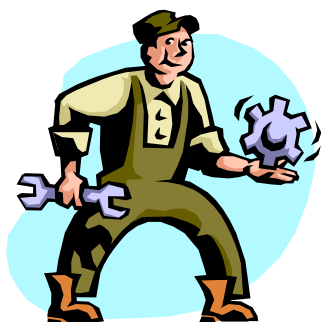


# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL



## MEMBER TOOL KIT



1. “Member Contract” – written undertaking to abide by the protocols in this toolkit *[to be sent by e-mail to all Members prior to the Council meeting]*
2.
  - (a) 10 General Principles of Conduct *[The Nolan Principles]*
  - (a) SCDC Code of Conduct
  - (b) SBE Guide to the Revised Code of Conduct *[see Agenda Item 9]*
  - (c) Declaration of Interests Flowchart *[in terms of the new Code]*
3.
  - (a) Councillors’ Guide to Pre-Determination & Bias *[legal advice note based on case law]*
  - (a) Gifts & Hospitality – Additional guidance for Councillors
  - (b) Procedural Guidance - Planning & Licensing *[in Constitution]*
  - (c) Whistleblowing Policy *[agreed by Cabinet 12 December 2006]*
4. Member/Officer Relations Protocol *[see Agenda Item 8d]*
5. Member Role Descriptions *[see Agenda Item 8d]*
6. Skills Framework for Elected Members & Leaders *[IDeA Ethical Governance Toolkit]*
7. Protocol on the Use of IT by Members *[already in place]*
8. A Councillor’s Guide 2007/8 *[latest version of what Members already have]*
9. SCDC Member Development Programme *[unlikely to be ready for 26 April; will follow]*
10. SCDC Organisation Structure Charts *[points of contact / pictures of officers, floor plan of building with location of departments]*