ITEM 9

THE HAWARDEN STANDARD

This document explains the standard of conduct expected from Hawarden Community Councillors in dealing with each other and employees. It should be read in conjuction with the Members' Code of Conduct and the Community Council's Social Media Policy. It adds to these documents and does not detract from them.

In each case behaviour under the Hawarden Standard will be judged objectively. That is to say, it will be judged based on what a reasonable person knowing all the facts would conclude from observing the behaviour.

Freedom of speech, particularly 'political expression' is important within a democratic society. In exercising the right to free speech and when acting on Council business, the following standards are expected of Hawarden Community Council members:

Public behavour:

* Show respect to each other
* Do not make personal or abusive comments about each other or employees
* Do not accuse each other or employees of lying or falsifying facts or documents
* Do not make malicious allegations against each other or employees
* Do not publish or spread any false information about each other or employees
* Show respect to diversity and equality
* Do not accuse or imply that employees are acting from political motives
* Do not bring Hawarden Community Council into disrepute

Behaviour in Council and Committee Meetings:

* Behave with dignity in meetings
* Show respect to and obey decisions made by the Chairperson
* Make points based on the issue under discussion not personal remarks

about others
* Allow others to speak without interruption or heckling and do not speak over others, in particular the Chairman
* Do not use indecent language nor make discriminatory remarks or remarks which prejudice any section of society

Confidentiality
* Keep the confidentiality of any documents or meetings which are not public
* Do not release confidential information to the press or public
* Return or securely destroy confidential papers
* Do not use confidential information for purposes other than intended

Dealing with Employees
* Treat all employees with respect and courtesy
* Raise any concerns about an employee's conduct via the agreed process rather in council/committee meetings
* Councillors make decisions via council and committee meetings which are then implemented by employees. Councillors should not seek to nor purport to act on behalf of Hawarden Community Council
* When corresponding or emailing with employees permit them 5 working days to respond (noting that some days may be non-working days based on their contracted work patterns, annual leave or sickness absence)
* Do not over challenge the Clerk's advice and if a second opinion is needed an employee should seek it and report back