

MY ROLE IN ASSISTING YOU

While I am here to represent you, I also have a duty to act in the interests of the Council as a whole and to represent it. I must act in accordance with the Councillors' Code of Conduct at all times and, as such:

I CAN:

- Seek information on your behalf in respect of your case.
- Advise Council officers of your views.
- Help you make your views known to the relevant Council officer.
- Give you advice on the correct procedure to follow and who to contact.
- Raise concerns you have about a Council service / decision.
- Make representations on your behalf. In doing so, however, I may then forfeit my right to be a decision-maker on the matter.

I CAN'T:

- Overturn a Council decision (e.g. on the allocation of Council housing).
- Advocate for / against a cause if I want to take part in the decision-making process (if it is a regulatory or quasi-judicial matter e.g. licensing or planning).
- Seek legal advice from the Council on your behalf.
- Pass on any legal advice provided to the Council.
- Guarantee all information provided by you will be kept confidential.
- Represent Council employees, lobby on their behalf or become involved in operational matters relating to their employment.

The Councillors' Code can be found at www.standardscommissionscotland.org.uk/codes-of-conduct.