

**Application form for Membership of the Aylesbury Vale
Independent Advisory Group (IAG)**

PERSONAL DETAILS
Title and full name:
X Surname at birth:
X Any other previous names:
X Date of birth:
X Place of birth:
Address:
Postcode:
Community affinity: (e.g Hindu/Afrocaribbean/Islam/Gypsy Traveller)
Contact telephone number:- Mobile: Landline:
E-mail address:

Thames Valley Police may conduct a vetting exercise. This is an optional process but if you have concerns please speak to the person who gave you this form. If you have no objection please check the box.

Data marked X is only required if vetting occurs

Protecting your Privacy

Aylesbury Vale District Council (AVDC) is committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone:
01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on ibinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

The information as provided above.

Why are we using your information?

For contact and communication purposes in connection with IAG business and for Thames Valley Police vetting purposes where relevant.

We will use your information because you have given us your permission to use it.

You have the right to stop us using your information at any time by contacting the AVDC Community Engagement Officer – 01296 585860; email acheyo@aylesburyvaledc.gov.uk

If you do not give us your information it will affect how the IAG operates in our district, we may not have reliable links with your community, or we may have to find other contacts instead.

We may share your information with

We will share your information with Thames Valley Police or other relevant agencies to support IAG business. These business provide a service and information for Community Leaders when matters arise where help is required.

For details of how Thames Valley Police deal with your information, please contact the police vetting team on 01865542061 or email vetting@thamesvalley.pnn.police.uk

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main [Privacy Notice page](#).

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495, or go to our [website](#).

Consent:

I agree for Thames Valley Police and Aylesbury Vale District Council to hold my details securely. Thames Valley Police and Aylesbury Vale District Council will not release my details relating to this application for IAG membership to any third parties.

Signed..... Print Name.....

Date

Please return this form to the person who gave it to you for, your application will be processed and further contact will be made with you to discuss your interest.

CODE OF CONDUCT & DECLARATION OF INTERESTS

All IAG members are required to sign and adhere to the 'IAG Code of Conduct and Declaration of Interests which is as follows:

INDEPENDENT ADVISORY GROUP CODE OF CONDUCT AND DECLARATION OF INTERESTS

The Code of Conduct shall be that every member shall discharge their duty with integrity, fairness, politeness, tolerance, courtesy, respect, openness and truthfulness and without fear or favour. In particular, every member shall:

Avoid all form of harassment, victimisation, unreasonable discrimination, abusive or derisive attitudes or behaviour towards other individuals and groups

Behave in a manner that does not bring discredit to the group

Avoid favouritism to any particular individual or group

Treat any information that comes into their possession during the course of their duties as confidential, and shall not use it for personal benefit, nor shall they divulge that information to other parties except in the proper course of the IAG business.

Guiding Principles

Members of an IAG will abide by the seven Nolan Principles of Public Life:

1. **Selflessness**

Members of an IAG should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. **Integrity**

Members of an IAG should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, members of an IAG should make choices on merit.

4. **Openness**

Members of an IAG should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

5. **Honesty**

Members of an IAG have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public.

6. **Leadership**

Members of an IAG should promote and support these principles by leadership and example.

Confidentiality

As a member of an Independent Advisory Group, you will necessarily learn of and acquire information that has not yet been made public and is still confidential. It will be regarded as a betrayal of trust to breach such confidences. You should never disclose or use confidential information arising from the work of the Group for personal advantage of yourself or of anyone known to you or to the disadvantage or discredit of the Group, Police Service or anyone else.

Apart from the breach of trust, there may be cause for prosecution under the Data Protection Act for the breach of confidential information.

Disclosure of Interests

1. If you have an interest in a matter arising at a meeting of the IAG or through its work, you should always disclose it. Having declared an interest you may be asked to withdraw from the meeting during discussion. It is open to you to declare an interest in any work of the IAG. Consider whether the public would regard your interest as so closely connected with the matter in question that you could not be expected to put it out of your mind.
2. The opportunity to make a declaration of interest will be given at the start of each meeting. However, members can at any point during a meeting declare an interest when it becomes apparent they have one.
3. IAG members should declare any interest, membership or subscription to any political party, organisation or group that may express views which inhibit community cohesion.

Signature:

Date:

For LPA Commander:

Dear

Welcome and thank you for becoming a member of the Aylesbury Vale Independent Advisory Group (AIG).

As an advisor you have a positive strategic role which will help enhance our decisions and understanding of the communities we serve.

Kind regards,

LPA Commander, Aylesbury Vale

SignedPrint Name.....

Date.....