

# **NEWBY AND SCALBY PARISH COUNCIL**

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## **COUNCILLOR PROTECTION POLICY**

This policy is intended to minimise the likelihood of a councillor being accused of impropriety or getting into a situation which could give rise to something which might be construed as against the Council's adopted Code of Conduct.

This policy only relates to when members are acting in their official capacity.

1. You are your best protection. Think first before you act and use your common sense.
2. Do not be on your own with vulnerable adults or minors - remember a minor is someone under the age of 18. If you've ANY doubts then arrange to meet at the Council office in the presence of the Clerk or another Councillor.
3. Wherever possible, meetings should be by prior appointment. Meetings should be in places where you are visible at all times - don't go into houses, back gardens, cars or around corners etc where you can't be seen.
4. Always ensure that there are more people present than just yourself and the person you're meeting - have someone else there (eg another councillor or adult) as your witness.
5. If you wish to visit a property for which Council has received a planning application, please let the Clerk know - she will arrange a convenient date and time with the householder and all councillors who wish to visit should do so at the appointed time.
6. If you're invited somewhere, eg. To attend a function on behalf of the council, then it is sensible to follow the guidelines laid down in this policy.

*This version (v6) tabled at Council meeting on 12 December 2012 and adopted on a 4 month trial basis [minute 164/12.1 refers].*

*Policy adopted without changes at Council meeting of 10th April 2013 [minute 57/13.1 refers].  
Changed to new address 1/9/15*