



## Declaration of Acceptance of Office

I (print name),
having been elected to the office of Member of ( print name),
Council on (insert date),
Hereby declare that;  1. I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the Council's Constitution and the best of my judgement and ability;  2. I will undertake to observe the Code of Conduct adopted by the Council;  3. I will take part in the Council's induction programme for newly elected members of the Council;  4. I will proactively engage with the Council's Continuing Professional Development (CPD) programme of core key skill development and other special modules appropriate to my role within the Council and as a Ward member.
Signed
Date
This declaration was signed before me,
Signed
Date
Head of Paid Service and Proper Officer of the Council

## Notes to Form

1. You cannot participate as a Member (including participating in any meetings of the Council, its committees, sub committees or as a representative on an outside body) until you have signed the Declaration of Acceptance of Office form.
2. Please acquaint yourself with the Council's Constitution, which includes a description of the duties of a Member of the Council and the Code of Conduct applicable to members, before signing this acceptance form. The Constitution is accessible on the Council's website.
3. As an elected member you are required to consider all matters with an open mind, in an open and transparent process free from an interest. The Council has adopted a Code of Conduct for its Members, which reflects its statutory requirement to promote and maintain high standards of conduct as required by the Localism Act 2011.
4. The Code applies to you whenever you are acting as a councillor and it is essential that you become familiar with its contents as soon as possible.
5. When signing your Declaration of Acceptance of Office form, you undertake to observe the Code and uphold the principles of public life. The importance of this cannot be over-emphasised; breaches of the Code may be reported to the Monitoring Officer of the Council who has the duty to consider and investigate potential breaches of the Code.
6. If a case is serious enough, it may be referred to an independent panel to make a judgement, which could result public censure or in certain circumstances a criminal action. For further guidance on the Code of Conduct, please consult Monitoring Officer.

Please look at the Council's Induction and CPD programme before signing this acceptance form.