

Member Officer Charter – Further Information for Clickable Version

Accountability

- Avoid taking actions which are unlawful, improper or may give rise to maladministration
- Avoid the potential for conflicts of interest
- Disclose any relationship that might be seen as unduly influencing your duties

Determination

- Be receptive to advice and give the opportunity for a constructive two-way challenge of ideas
- Implement lawful decisions made by the Council, the Cabinet and Committees

Empowerment and Respect

- Respect impartiality and line management arrangements
- Provide services within the framework of delegated responsibilities
- Make decisions through the correct decision making process
- Do not exceed the bounds of your delegated authority

Simplicity

- Communicate in a clear, open and honest way but respect confidentiality
- Reports should be written in plain English avoiding jargon and acronyms
- Recognise that some reports may be very technical
- Encourage questions on information provided and give further explanation when required

Working Together

- Encourage collaborative two-way contact
- Close personal familiarity can damage the relationship
- Respect roles and duties and observe reasonable standards of courtesy
- Hold informal briefings on relevant matters
- Respect everyone's free (non-Council) time.
- Professional judgement should not be influenced by personal views
- Officers have a duty to be impartial

Excellence

- Implement the Council's agreed policy framework
- We all work towards implementing the Borough Vision
- Promote the Council's Values and Behaviours in the work we do