

Great Tey Parish Council

ADVISORY WORKING GROUP: ADVISORY MEMBER AGREEMENT

Related Document: Advisory Working Group Terms of Reference

Purpose:

This Agreement sets out the expectations, responsibilities and standards applicable to individuals appointed by Great Tey Parish Council as Advisory Members of the Advisory Working Group.

It is intended to protect both the Council and the Advisory Member by ensuring a clear understanding of the role and the standards expected.

This Agreement is not a contract of employment and does not confer any legal status as a Parish Councillor, employee or officer of the Council.

Appointment:

I acknowledge that I have been appointed by Great Tey Parish Council as an Advisory Member of the Advisory Working Group.

I understand that:

- my appointment is voluntary;
 - I am not an elected or co-opted Parish Councillor;
 - I am not an employee of the Council;
 - I have no delegated authority to make decisions on behalf of the Council;
 - all Council decisions are made only by Full Council or by a properly constituted committee acting under delegated authority.
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My Responsibilities:

As an Advisory Member, I agree to:

- act honestly, respectfully and professionally at all times;
 - contribute positively to the work of the Working Group;
 - support the Council by providing advice, local knowledge and constructive recommendations;
 - respect differing opinions;
 - promote equality, diversity and inclusion;
 - comply with the Advisory Working Group Terms of Reference;
 - comply with relevant Council policies made available to me.
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Confidentiality:

I understand that I may receive information that is confidential, commercially sensitive or contains personal data.

I agree that I will:

- keep confidential information secure;
- not disclose confidential information to any third party unless authorised by the Council;
- use confidential information only for the purposes of my advisory role;
- immediately report any accidental disclosure or data breach to the Parish Clerk.

My duty of confidentiality continues after my membership of the Working Group ends.

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Data Protection:

I acknowledge that I may process personal data whilst carrying out my advisory role.

I agree to:

- comply with the UK General Data Protection Regulation (UK GDPR);
 - comply with the Data Protection Act 2018;
 - only access information required for my role;
 - not retain copies of Council information longer than necessary;
 - securely delete or return Council information when requested.
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Council Email Account:

Where the Council provides me with an official Council email account, I understand that:

- the account remains the property of Great Tey Parish Council;
- it is provided solely for Council business;
- it must not be used for personal correspondence;
- it must be protected with a secure password and, where available, multi-factor authentication;
- I will not share my login credentials with anyone else;
- the Council may access or monitor the account where permitted by law and its policies;
- the account will be closed when my appointment ends.

I will ensure that all correspondence accurately reflects my role as an Advisory Working Group Member and will not describe myself as a Parish Councillor.

Council Information and Documents:

I understand that access to Council documents is provided only where necessary to support the work of the Advisory Working Group.

I agree that I will:

- use Council information only for authorised purposes;
 - not copy, forward or distribute documents without permission;
 - return or securely destroy Council documents when requested;
 - immediately notify the Parish Clerk if Council information is lost or accessed by an unauthorised person.
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Use of Council Equipment:

Where the Council provides access to equipment, software or online systems, I agree to:

- use them responsibly;
 - keep devices secure;
 - report any loss, theft or suspected cyber incident immediately;
 - return all Council property promptly when requested or when my appointment ends.
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Public Communications:

I understand that I am not authorised to speak on behalf of Great Tey Parish Council unless expressly authorised by Full Council.

I agree that I will not:

- issue press statements on behalf of the Council;
 - respond to media enquiries on behalf of the Council;
 - represent my personal opinions as those of the Council;
 - use the Council's logo or branding without permission.
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Social Media:

If I refer to Council matters on social media, I will:

- make it clear when expressing a personal opinion;
 - avoid bringing the Council into disrepute;
 - respect confidentiality;
 - not publish information that has not been authorised for public release.
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Conflicts of Interest:

I agree to declare any personal, financial or other interests that may conflict with the work of the Advisory Working Group.

Where a conflict exists, I will withdraw from discussions if requested by the Chair or the Council.

Gifts and Hospitality:

I will not seek or accept gifts, hospitality or benefits that could reasonably be perceived as influencing my role.

Any offers of gifts or hospitality connected with Council business will be reported to the Parish Clerk.

Standards of Behaviour:

I agree to:

- treat everyone with dignity and respect;
 - listen to others courteously;
 - avoid bullying, harassment or discrimination;
 - support a positive working environment;
 - comply with reasonable requests made by the Chair or Parish Clerk relating to governance and procedure.
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Ending My Appointment:

I understand that my appointment may end by:

- resignation;
 - dissolution of the Working Group;
 - resolution of the Council;
 - failure to comply with the Terms of Reference or this Agreement.
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Upon leaving the Working Group I will:

- return all Council property;
 - return or securely delete Council information when instructed;
 - cease using any Council email account or systems immediately.
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Declaration:

I confirm that:

- I have received and read the Advisory Working Group Terms of Reference.
 - I understand the advisory nature of my appointment.
 - I agree to comply with this Agreement.
 - I understand that failure to comply may result in my appointment being terminated by the Council.
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Advisory Member

Name: _____

Signature: _____

Date: _____

On behalf of Great Tey Parish Council:

I confirm that the above individual has been appointed as an Advisory Member of the Great Tey Parish Council Advisory Working Group.

Proper Officer: _____

Signature: _____

Date: _____