



ILLOGAN PARISH COUNCIL INDUCTION PACK FOR VOLUNTEERS AND CO-OPTED MEMBERS (NON COUNCILLORS)



We are honoured and delighted that you are interested in working with Illogan Parish Council. We are excited to see what we can achieve together. We hope that you enjoy working with us.

Illogan Parish Council are committed to doing the very best we can to make your volunteer experience a productive and rewarding one. We deeply appreciate your time, experience, and knowledge.

As a volunteer you can expect:

- To be treated with dignity, equality, and respect, in line with the Equality Act 2010.
- Appropriate adjustments to be made for individual needs.
- The Council to be receptive to any comments and suggestions.
- Your right to privacy to be respected in accordance with the Data Protection Act.
- A safe working environment.

In return we ask that you:

- Remember that you are a representative of Illogan Parish Council when volunteering.
- Are open and honest in your dealings with us.
- Treat fellow volunteers, staff, councillors, and members of the public with courtesy and respect.
- Use all equipment safely and only for its intended purpose.
- Undertake volunteering in a way not to endanger yourself or others.
- Return uniform and all equipment before leaving site.



Members of the Public Co-Opted onto Council Committees

Members of the public can be co-opted as members on to any committee of the Council except for Finance. However, they will only be entitled to vote if the work of the committee refers to:

- a. The management of a harbour
- b. Tourism
- c. Management of land
- d. Organisation of a festival



There is no definition of a festival within the legislation however, the Council has been advised that it is more than small regular events.

Illogan Parish Council co-opts members of the public onto the Community Events Committee. The Council consider that the Christmas Lights Switch On Events and the Illogan Fun Day are annual festivals organised by the Council. There may also be other one off festivals organised.

Anyone co-opted onto a Council Committee must follow to the same standards as elected members (Councillors). The standards are found in the Council's Code of Conduct, Standing Orders, Financial Regulations, Committee Terms of Reference, and other policies. The Council's Code of Conduct, Standing Orders, Financial Regulations are attached to this pack and all other documents, policies are available on request or on the Council's website:

<https://www.illoganparishcouncil.gov.uk/about-us/council-policies/>

In brief, the standards are known as the Nolan Seven Principle of Public Life and include:

1. Selflessness – to act in the public interest.
2. Honesty – to be truthful.
3. Integrity – to avoid placing the Council or individuals under any obligation.
4. Objectivity – decisions should be made on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
5. Accountability – to be accountable to the public for their actions and the manner in which they carry out their responsibilities.
6. Openness – to be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.
7. Leadership – to promote and support these principles by leadership and, by example, and to act in a way that secures or preserves public confidence.

If you are present at a meeting and you are aware that you have an interest in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting.

If you have any queries, please do not hesitate to contact the Clerk, Assistant to the Clerk or a Councillor.





ILLOGAN PARISH COUNCIL ACCEPTANCE FOR VOLUNTEERS AND CO-OPTED MEMBERS (NON COUNCILLORS)

I..... confirm that I have read and understood the information contained in the Induction Pack for Volunteers and Co-Opted Members (non-councillors).

I agree to work safely, be respectful and courteous and abide the Nolan Seven Principles of Public Life, the Council's Code of Conduct and adopted policies.

I agree to declare an interest when it affects the wellbeing or financial position of myself, a family member, a close personal acquaintance or outside body.

Signed

Date

This declaration was made and signed before me,

Signed
Proper Officer of the Council