



REMOTE MEETINGS CODE OF CONDUCT

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| Title | Remote Meetings Code of Conduct |
| Owner | Chairman |
| Version number | 0.1 |
| Primary audience | Councillors and staff |
| Document location | Shared drive |
| Objective | This policy sets out the basis on which remote meetings should be conducted |

Members of the Council are reminded that the conduct and behaviour expected of them for a remote meeting are no different to a face to face meeting and as such, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.
6. He/she shall ensure that they are appropriately dressed.

Stoke Mandeville Parish Council – Remote Meeting Policy

Supporting Materials

This policy should be read in conjunction with the following supporting materials:

- TBA

Review and approval

| Sign off | | |
|--|------------|--|
| Finance & Governance C'tee | 09/06/2020 | |
| Full Parish Council | DD/MM/YY | |
| | | |
| Next review date | | |
| This policy should be reviewed every three years or when significant change occurs to the policy subject matter. | | |
| The next review date for this policy is 1 November 2023 . | | |

Version Control / History

| Version no. | Author | Date | Status/Comments |
|-------------|--------|------------|--|
| 0.1 | AGS | 22.06.2020 | New policy required for new environment. |
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