

## Ruskington Parish Council

### Terms of Reference

#### Councillors Attending Surgeries & Community Events.

**Aim:**

The aim of the Councillor Surgeries and for Councillor attendance at community events is to increase the interaction between Council and the public, providing an opportunity for residents to share ideas for projects, raise concerns, or to find out more about the role of council and councillors.

**Location:**

The Surgeries will be held at the Parish Office, unless otherwise agreed. Councillors may also attend community events, such as the Warm Space events, with the agreement of Council and with the invitation and knowledge of the Event Planner, and attend events organised by Council.

**Role of the Councillor/s:**

- The role of the Councillor is to be impartial, to listen, to signpost, and to feedback to Council as required.
- If a resident would like a reply from Council, contact details must be obtained with reference to Council's privacy policy. The contact details must be given to the Clerk/RFO, at the earliest opportunity, must not be shared with anyone else, and must not be left in sight.
- The Councillor can signpost to the RPC website, Fix My Street, and outside agencies such as LCC and NKDC, the Environment Agency, Anglian Water, or to a district or county councillor using contact details found in the public domain. Residents can also be invited to attend committee and council meetings, as relevant, to discuss their ideas/ concerns further.
- If a resident wishes to make a complaint about Council, a councillor, or a member or staff, they must be signposted to RPC's Complaints Policy.
- The Councillor cannot make any promises to the resident/s or offer to undertake any actions for them.
- The Councillor can ask the Clerk to add an item to a relevant agenda for consideration and can ask a member of staff for advice.
- Only information /actions already in the public domain can be shared (e.g., as published in the Minutes which are available to view on the Council's website).
- Confidentiality must be maintained at all times. Personal and confidential matters must NOT be discussed or disclosed – such as staff, contractual, or legal matters and no personal details can be shared.
- The Councillor/s must not engage in any political discussion, (Council has no political affiliations), gossip, or speculative conversations.
- The Councillor/s must abide by the Nolan Principles (The Seven Principles of Public Life) at all times.

- Abuse of any description from the residents is not to be tolerated.

**The Seven Principles of Public Life, known as the Nolan Principles, for Standards in Public Life.**

They are:-

1. Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

7. Leadership

Holders of public office should promote and support these principles by leadership and example.

**Ruskington Parish Council's Privacy Policy can be accessed via:**

<https://ruskington.parish.lincolnshire.gov.uk/privacy>