

Swindon Borough Council

Standards Committee

Monday, 14 March 2016

Committee Room 6, Civic Offices

At 5.00 p.m.

Councillors

Michael Bray
Richard Hurley
Maureen Penny
Eric Shaw
Vera Tomlinson
Mark Edwards (Deputy)
Kevin Parry (Deputy)
(Conservative)

Fay Howard
Teresa Page
Carol Shelley
(Labour)

Dave Wood
(Liberal Democrat)

Independent Persons for Information:

Paul Morris
Keith Strickland

Committee Officer: Steve Jones (Telephone 01793 463602)
email: stevejones@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Members are requested at the start of the meeting to declare any known interests in any matter to be considered, and are reminded that any such interest should also be declared at the start of an item or during any discussion of the matter concerned.

3. Minutes (Pages 5 - 8)

4. Public Question Time

(See explanatory note below. Please phone the Committee Clerk whose name and number appears at the top of this agenda if you need further guidance.)

5. Exempt Items - Exclusion of Press and Public

Certain items are expected to include the consideration of exempt information and the Standards Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

<u>Item No.</u>	<u>Paragraph No.</u>
7	1 and 2

6. Ethical Framework Update DLDS (Pages 9 - 26)

7. Ethical Compliance Report DLDS (Pages 27 - 28)

4th March 2016 (being date of agenda despatch)

Key:

DLDS - Director of Law and Democratic Services

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.
(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you would wish to attend the meeting but have any special

requirement to enable you to do so please contact the Committee Officer, whose name appears at the top of this agenda, as soon as possible prior to the date of the meeting.

If you would like to receive any of the pages contained in this agenda in a larger print size please contact the Committee Officer whose name appears on the first page of this agenda.

Standards Committee - Terms of Reference

The Standards Committee has the following roles and functions in accordance with Article 9 of the Council's Constitution:

- (a) promoting and maintaining high standards of conduct by councillors and co-opted members including church and parent governor representatives;
- (b) assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) recommending training on any aspect of conduct and behaviour for Councillors, and officers, where it considers it would be of benefit;
- (f) approving other codes of conduct and behaviour which apply to Councillors, employees, contractors and any other parties or organisations associated with Council activity (for employees approval will be subject to agreement through recognised negotiating machinery where appropriate);
- (g) receiving from the Council's Monitoring Officer details of all allegations of any breach of the Code of Conduct;
- (h) determining any matters which may be referred to it by the Monitoring Officer or which may arise under consideration of complaints as to breaches of the Members Code of Conduct or the Protocol for Member / Officer Relations or any Code or Protocol applying to Members and Co-opted Members;
- (i) supporting the Council's Monitoring Officer in discharging his/her role;
- (j) granting dispensations to councillors and co-opted members, including church and parent governor representatives, arising from requests relating to interests set out in the Members Code of Conduct and/or under section 33 of the Localism Act 2011;
- (k) exercising (a) to (i) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils;

- (l) ensuring the Council's Customer Feedback Policy operates effectively in relation to standards of conduct and behaviour of staff and in particular the Standards Committee may
 - receive an annual report on its operation
 - receive monitoring reports on complaints in relation to standards of conduct and behaviour that have resulted in a final warning to a member of staff
 - adjudicate upon all complaints which remain unresolved
 - require Service Managers to report upon any areas of activity which may have been the subject of criticism in respect of standards of conduct and behaviour;
- (m) reporting to the Council when it considers:-
 - standards of conduct and behaviour in a particular area need reviewing, and
 - the level of commitment necessary to resolve these difficulties should be greater;
- (n) approving the Council's anti-fraud strategy and whistle-blowing procedures and ensure they operate effectively;
- (o) recommending to the Council the payment of compensation or the taking of any other action relating to standards of conduct and behaviour where this is considered appropriate;
- (p) reporting to the Council, should it deem it necessary, on the result of any investigation into the standards of conduct and behaviour of a Member; and
- (q) approving procedures associated with the appointment of an independent remuneration panel for Councillors' Allowances.

STANDARDS COMMITTEE

MONDAY, 25 JANUARY 2016

PRESENT:- Councillor David Wood (Chair), Councillors Michael Bray, Richard Hurley, Teresa Page, Eric Shaw and Vera Tomlinson.
Messrs Keith Strickland, Paul Morris, Trevor Davies, Richard Hailstone and Mike Compton.

Apologies for absence were received from Councillors Fay Howard and Maureen Penny and Mr David Dawson.

16. Declarations of Interest

The Chair reminded members of the need to declare known interests in any matters to be considered at the meeting.

No declarations of interest were made.

17. Minutes

Resolved – That the minutes of the meeting held on 12th October 2015 be confirmed and signed as a correct record.

18. Public Question Time

There were no public questions.

19. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below on the grounds that they involved the likely disclosure of exempt information as defined in the respective paragraphs of Part 1 of Schedule 12A of the Act.

<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
8	1 and 2	23

20. Question and Answer Session - Leader of the Council and Interim Chief Executive

Councillor David Renard, the Leader of the Council, and John Gilbert, the Interim Chief Executive, were in attendance to report to the Committee on matters relating to the Council's ethical governance framework and issues of probity and to discuss with members the key priorities for ensuring that high ethical standards continue to be promoted and maintained within the Council.

At the invitation of the Chair, the Leader of the Council addressed the meeting on his view of the efficacy of the Council's ethical framework and its embedding within the organisation as an easily recognised platform for member behaviours when representing the Authority. He emphasised the importance of the framework in establishing the standards for the manner in which members carried out their various duties and responsibilities and as the means by which public confidence and trust in the work of the Council can be promoted and maintained. The Leader recognised the role played by the Standards Committee and the Monitoring Officer in supporting the ethical framework and congratulated members on their hard work and diligence in promoting and maintaining the highest standards of conduct by councillors and co-opted members. It was his view that the Council had, in place, a suite of relevant and effective practices to address all eventualities and that the Standards Committee had exhibited a level of commitment to the function that not only promoted best practice and the upholding of standards but had shown its diligence in making recommendations to Council when it considered standards of conduct and behaviour needed to be reviewed and where the level of commitment necessary to resolve these difficulties should be enhanced.

The Interim Chief Executive endorsed the Leader of the Council's viewpoint, adding that the Council, as part of its ongoing performance management regime, and in relation to the promotion of expected behaviours and values, placed a high level of importance on extending this ethical foundation into its external service contracts and ensuring its contracted service providers comply with the Council's ethical standards.

Following their opening remarks, the Leader and Interim Chief Executive responded to members' questions and observations on the following issues:

- Trends evidenced in feedback from staff surveys and whether continuing austerity and fiscal challenges were having an identifiable effect on staff morale and motivation.
- The accessibility of the Chief Executive by staff, particularly through social media platforms and other informal methods of communication.
 - The Council's recognition of social media as a valid means of communication and the protocols around such social media usage.
- The officers' code of conduct and the effectiveness of that ethical framework in establishing standards for workplace behaviour and personal conduct.
- The challenge of ensuring that corporate ethics are maintained in relation to the use by members and officers of a greater diversity of social media platforms and other informal communications options.
- The Leader of the Council's view of the strength of member/officer relationships in progressing corporate objectives and priorities and whether continuing austerity measures and the fiscal pressures faced by the Council on a daily basis had led to any significant straining of those relationships.
- The members' planning code of good practice and issues that had been raised by members.
- The future of the localities' team, its focus going forward and options for enhancing the Council's engagement with the wider public.
- The noticeable increase in the number of Parish Councillor Code of Conduct complaints and possible implications for ethical training provision for Parish Councils.

Resolved – That Councillor David Renard, the Leader of the Council, and the Interim Chief Executive be thanked for attending the meeting and for their full and open responses to members questions on matters relating to the Council's ethical governance framework and issues of probity.

21. Ethical Framework Update

The Committee received a report from the Director of Law and Democratic Services providing an update on matters relating to the Ethical Framework, including:

- Dispensations.
- Code of Conduct Complaints.
- Member Training.
- Effectiveness of training and development following a reference from the Member Development Advisory Group.
- Whistleblowing – the launch of the NSPCC helpline.
- Promotion of the Council's Whistleblowing Policy.
- CIPFA – Online guidance on ethical standards for public service providers.
- The workshop on the role of the Independent Person.

Resolved – (1) That the Ethical Framework update be noted.

(2) That Minute 7 of the Member Development Advisory Group (MDAG), responding to the Committee's concerns regarding the effectiveness of member training and development and the need to clarify the member functions and roles, be noted.

(3) That the MDAGs proposal to introduce feedback forms for delegates attending training sessions and to review of the analysis of that feedback, be welcomed and that the MDAG training session feedback analysis be submitted to this Committee for consideration.

(4) That it be noted that it was the MDAGs intention to consider member training requirements in relation to the Council's changing perspective from service delivery to contract management and, specifically, the new role of members and the particular skill sets they would require to allow them to best respond to that changed functionality.

(5) That the launch of the NSPCC national whistleblowing helpline for employees wishing to raise concerns about a child at risk of abuse be noted and that the Monitoring Officer be authorised to update the Council's own whistleblowing policy to include the helpline contact telephone number once this is available, and details of the new OFSTED guidance on whistleblowing.

(6) That members' comments regarding a possible gap in member training provision, relating to the specific skills required to effectively chair meetings of the Council's Licensing Panel, be noted and that the Monitoring Officer discuss this issue further with the Member Training Support Officer and the Clerk to the Licensing Panel.

22. Review of Council Codes and Protocols

Further to Minute 14(3) and (4), the Committee received a report of the Director of Law and Democratic Services inviting members to review the following Codes and Protocols.

- Members' Code of Conduct.
- Officers' Code of Conduct.
- Monitoring Officer Protocol.

- Councillor Role Definitions.
- Guidance to Councillors on dealings with the media.
- Protocol of Member/Officer Relationships.
- Local Code of Governance.
- Members Planning Code of Good Practice.
- Public Question Time at Council Meetings.
- Recording, Photography and use of social media.

It was noted that, in accordance with the Committee's instruction, a consultation process on the codes and protocols had been undertaken with:

- Members of the Standards Committee.
- All Parish Councils.
- The Political Groups on the Council (via the Political Assistants and Councillor Stan Pajak (on behalf of the Liberal Democrat Group)).
- Board Directors and Heads of Service.

It was further noted that no submissions had been received in response to the consultation exercise undertaken in relation to the Council's Codes and Protocols which the Committee took as positive affirmation as to the working of the various Codes and Protocols and the previous annual reviews.

Resolved – That the Council's current Codes and Protocols, as submitted to this meeting, be approved for inclusion in the Council's Constitution for 2016/17.

23. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical framework compliance matters, including the details of Whistleblowing cases, breaches of the member/officer relations protocol and Code of Conduct Complaints received since the last Committee and the outcome of any completed investigations in relation to these. The Head of Internal Audit introduced the section of the report relating to whistleblowing cases and members noted the enhanced level of information provided.

Resolved – (1) That the Ethical Framework Compliance report be noted.
(2) That the enhanced level of information provided in this report in relation to whistleblowing cases, as requested by members previously, be accepted.

Ethical Framework Update

Standards Committee

Date: 14th March 2016

Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To provide an update on various matters related to the Ethical Framework, to keep the Committee informed of issues of probity in the Council.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the Ethical Framework update.
- 2.2 Consider the Council's arrangements for dealing with Code of Conduct complaints and determine whether any revision is required.
- 2.3 Agree that chairing skills training continues to be offered to members in its current form and that particular issues relating to the chairing of Licensing Panels be addressed by means of a secondary, "follow-on" training session, specifically tailored to meet the needs of the Licensing function.

3. Detail

Dispensations

- 3.1 Section 33 of the Localism Act 2011 enables members who consider that they may have a disclosable pecuniary interest (DPI) to apply for a dispensation to allow them to speak and vote.
- 3.2 At its meeting on 12 December 2012, the Standards Committee authorised the Director of Law and Democratic Services to grant any applications for a dispensation in relation to any meeting at which any matter which has a bearing on the setting of the discounts and exemptions for Council Tax is being or is due to be considered for a four year period. Dispensations are granted in conjunction with the Chair or the Standards Committee and are reported back to the next available meeting.
- 3.3 No dispensations have been granted by the Monitoring Officer, in consultation with the Chair of the Standards Committee, since the last meeting.

Further information on the subject of this report can be obtained from Stephen Taylor, 01793 463012, staylor@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 14th March 2016

Summary of Code of Conduct Complaints

- 3.4 At its meeting on 21 July 2014, the Committee agreed that, in response to a suggestion put forward by a member of the public during the consultation on the Council's Standards arrangements, a summary of Code of Conduct complaints, including details of complaints received during the year and comparative data for preceding years, be made to each meeting of the Committee. This information is set out below and members will note that there has been no change since the last meeting.

Year	Complaints	No Further Action	Referred for Monitoring Officer or other Action	Referred for Investigation	Breach following hearing	No action following referral	Local Resolution
2008/09	14	13	0	1	1	0	N/A
2009/10	7	4	1	2	1	1	N/A
2010/11	12	4	4	4	0	4	N/A
2011/12	10	6	2	2	0	2	N/A
2012/13	5	5	0	0	0	0	N/A
2013/14	14	10	1	3	0	1	2
2014/15	5	5	0	0	0	0	0
2015/16	2	2	0	0	0	0	0

Member Training

- 3.5 Attached at Appendix 1 is a record of all the member training events that have taken place so far this Municipal Year, including details of councillor attendance at those events. Attached at Appendix 2 are the details of the training and development events planned for the remainder of the 2015-16 Municipal Year. Members are asked to note that this does not preclude any ad-hoc training events that the Committee and Member Services team may be asked to arrange before the local government elections in May 2016.
- 3.6 Work is progressing on the Induction Programme and Member Training and Development Programme for the 2016-2017 Municipal Year. The Member

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Ethical Framework Update

Standards Committee

Date: 14th March 2016

Development Advisory Group will be asked at its next meeting on the 15 March 2016 to discuss and agree the training opportunities available to councillors, and any outcomes from those discussions and their impact on member training will be reported to a future meeting of this Committee.

- 3.7 The Committee is reminded that, at present, a number of sessions are held by the Monitoring Officer each year around the parishes to train parish councillors on the ethical framework and chairing skills. The next session is due to take place at Haydon Wick Parish Council on 9 March 2016. Borough Councillors who are also parish councillors are able to attend. Parish councillors have also been specifically invited to some planning training events provided for borough councillors. In addition, parish councillors are also able to attend training sessions as advertised in the Members Bulletin.
- 3.8 A copy of the summary of training provided for town and parish councillors during 6 February 2015 to 26 February 2016 is attached at Appendix 3.

Effective Chairing – Licensing Panels

- 3.9 At its meeting on 25th January, members raised the issue of chairing skills training and the particular challenges facing members in effectively chairing meetings of the Council's Licensing Panel. Members were of a view that additional training, beyond the remit of the current "Chairing Skills" training module and specific to licensing, might prove beneficial. The Monitoring Officer agreed to raise this concern with the Member Training Officer and the Clerk to the Licensing Panel.
- 3.10 It is the officers' view that chairing skills training should continue to be offered to members in its current form and that members' concerns about the particular issues relating to the chairing of Licensing Panels would be most appropriately addressed by means of a secondary, "follow-on" training session, specifically tailored to meet the needs of the Licensing function. This training would be arranged via Licensing Officers and the Clerk to the Licensing Panel.

Review of the Council's arrangements for dealing with Code of Conduct complaints

- 3.11 At the start of this Municipal Year, the Committee agreed to include in its work programme a review of the Council's arrangements for dealing with Code of Conduct complaints. The Council introduced specific arrangements for dealing with Code of Conduct complaints following the introduction of the new standards regime in 2011. These arrangements were last reviewed by the Standards Committee in 2013/14. . A copy of the current arrangements is attached at Appendix 4.
- 3.12 The outcomes of the 2013/14 review, which included a detailed consultation exercise undertaken on behalf of the Council by Hoey Ainscough Associates Ltd

Further information on the subject of this report can be obtained from Stephen Taylor, 01793 463012, staylor@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 14th March 2016

('Hoey Ainscough'), were reported to the Standards Committee meeting on 21st July 2014. The review recognised that the Council's process for the handling of Code of Conduct complaints was both functional and effective. It did, however, consider that there remained some scope to improve the process, particularly, in respect of the timeframe for the initial assessment.

- 3.13 The Standards Committee subsequently agreed several amendments to the arrangements in response to particular issues that had been identified. The amendments, set out below, have all been incorporated into the arrangements.
- The initial assessment of complaints to continue to be determined by a Panel of councillors with an Independent Person and Lay/Parish Representatives in attendance to give their views where appropriate.
 - Assessment Panel meetings to continue to be convened on an ad hoc basis.
 - Proceedings at the initial stage of the complaint to continue to remain private and confidential.
 - Assessment Panel meetings to continue to be held in the absence of the complainant and the respondent but both to be advised at the earliest practicable opportunity of the date when the Assessment Panel will meet to consider the complaint.
 - A summary of the Code of Conduct complaints received during the Municipal Year to be made to each meeting of the Standards Committee as part of the ethical framework update.
 - The practice of no appeal of Assessment Panel decisions other than by way of judicial review be continued.
 - Members to be encouraged to continue to make themselves available to attend Assessment Panel meetings so as to enable so far as practicable the completion of the initial assessment of a complaint within a period of one calendar month from receipt of the complaint.
 - Membership of the Standards Committee be increased to facilitate a greater pool of members that could be drawn upon for Assessment Panel meetings (*Agreed at the Annual Council Meeting in June 2014, at which meeting the membership of the Standards Committee was increased from 6 to 9 councillors*).
- 3.14 The revised arrangements have been in operation since the commencement of the 2014/15 Municipal Year, since which time they have been utilised in relation to seven Code of Conduct complaints. Of these, the initial assessment of four of the complaints was completed within a period of one calendar month from receipt of the complaint. The other three complaints were all submitted during the pre-election period in 2015. The initial assessment of each of these complaints was completed within one calendar month of the Standards Committee membership being agreed at the Annual Council meeting on 22nd May 2015.
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Further information on the subject of this report can be obtained from Stephen Taylor, 01793 463012, staylor@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 14th March 2016

3.15 It is the officers' view that the revisions to the arrangements for dealing with Code of Conduct complaints have been successful in addressing the issues identified by the review. In particular, the increased membership of the Standards Committee, from which the Assessment Panel memberships are drawn, has enabled meetings to be convened quickly after the receipt of complaints and thereby avoid any unnecessary delay in completing the initial assessment of complaints.

3.16 The Standards Committee is invited to review the Council's arrangements for dealing with Code of Conduct complaints and determine whether any revision is required.

4. Alternative Options

4.1 Any alternative options are set out in the body of the report.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 Any financial or procurement implications will be contained within the existing budget.

Legal and Human Rights Implications

5.2 The legal and human rights implications, where applicable, are set out in the body of the report.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.3 There are no other implications that have been identified as important for this report.

Links to One Swindon, Plans and Policies

5.4 Monitoring of issues of probity in the Council underpins the Council's plans and policies and the delivery of One Swindon objectives.

Diversity Impact Assessment

5.5 A Diversity Impact Assessment has not been completed for this report, as it does not recommend a change in Council policy or service.

Risk Management

5.6 A risk assessment has not been completed in relation this report, as it does as it does not recommend a change in Council policy or service. Arrangements for meeting the requirements of the Localism Act and monitoring probity of the

Further information on the subject of this report can be obtained from Stephen Taylor, 01793 463012, staylor@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 14th March 2016

Council, ensures that good governance is maintained and protects the reputation of the organisation.

6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 - Member Training Events

	Induction Session One 11 May 2015	Induction Session Two 14 May 2015	Individual Scrutiny Session – ad-hoc dates	Individual Customer Services Session – ad-hoc	Intro to Planning 27 May 2015	Chairing Skills 8 June 2015	Media Training 9 July 2015	Licensing Committee 9 September 2015	Equality and Diversity 1 October 2015	Safeguarding Adults 8 October 2015	6 month review for new councillors 11 Nov 2016	Capital Budget 19 January 2016	Chairing Skills 4 February 2016	Child Protection 8 February 2016	Total Events attended
Total Attendance	7	6	3	3	12	7	5	9	4	9	3	13	2	14	97
Ali, Junab								1							1
Allsopp, Steve												1			1
Amin, Abdul									1	1		1			3
Baker, Paul															0
Ballman, John															0
Ballman, Ray															0
Bennett, Andrew															0
Bishop, Alan								1		1					2
Bray, Michael															0
Bushell, Emma	1	1	1	1					1	1		1		1	8

	Induction Session One 11 May 2015	Induction Session Two 14 May 2015	Individual Scrutiny Session – ad-hoc dates	Individual Customer Services Session – ad-hoc	Intro to Planning 27 May 2015	Chairing Skills 8 June 2015	Media Training 9 July 2015	Licensing Committee 9 September 2015	Equality and Diversity 1 October 2015	Safeguarding Adults 8 October 2015	6 month review for new councillors 11 Nov 2016	Capital Budget 19 January 2016	Chairing Skills 4 February 2016	Child Protection 8 February 2016	Total Events attended
Crabbe, Wayne															0
Dixon, Paul	1	1				1				1	1				5
Donachie, Oliver						1						1			2
Edwards, Mark															0
Elliott, Toby															0
Ellis, Claire	1														1
Exell, Steph	1	1			1					1			1	1	6
Faramarzi, Emma															0
Foley, Fionuala														1	1
Ford, Brian															0
Friend, Mary					1										1

	Induction Session One 11 May 2015	Induction Session Two 14 May 2015	Individual Scrutiny Session – ad-hoc dates	Individual Customer Services Session – ad-hoc	Intro to Planning 27 May 2015	Chairing Skills 8 June 2015	Media Training 9 July 2015	Licensing Committee 9 September 2015	Equality and Diversity 1 October 2015	Safeguarding Adults 8 October 2015	6 month review for new councillors 11 Nov 2016	Capital Budget 19 January 2016	Chairing Skills 4 February 2016	Child Protection 8 February 2016	Total Events attended
Grant, Jim										1					1
Haines, John															0
Heenan, Dale															0
Holland, Russell															0
Howard, Fay								1						1	2
Hurley, Richard															0
Lovell, Colin															0
Martin, Mary														1	1
Martin, Nick					1							1		1	3
Martyn, Cathy	1	1	1		1		1				1	1		1	8
Mattock, Brian												1			1

	Induction Session One 11 May 2015	Induction Session Two 14 May 2015	Individual Scrutiny Session – ad-hoc dates	Individual Customer Services Session – ad-hoc	Intro to Planning 27 May 2015	Chairing Skills 8 June 2015	Media Training 9 July 2015	Licensing Committee 9 September 2015	Equality and Diversity 1 October 2015	Safeguarding Adults 8 October 2015	6 month review for new councillors 11 Nov 2016	Capital Budget 19 January 2016	Chairing Skills 4 February 2016	Child Protection 8 February 2016	Total Events attended
McCracken, Gemma					1	1	1		1			1		1	6
Moffatt, Des										1		1			2
Montaut, Derique								1							1
Page, Teresa					1								1		2
Pajak, Stan					1										1
Parry, Kevin															0
Penny, Maureen						1	1	1							3
Perkins, Garry															0
Renard, David												1			1
Robbins, James															0
Shaw, Eric								1							1

	Induction Session One 11 May 2015	Induction Session Two 14 May 2015	Individual Scrutiny Session – ad-hoc dates	Individual Customer Services Session – ad-hoc	Intro to Planning 27 May 2015	Chairing Skills 8 June 2015	Media Training 9 July 2015	Licensing Committee 9 September 2015	Equality and Diversity 1 October 2015	Safeguarding Adults 8 October 2015	6 month review for new councillors 11 Nov 2016	Capital Budget 19 January 2016	Chairing Skills 4 February 2016	Child Protection 8 February 2016	Total Events attended
Shelley, Carol				1										1	2
Small, Kevin															0
Swinyard, Tim					1									1	2
Sydney-Smith, Caryl	1	1	1		1		1	1		1	1	1		1	10
Tomlinson, Vera					1			1							2
Tray, Joe				1					1						2
Watts, Chris	1	1			1		1								4
Watts, Nadine					1									1	2
Watts, Peter						1		1		1					3
Weisinger, Steve						1									1
Williams, Keith															0

	Induction Session One 11 May 2015	Induction Session Two 14 May 2015	Individual Scrutiny Session – ad-hoc dates	Individual Customer Services Session – ad-hoc	Intro to Planning 27 May 2015	Chairing Skills 8 June 2015	Media Training 9 July 2015	Licensing Committee 9 September 2015	Equality and Diversity 1 October 2015	Safeguarding Adults 8 October 2015	6 month review for new councillors 11 Nov 2016	Capital Budget 19 January 2016	Chairing Skills 4 February 2016	Child Protection 8 February 2016	Total Events attended
Wood, David															0
Wright, Bob						1						1		1	3
Wright, Julie												1		1	2

Training and Development Programme for Councillors 2015/2016		
Dates	Subject	Facilitator
11 May 2015 2.00pm Ctte Room 1	Induction (1) for Newly Elected Councillors	Corporate Board Director of Law and Democratic Services The Mayor and Lead Members
14 May 2015 5.00pm Ctte Room 2	Induction (2) for Newly Elected Councillors	Stuart McKellar, Board Director, Resources Communications Officers Karen McMahon, Head of Customer and Business Services Patrick Weir, Head of Localities, Community Involvement and Volunteering Stephen Taylor, Director of Law and Democratic Services
27 May 2015 6.00pm Ctte Room 2	Induction for New Members of the Planning Committee and any councillor with an interest in planning process	Richard Bell, Planning Officer Kehinde Awojobi, Legal Department
Prior to 1st meeting of each Committee	Overview and Scrutiny induction	Scrutiny Officer / Chair
8 June 2015 6.00pm Ctte Room 6	Chairing Skills	Stephen Taylor, Director of Law and Democratic Services
9 July 2015 4.00pm Ctte Room 5	Media Training	Gail Downey, Whirlwind Productions
9 September 2015 5.15pm Ctte Room 1	Induction for New Members of the Licensing Committee	Kathryn Ashton, Licensing Officer

1 October 2015 6.00pm Ctte Room 1	Equality and Diversity	Nick Stephenson, Change Lead, Equality and Diversity
8 October 2015 6.00pm Ctte Room 2	Safeguarding Adults	Doug Bale
11 November 2015 6.00pm Ctte Room 3	New Members Induction – six month review	Stephen Taylor, Director of Law and Democratic Services
19 January 2016 6.00pm Ctte Room 2	Understanding the Capital Budget	Paul Smith, Head of Technical Finance
4 February 2016 6.00pm Ctte Room 6	Chairing Skills	Stephen Taylor, Director of Law and Democratic Services
8 February 2016 6.00pm Ctte Room 6	Key things you need to know about our services relating to child protection and children looked after in your role as a Councillor	Karen Reeve
4 April 2016 6.00pm Ctte Room 6 or Council Chamber	Future role of the Dorset and Wiltshire Fire and Rescue Service	Darran Gunter, Chief Fire Officer (Designate)
TBC	Swindon Building Control	Liz Burton, Technical Support and Improvement Officer
TBC	Education Transport Appeals Sub-Committee	Rebecca Mathis / Ann Crowley
Ad-hoc – organised at request of member	Customer Services and the Members Hotline process	Lisa Pittard, Operations Manager

External providers

Information on training and events provided by external organisations such as the LGA and LGiU are circulated on a weekly basis in the Member's Bulletin. Members are then invited to apply, and attendance approved through a Cabinet Member Briefing Note.

Dates for member training

Potential dates earmarked for future member training (all 6pm start time):

2016
21 April

Potential subjects for member training – delivered by officers

- Public Health and the mandated public health responsibilities that the council now has.
- Maximising the benefits of Swindon Borough Council's property portfolio.
- The role of Swindon Borough Council in the economic development of the Borough.
- Improving skills and increasing employment.
- Child Protection Level 1 – on line.
- CSE - on line (has been sent to all councillors for completion)
- Understanding how to make a referral to children's social care - direct training. 2 hours anytime in year.
- General awareness-raising of Adult Services.
- An introduction to housing services.

Learning Zone Modules

- Data Protection.
- Freedom of Information and Information Security.
- Officer training sessions also suitable for members.

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Name of Council	Ethical Framework		Chairing Skills	
	Date	No. Cllrs attended	Date	No. Cllrs attended
Bishopstone and Hinton Parva Parish Council (NALC Code of Conduct)	-	-	-	-
Blunsdon St Andrew Parish Council (NALC Code of Conduct)	-	-	-	-
Castle Eaton Parish Council (SBC Code of Conduct)	-	-	-	-
Chiseldon Parish Council (SBC Code of Conduct)	30 July 2015	1	-	-
Covingham Parish Council (SBC Code of Conduct)	30 July 2015	1	-	-
Hannington Parish Council (SBC Code of Conduct)	-	-	-	-
Haydon Wick Parish Council (SBC Code of Conduct)	18 August 2015	11	2 November 2015	10
Highworth Town Council (SBC Code of Conduct)	30 July 2015 18 August 2015	1 2	-	-
Liddington Parish Council (SBC Code of Conduct)	30 July 2015	1	-	-
Nythe Parish Council (SBC Code of Conduct)	-	-	-	-
South Marston Parish Council (SBC Code of Conduct)	30 July 2015 18 August 2015	3 3	-	-
Stanton Fitzwarren Parish Council (SBC Code of Conduct)	-	-	-	-
Stratton St Margaret Parish Council (SBC Code of Conduct)	16 June 2015 30 July 2015	13 1	4 February 2016	1
Wanborough Parish Council (SBC Code of Conduct)	-	-	-	-
Wroughton Parish Council (SBC Code of Conduct)	30 July 2015	9	4 February 2016	5

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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