

# 5 Civic Code of Conduct

## Code of Conduct for Elected Members

All elected Councillors, including the Lord Mayor and Deputy Lord Mayor, are bound by the general provisions and obligations set down in the City of York Council Members' Code of Conduct.

Upon election and acceptance of office, every newly elected Member:

- receives a copy of the Code of Conduct;
- agrees and formally signs up to abide by those provisions and obligations, when they accept their office upon election.

### What does this mean?

The Members' Code of Conduct applies to the Lord Mayor and Deputy Lord Mayor and any elected Member appointed as Sheriff, because of their position as elected Members on the Council.

The Code can be found on the website for other interested members of the Civic Party.

In summary, it means that those elected Members serving their year of office as a member of the Civic Party are still bound by the Code.

The Code is primarily concerned with expected standards of behaviour commensurate with a publicly elected office, stating that:

- You must treat others with respect.
- You must not do anything which may cause the Council to breach any equality enactment.
- You must not bully or intimidate any person, or attempt to bully or intimidate them.
- You must not do anything which compromises the impartiality of anyone who works for or on behalf of the Authority, or do anything that is likely to compromise their impartiality.

- You must not conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute, or your position as a Councillor into disrepute.
- You must not use your position as a Councillor improperly to obtain any advantage or disadvantage for yourself or any other person, or attempt to do so.
- When you use or authorise the use by others of the resources of the Council you must:
  - abide by the Council's reasonable requirements; and
  - ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

### **Civic Party Code of Conduct**

Building upon the above standards, under this protocol all the civic party are asked to act according to the following code, as befits being part of the second oldest Lord Mayoralty in the country. Unlike the formal Members' Code of Conduct, there are no sanctions for breaching this Civic Code but clearly, if the Civic Party behaves or acts inappropriately it can have reputational consequences and lower the dignity of the Civic Office.

In carrying out the role officially, therefore, and representing the ancient City of York with dignity, the civic party are asked to:

- Show respect, courtesy and consideration equally towards all guests, hosts, dignitaries, caterers, visitors and officers, at all times;
- Be punctual and arrive in good time for Civic and Mansion House events/occasions;
- Leave Civic and Mansion House events/functions punctually, adhering to the estimated departure times wherever possible

- Ensure that the position is not used in any way for personal gain or to the specific advantage or disadvantage of any other person
- Abide by agreed protocols contained within this Guide for:
  - royal visits;
  - greeting guests and meeting hosts;
  - use of the civic car;
  - use of civic regalia/items from the collection;
  - use of the Mansion House;
  - use of resources (inc. allocated events budget and staffing).
- Be of smart appearance at all times when on official business and in accordance with the dress protocol (*see section on protocols*)
- Honour all agreed official events and diary commitments as a general rule, excepting unforeseen circumstances.
- Undertake to maintain the day to day cleanliness and condition of the Lord Mayor's Apartment in the Mansion House and to alarm the building at night, in accordance with requirements of the Mansion House Compendium.
- Pay due regard at all times to health & safety, fire regulations, licensing requirements, room capacities etc, when attending or hosting events in Mansion House as set out in the Mansion House Compendium.
- Behave in an appropriate manner at all times when on official civic business.