

FINDOCHTY COMMUNITY COUNCIL

Code of Conduct

For all members of Findochty Community Council

Authority	Moray Council Scheme of Establishment (2025–2029) / Ethical Standards in Public Life etc. (Scotland) Act 2000
Version	1.2
Date Adopted	04 May 2026
Review Period	Annual

All members of Findochty Community Council must comply with this Code of Conduct when acting in their role. On appointment, each member formally agrees to abide by it.

1. The Principles

Members shall act in accordance with the following principles at all times:

- Public Service - act in the interests of the community
- Selflessness - make decisions in the public interest, not for personal gain
- Integrity - avoid conflicts of interest and obligations that could improperly influence actions
- Objectivity - make decisions based on evidence and community need
- Accountability - be accountable for decisions and ensure public funds are used properly
- Openness - be open about decisions and actions, giving reasons where appropriate
- Honesty - act honestly and within the law
- Leadership - promote these principles by example
- Respect - treat everyone with courtesy and dignity

2. General Duties

Members shall:

- act in the interests of the community as a whole, not personal or political interests
- follow the Community Council Scheme and this Code of Conduct
- represent community views fairly and accurately, not personal agendas
- be accessible and responsive to residents where reasonably possible

3. Selflessness and Integrity

Members shall not use their position for personal, financial or political gain, or for the benefit of family or friends.

Members shall not place themselves under any obligation to any individual or organisation that might reasonably be thought to influence their judgement.

Gifts and Hospitality

Members shall not accept gifts or hospitality that could be seen to influence their decisions or judgement.

The offer or receipt of any gift - regardless of form or value - must be reported to and recorded by the Secretary of the Community Council. This is a requirement of the Moray Community Council Scheme of Establishment.

4. Declaration of Interests

Where a member has a financial or personal interest in any matter to be considered by the Community Council, they must:

- declare that interest at the start of the meeting, or as soon as it becomes apparent
- withdraw from the room during the relevant discussion and decision, unless the Community Council determines otherwise
- not attempt to influence the outcome

All declarations of interest shall be recorded in the minutes.

When in doubt about whether an interest should be declared, the safe course is always to declare it.

5. Objectivity

Members shall:

- make decisions based on evidence and the interests of the community
- set aside personal views and preferences where necessary
- not act on behalf of a political party or external interest group when representing the Community Council

6. Accountability and Stewardship

Members shall:

- be accountable for their decisions and actions on behalf of the community
- ensure public funds are used properly, efficiently and only for Community Council purposes
- ensure the Community Council operates in accordance with the Scheme and this Code
- ensure annual accounts are produced and properly examined

7. Openness

Members shall:

- be open about decisions, actions and representations, providing reasons where appropriate
- clearly distinguish between personal views and positions taken on behalf of the Community Council - especially in any dealings with the media, public or external organisations
- not be unduly influenced by the views of others in forming their positions

8. Honesty

Members shall:

- act honestly and within the law at all times
- declare any private interest relating to their Community Council duties
- take steps to resolve any conflicts of interest in a way that protects the interests of the community

9. Leadership

Members shall:

- promote and support this Code of Conduct by example
- help maintain the community's trust and confidence in the Community Council
- promote social inclusion and challenge discrimination in any form

10. Respect

Members shall:

- treat fellow members, residents and all others with courtesy, respect and dignity
- not engage in bullying, harassment or discrimination of any kind
- comply with the Equality Act 2010 and ensure equality of opportunity in all Community Council activities
- respect confidentiality where required and handle personal data appropriately in accordance with the Data Protection Policy

11. Breach of the Code

Any alleged breach of this Code shall be handled through the Community Council's Complaints Procedure. Where appropriate, the matter may be referred to Moray Council.

Before any action is taken in respect of an alleged breach, the member concerned shall be given a reasonable opportunity to respond to the allegation. This right to respond shall be recorded.

Member Declaration

We, the undersigned members of Findochty Community Council, confirm that we have each read and understood this Code of Conduct and agree to abide by it in our role as members of Findochty Community Council.

Name (print)	Signature	Date
Anne Bolton Braidwood (Chair)		
Paul Steel (Secretary)		
Paul Kerrison (Treasurer)		
Ron Dawson (Member)		
Jeff Masterson (Member)		