are required to declare interests held by yourself and your spouse/civil partner under the following headings:
  - Employment;
  - Sponsorship;
  - Contracts held with the Council;
  - Land held in the parish (owned, rented or leased);
  - Licences;
  - Tenancies;
  - Securities and Capital held in bodies which have a place of business in the parish;
  - Gifts and hospitality;

- Other registrable interests
- 3.2. A registration form will be sent to you for you to complete and return to the Clerk within 28 days of your election/co-option to the Council. This is a requirement of the Code and will enable you to register your Disclosable Pecuniary Interests. Full instructions are given on the form regarding its completion.
  - 3.3. The details, which you will need to register, are set out in full in Appendix B of the Code of Conduct for Members.
  - 3.4. You are also required to register any change to the interests previously registered, within 28 days of becoming aware of such a change. If you have any changes to register at any time, please inform the Clerk so ensure that the appropriate changes are advised to the Monitoring Officer.
  - 3.5. Please note that you are responsible for keeping your Register entries up to date. The fact that you have registered a particular interest in writing, does not absolve you from making a disclosure of that interest at meetings should circumstances arise. In fact, it should remind you of the need to make a disclosure.
  - 3.6. Further information on making disclosures at meetings is given in Section 19.

#### 4. Expenses Form

- 4.1. If you are elected you are required to complete an election expenses form, even if you had no expenses.
- 4.2. This form must be submitted to the Returning Officer at Huntingdonshire District Council within 28 days of the date of the election.
- 4.3. Failure to submit this form by the deadline is an illegal practice under the Representation of the People Act 1983 and incurs a fine of £100 per meeting attended.

#### 5. Website

- 5.1. The Parish Council has a website which includes a page on Councillors:  
<https://www.hiltonparishcouncil.com/about/councillors>
- 5.2. Please provide the Clerk with some text that you would like included on this page (generally people give a little about their background and what they hope to concentrate on/achieve whilst serving on the Council).
- 5.3. Please also provide a photograph to be included on this page.

## 6. Parish Council Email Address and Login

- 6.1. Once you have signed your Acceptance of Office you will be issued (by the Clerk) with a Parish Council specific email address.
- 6.2. Due to General Data Protection Regulations all Parish Council related correspondence should be made through this address; personal/work email addresses must not be used.
- 6.3. You will also be provided with details of the application that the Parish Council uses for prereading for meetings, minutes and agendas and reference documents.

## 7. Contact Details

- 7.1. Please provide the Clerk with your landline and mobile telephone numbers. Please also advise which telephone number you would like to be displayed on the website and noticeboards.
- 7.2. The Clerk will also request personal details to add you to the Council's bank account.

## 8. Training

- 8.1. You will be expected to attend a CAPALC-run Councillor training session. The Clerk will provide possible training dates.
- 8.2. Provision of additional training will depend on training needs and the budget available.
- 8.3. The Council recognises that Members and the Clerk should attend regular sessions to update and improve their understanding of matters affecting local government. It supports and encourages Members and the Clerk to attend training events, conferences and seminars provided by organisations including the Cambridgeshire and Peterborough Association of Local Councils (CAPALC), Society of Local Council Clerks (SLCC), and Huntingdonshire District Council (HDC).  
Examples of training available include:
  - Code of Conduct
  - Councillor Skills
  - Chairmanship
  - Planning
  - Finance including budgeting, audit and risk management
- 8.4. Please contact the Clerk for further information on your training requirements.

## 9. Mentoring

- 9.1. Some Councillors volunteer as mentors. If you would like a mentor assigned to you from an existing (or previously experienced) Councillor, please contact the Clerk.

9.2. Mentors can help by:

- Reviewing queries on agenda items prior to meetings;
- Providing background information on any key items being discussed;
- Sitting next to the new Councillor during meetings so as to provide any support required; and
- Reviewing the meetings with the new Councillor after each meeting to ensure they understood the conduct of the meeting and the debate.

9.3. The Chairs of each Committee will explain to the new Councillor the role of their Committee and the key issues for the Committee.

## 10. Freedom of information (FOI)

10.1. The Council is obliged by law to make information on its activities available to the public on request. It maintains a Publication Scheme, which is available to the public and identifies classes of information, which are routinely in the public domain. All information held by the Council is available to the public, although in certain cases an exemption may apply which may permit the Council to refuse to supply information.

10.2. Information held by Members of the Council is also covered by FOI and therefore Members may be approached to produce their records if a specific enquiry warrants it. This includes notes, answering machine messages, recorded telephone conversations etc. and you should seek advice from the Clerk if you have any concerns or are approached by a member of the public for this information.

10.3. The Council's policies on Freedom of Information and Data Protection can be found in Section 33.4 and 33.5.

## 11. Meetings

11.1. Having completed all of the above, the first meeting you attend will be the first meeting after your election/co-option to office.

11.2. You will receive a summons to attend meetings. This will be sent by email (at least three clear days before the meeting) and will include an agenda for the meeting and the supporting documents will be available on Dropbox. You should familiarise yourself with the items for discussion. You may find it helpful to meet with the Clerk and/or Chairman before your first meeting to understand the issues to be discussed.

11.3. If you have any queries regarding any item, please do not hesitate to contact the Clerk.

- 11.4. You will sometimes notice that a report paper is marked 'CONFIDENTIAL'. Any information on such a report is to be treated as confidential and should not be divulged to anyone who is not a member of the Council; where the paper relates to a Committee meeting this may also include other Councillors who are not members of that particular Committee.
- 11.5. The Council has a ten-minute public session at the beginning of every meeting where members of the public can attend to express their view on matters relevant to the agenda.
- 11.6. If you wish to have an item included on an agenda for discussion, please contact the Clerk. The deadline for items to be submitted to the Clerk is one week before the meeting.
- 11.7. If you cannot attend a meeting, you should submit your apologies, as soon as possible, to the Clerk, specifying the reason for your absence. This will be reported to the Council at the meeting. If the meeting is recorded, the reason for your absence will not be spoken aloud but will be available to Councillors in their supporting documents and will also be minuted.

## 12. Full Council Meetings

- 12.1. Meetings are generally held on the first Monday of each month, with the exception of January and August. They normally take place at Hilton Village Hall, though some are held in Hilton Methodist Church depending on availability and commence at 7:30pm (unless otherwise specified).
- 12.2. Some items will appear on the agenda each month e.g., Green Open Spaces, Financial Reports, etc. Other irregular items will be project work, consultations, issues raised by residents etc.
- 12.3. A calendar of meetings is published each year and you should endeavour to attend as many meetings as possible. In addition, the Chairman may call additional meetings of Full Council as required. These are known as Extra Ordinary meetings and may be called giving 3 clear days notice.

## 13. Annual Meeting of the Full Council

- 13.1. The Annual Meeting of the Parish Council is held in May. Its main purpose is to formalise policies and procedures for the year ahead. The agenda must include certain items in accordance with the Standing Orders, which includes:
- The election of the Chair and Vice-Chair for the year;
  - Confirmation of the Council's Committees;
  - Appointment of members to the Committees;
  - Appointment of representatives to Outside Bodies.

## 14. Committee Meetings

- 14.1. The Council determines its Committee structure at its Annual Meeting in May.
- 14.2. Meetings usually take place in the Hilton Methodist Church or Hilton Village Hall. All meetings start at 7:30 p.m. unless the agenda states otherwise. Please note that Committee meetings may start at other times, and you should always check the date, time and venue before attending any meeting. This information will be at the top of the summons to attend.
- 14.3. An agenda is produced by the Clerk for each meeting, and copies of the agenda and supporting material are emailed to Members generally before the date of the meeting, giving you the statutory 3 clear days notice.

## 15. Working Group Meetings

- 15.1. The Parish Council makes use of less formal groups called Working Groups to aid the process of information gathering and free discussion in order to support their governance decisions. These groups can benefit from the presence of residents who are not Councillors and from external consultants. Working Groups are unable to make decisions on behalf of the Council and must report their recommendations to a full Council meeting for decision.
- 15.2. Working Groups may be formed for limited periods or may be on-going. Their formation and reporting both have procedures that must be followed.

## 16. Annual Parish Meeting

- 16.1. The Annual Parish Meeting is a meeting of the Hilton Parish electorate which must be run and paid for by the Parish Council, but it is not a formal Council meeting.
- 16.2. The purpose is to enable the electors to discuss parish affairs and is a good opportunity for the Parish Council to report on their actions over the past year and also for community groups to provide reports on their activities.
- 16.3. Any registered elector may ask a question of the Council (often submitted in advance).
- 16.4. If he/she is present, the Chairman of the Parish Council must Chair this meeting.

## 17. Agenda, Reports and Minutes

- 17.1. The statute requires that you are 'summoned' to attend a Council meeting. This formal notice will give you the date, time and place of the meeting and will include an agenda to give you details of the items to be discussed and the level of discussion to take place i.e., whether you are considering what action to take, receiving a report,

resolving to take action. It is important that you take the time to read these papers before attending the meeting to familiarise yourself with the issues to be discussed.

- 17.2. No business may be lawfully transacted that is not published on the agenda. This means that no subject may be discussed or decided upon without being published on the agenda.
- 17.3. When you receive agenda and reports for meetings, you will sometimes find a report marked "CONFIDENTIAL". Any information in this report is to be treated as confidential and should not be divulged to anyone who is not a Member of the Council; where the paper relates to a Committee meeting this may also include other Councillors who are not on the Committee. If you have any doubts, please contact the Clerk who will be able to advise.
- 17.4. After each meeting, Minutes are prepared by the Clerk. They will be issued to Councillors and will also be published on the Parish Council's website in draft form. All Councillors should read these minutes and report any discrepancies back to the Clerk as soon as possible.
- 17.5. The Council agenda, together with the Minutes of the last meeting and of meetings of Committees, form the basis on which the Council conducts its business.
- 17.6. The Council also has a system of public participation time at its meetings, where members of the public can raise issues, speak regarding items on the agenda and question Council decisions.
- 17.7. If you wish to have an item put on the Agenda for discussion, please contact the Clerk.

## 18. Code of Conduct and Declaration of interests

- 18.1. The law relating to the declaration of Disclosable Pecuniary Interests and Non-Registerable Interests is complicated. It is laid out in the Localism Act 2012 and associated regulations, but the purpose of this note is to simplify matters as far as possible. There are a number of guidance notes which give more detailed information and can be referred to as particular circumstances arise.
- 18.2. Agenda papers are generally despatched 3 clear days in advance of the meeting to which they relate. On receiving an agenda, you should check the items of business listed, and consider whether there is a need to declare an interest (and, if so, what type of interest) in any of the items. The Clerk is always willing to offer advice and guidance before (but preferably not on the day of) a meeting but should not be asked to do so during a meeting.

## 19. Declaration of Interests

- 19.1. During your term as a Councillor, you will from time to time have close links to items being discussed. The Council's Code of Conduct requires you to consider these links and if necessary, declare a level of interest in the matter and leave the room when the matter is being discussed.
- 19.2. There will be an opportunity at the beginning of the agenda for the Councillors to notify the meeting of any interest, but you also have a duty to declare an interest as soon as you become aware of it later on. This may mean declaring the interest during the discussion rather than at the start of the meeting.
- 19.3. You must state the level of interest and the nature of it and ensure that these are recorded in the Minutes of the Meeting.

## 20. Disclosable Pecuniary Interests

- 20.1. As a Councillor you are required to complete a Register of Disclosable Pecuniary Interests which is held by the Monitoring Officer at Huntingdonshire District Council and locally with your Clerk. You are required to declare interests held by yourself and your spouse/civil partner under the following headings:
- Employment
  - Sponsorship
  - Contracts held with the Council
  - Land held in the parish (owned, rented or leased)
  - Licences with the Council
  - Tenancy
  - Securities and Capital held in bodies which have a place of business in the parish
  - Other registrable interests
- 20.2. Further guidance and clarification is given in the Code of Conduct in Section 33.3.
- 20.3. You will have a Disclosable Pecuniary Interest whenever the Council is discussing something which affects anything on this register, and you must declare the interest and **MUST LEAVE THE ROOM** during the discussion.
- 20.4. The Localism Act 2011 confirms that a breach of this part of the code is a criminal offence with a potential police prosecution and a fine of £5000.

## 21. Non-Registerable Interests

- 21.1. During your time in office, the Council will also discuss many things which may have an impact or relevance to yourself, a family member, a close personal acquaintance or an outside body on which you serve. If this interest is financial i.e., would have a financial

impact on you, a family member, close personal acquaintance or outside body, you have a Non-Registerable Interest.

- 21.2. Only you can decide this, but remember it is not whether you think that your judgement of the public interest would be prejudiced, but what a member of the public with the relevant facts would reasonably think. In other words, you must put yourself in the position of an ordinary member of the public and view the situation through their eyes, and not have regard to what you might consider to be your incorruptibility.
- 21.3. If you decide that you do have a Non-Registerable interest, you **MUST LEAVE THE ROOM** any time when the item is being discussed. Again, your withdrawal from the meeting will be recorded in the Minutes.
- 21.4. This is a complex area; if you have any queries you should always seek advice from the Clerk who may refer you to the Monitoring Officer or CAPALC.

## 22. Dispensations

- 22.1. At times it may be helpful for the Council to allow a member or members to stay in the room in spite of the declared interest. In certain circumstances, the Council can award a dispensation which either allows you to stay for the discussion or stay for the discussion and vote. Requests must be made in writing and meet one of the statutory criteria. The Council's Dispensation Procedure can be found in Section 33.11.

## 23. Gifts and Hospitality

- 23.1. Guidance regarding the acceptance of gifts and hospitality, and the declarations of such, is also included in the Code of Conduct. The Council's code establishes the policy for gifts and hospitality, and you must bear this in mind at all times.
- 23.2. You should treat with caution any offer of a gift or hospitality that is made to you personally, particularly if the person making the offer may be doing or seeking to do, business with the Council, or may be applying for planning permission or some other kind of decision.
- 23.3. In addition to the above-mentioned requirements, you are strongly advised to register all offers of gifts or hospitality whatever the value and whether you accept them or not. You will then be protected in the event of a complaint or enquiry, and Huntingdonshire District Council's Monitoring Officer will be made aware of inappropriate offers made to Members (especially where a series of lower value offers is made).

## 24. The Respective Roles of Members and the Clerk

24.1. This short note has been prepared with the intention of giving Members of the Council some guidance as to the respective roles of both Members and the Clerk in helping the Council to function, and on how these roles work in practice.

## 25. The Role of Members

25.1. Members are collectively responsible for making Council policy, for which they are accountable to the electorate.

25.2. Members are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Members and the Clerk on such matters and, indeed, Members may often find that they are asked by electors to pursue matters on their behalf.

25.3. However, Members have no executive authority, and will need to deal with all matters either through their collective Council membership or in liaison with the Clerk concerning a local problem.

25.4. It therefore follows that there are no circumstances where an individual Member can issue an instruction to the Clerk or a Contractor. Likewise, a Member must never act "on behalf of the Council" in the organisation of any function or service. Particular care should be taken in letters/comments to the Press, to ensure they understand you speak as a "Councillor" and not on behalf of the Council as a whole. Generally, the Clerk on behalf of the Council issues Press statements.

## 26. The Role of the Clerk

26.1. The Clerk takes no part in the decision making of the Council except that they provide the independent and unbiased information to support the Council in its decision making.

26.2. The Clerk is the Proper Officer of the Council providing objective advice and ensuring that the Council is operating within the law. They are also the executor of Council policy, i.e., they carry out the instructions of the Council. Some of their main responsibilities include:

- Arranging meetings; including the writing of agendas, supporting paperwork and reports, minutes, publications etc.
- Responding to correspondence sent to the Council.
- Actioning any decisions made by the Council.
- Researching into potential projects, issues raised, strategic plans.
- Event planning/facilitator/marshal.
- Project manager; facilities manager; services manager.
- To line manage other members of staff.

- To undertake any decisions delegated by the Council, particularly in urgent/emergency situations.

26.3. It should be noted that many Clerks are also the Responsible Finance Officer (RFO) of the Council and are also responsible for the Council's finances, ensuring that they are managed in line with the Financial Regulations and relevant legislation. This is the case for Hilton Parish Council.

## 27. The Role of the Chair

27.1. To preserve order and manage the running of Council meetings. Also, to be the figurehead for the Council at civic events.

27.2. The Chair is elected by the Council.

27.3. Some of their main responsibilities include:

- Liaising with the Clerk regarding the setting of agendas.
- Managing discussion at meetings ensuring that all members get the opportunity to put forward their comments/points of view and that voting is undertaken in line with Standing Orders.
- To make the casting vote at meetings when there is an equality of votes.
- To undertake a training course in Chairmanship.

## 28. How These Roles Work in Practice

28.1. Members take decisions on matters of major policy at meetings of the Council, after having considered the recommendations of any Committee if needed. Any Committee will, in turn, have considered the recommendations of the Clerk.

28.2. Members take decisions on policy matters of more limited significance at meetings of any Committees, after having considered the recommendations of the Clerk and depending on their delegated powers.

28.3. The Delegated Powers are available in Section 33.6 and 33.7.

28.4. Within the framework of policies decided by Members, either at Full Council or Committees level, the Clerk, often in consultation with the Chairman, will take many decisions every working day. Most of these decisions will be concerned with the day-to-day management of services to the public, but others will be concerned with more important matters.

## 29. Statutory Powers and Duties

29.1. The Council derives its powers from statute. All Parish Council activities must be linked to a legal 'power' (something they choose to do) or 'duty' (something they are obliged to do). In all cases, both Members and Officers must work within the law.

29.2. The Clerk will act as advisor to the Council to ensure that it always acts legally. From time to time this may mean the Clerk advising members during a meeting to alert members to possible legal issues in the decision-making process.

29.3. Any activity undertaken ultra vires (beyond the powers) could have legal/financial consequences.

### 30. Summary of Roles and Responsibilities

30.1. Members are responsible for making Council policy, but do not have executive authority.

30.2. The Clerk is responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.

30.3. The Council's Terms of Reference determines which Committee, if any, deals with particular matters, and at which level decisions are taken.

30.4. Many matters are delegated to the Clerk, who can make decisions on them working within established Council policies.

30.5. The day-to-day management of services is the responsibility of the Clerk.

30.6. Both Members and the Clerk must work within the law.

30.7. Mutual respect between the Clerk and Members is essential in order for the Council to function effectively. Personal attacks on the Clerk should be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public.

### 31. Assets and Services

31.1. Hilton Parish Council provides, manages and maintains several facilities and services in the village, including:

- Public open spaces: the Village Green, the Grove and the Village Garden
- Maze and its information board
- Cricket Pavilion
- Bus Shelter
- Lychgate and war memorial
- Jubilee Playground
- Maintenance of footpaths
- Street lighting (29 lights are owned and funded by the Parish Council)
- Parish Council website and Facebook page
- Street furniture, including noticeboards, bench seats and picnic benches

## 32. The General Principles of Public Life (The Nolan Principles)

- 32.1. The following is a list of principles, which the Secretary of State has ordered should govern the conduct of Members. The Code of Conduct is consistent with these principles.
- 32.2. Selflessness - Holders of public office should act solely in terms of the public interest.
- 32.3. Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.
- 32.4. Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- 32.5. Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- 32.6. Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- 32.7. Honesty - Holders of public office should be truthful.
- 32.8. Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## 33. Policies

- 33.1. Standing orders – These are the written rules of the Council. They are used to confirm the Council’s internal organisational, administrative and procurement procedures and procedural matters for meetings.
- 33.2. Financial Regulations - They set out the framework within which the Council ensures responsible and sustainable management of the Council’s finances.
- 33.3. Code of Conduct - The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority

officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct.

- 33.4. Freedom of Information and Publication Scheme – The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.
- 33.5. Data Protection – Councils are required to be compliant with the General Data Protection Regulations
- 33.6. Terms of Reference – these evidence the nature and extent of the duties and powers which have been delegated to Committees or Officers
- 33.7. Scheme of delegation – this sets out the circumstances in which the Clerk can act with the delegated authority of the Council
- 33.8. Employment Policies – the Council is required to adhere to all relevant employment law
- 33.9. Health and Safety Policies – the Council is required to adhere to all relevant health and safety legislation
- 33.10. Complaints policy
- 33.11. Dispensation Procedure – this sets out the process of applying for a dispensation and the criteria for awarding one
- 33.12. Financial Policies
- 33.13. General Risk Assessment – the Council is required as a matter of prudence to consider all of the risks associated with its business
- 33.14. Action Plan – the Council agrees an annual Action Plan which is then reviewed
- 33.15. Other Policies
- 33.16. All policies can be found on the Parish Council website - <https://hiltonparishcouncil.com/council-documents/policy>

#### 34. [NALCs Good Councillor's Guides](#)

- 34.1. The following booklets can be found in the Dropbox folder entitled Good Councillors Guides:

The Good Councillor's Guide  
The Good Councillor's Guide to Being a Good Employer  
The Good Councillor's Guide to Community Business  
The Good Councillor's Guide to Cyber Security  
The Good Councillor's Guide to Finance and Transparency  
The Good Councillor's Guide to Neighbourhood Planning  
The Good Councillor's Guide to Transport Planning  
NALC Communications Toolkit  
NALC GDPR Toolkit  
NALC Guide to the Community Infrastructure Levy (CIL)  
NALC Guide to Website Accessibility Requirements