

Date: 06 October 2022

Title: Report Item 10 – Civility and Respect

By: K Larkin (Parish Clerk)

Purpose: To report on proposals by NALC to encourage all councils to sign up to a civility and respect pledge and to adopt a Dignity at Work policy

Recommendations: a) To sign the pledge and
b) To adopt a Dignity at Work policy

The National Association of Local Councils has circulated all councils with the proposal that a Civility and Respect pledge should be adopted by each one, along with a Dignity at Work policy which carries the principles of civility and respect through into the workplace.

Two documents by NALC are appended to this report, and are self-explanatory. The first outlines the rationale for the pledge and sets out the wording of it (Annex A).

The second offers a template for a Dignity at Work policy (Annex B, circulated separately)

NALC's intention is that the same consideration should be shown across the board to and by councillors, officers, contractors and members of the public who come into contact with each other in the course of council work.

Annex A

Civility and Respect Pledge suggested agenda item:

'To pass a resolution to sign up to the civility and respect pledge'

| Definition of Civility and Respect |
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| Civility means politeness and courtesy in behaviour, speech, and in the written word. |
| Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. |

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

| Statement | Tick to agree |
|---|---------------|
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. | |
| Our council has committed to training councillors and staff. | |
| Our council has signed up to Code of Conduct for councillors | |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy. | |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise. | |
| Our council will commit to calling out bullying and harassment when if and when it happens. | |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme | |
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. | |