

Swindon Borough Council

Standards Committee

Tuesday, 27 March 2018

Committee Room 1, Civic Offices

At 6.00 p.m.

Councillors

Kevin Parry
Eric Shaw
Timothy Swinyard
Vera Tomlinson
Steve Weisinger (Vice-Chair)
Colin Lovell (Deputy)
Caryl Sydney-Smith (Deputy)
(Conservative)

Jane Milner-Barry
Teresa Page
Joe Tray
(Labour)

David Wood (Chair)
(Liberal Democrat)

Co-opted Representatives

Mr Trevor Davies
Mr David Dawson
(Lay Representatives)

Mr Mike Compton
Mr Richard Hailstone
(Parish Representatives)

Independent Persons for Information:

Mr Paul Morris
Mr Keith Strickland

Committee Officer: Vicki Yull (Tel: 01793 463603) email: VYull@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 - 10)

To receive the minutes of the meeting held on 15th January 2018.

4. **Public Question Time**

Please refer to the explanatory notes below.

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".

Item No.	Paragraph No.
7	1 and 2

6. **Ethical Framework Update** DLDS (Pages 11 - 30)

7. **Ethical Compliance Report** DLDS (Pages 31 - 34)

Date of despatch: 19th March 2018

Key:

DLDS - Director of Law and Democratic Services
HIA - Head of Internal Audit

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 from the Committee Officer named above or on the Council's Website at:

(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>).

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting, or would like to receive any of the pages contained in this

agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

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, 15 JANUARY 2018

PRESENT:- Councillors Steve Weisinger (Vice-Chair), Jane Milner-Barry, Teresa Page, Kevin Parry, Timothy Swinyard, Vera Tomlinson, and Caryl Sydney-Smith (Deputy), Messrs Paul Morris, Keith Strickland, Trevor Davies, David Dawson and Mick Compton.

Apologies for absence were received from Councillors David Wood and Eric Shaw and Mr Richard Hailstone.

17. Declarations of Interest

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

18. Minutes

Resolved – That the minutes of the meeting held on 6th November 2017 be confirmed and signed as a correct record.

19. Public Question Time

There were no public questions.

20. 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 it involves 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
21.	Question and Answer Session - Leader of the Council and Chief Executive		

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

At the invitation of the Chair, Councillor Renard addressed the meeting and stated his belief that standards issues within the Council are well monitored. It was his view that the Council has been operating effectively in terms of the number of code of conduct complaints that had been submitted over the last year, and that the small number of complaints taken forward for investigation was evidence that the Council

is quite effective in promoting and maintaining the highest standards of conduct amongst its members. Councillor Renard also referred to the Council's regular review of its various codes and protocols to ensure that these remain effective and fit for purpose.

The Chief Executive remarked on the development of the Swindon Programme and its associated work streams, and highlighted the important role of various staff forums to disseminate information regarding the change programme. He also referred to the launch of the Aspiring Leaders and Future Leaders programmes which he felt would help to enhance the development offer for Council employees and also ensure the continuing high quality of performance and responsiveness of the Council's organisational structure.

Following their opening remarks, members were given the opportunity to put questions to the Leader and Chief Executive. In response to questions, members were advised that, with regard to members' previously expressed comments, the Monitoring Officer and Section 151 Officer continued to attend Corporate Management Team (CMT) meetings and that it was also likely that the Council's Communications Manager might also be invited to attend CMT meetings to better position that group to address issues arising from the recent peer review around communications. The Chief Executive reported that, following organisational changes made to the Council's senior management, the newly-appointed Director for Communities and Housing would be joining the Council in February 2018.

The Chief Executive also referred to the outcome of the Community Governance Review and the establishment of several new Parish Council's and confirmed that, as with the existing parishes, the Monitoring Officer had provided guidance and training for new Parish Councillors matters of conduct.

Resolved – That Councillor David Renard, the Leader of the Council, and Mr John Gilbert, the 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.

22. Ethical Framework Update

The Committee considered a report from the Director of Law and Democratic Services which provided an update on the following matters relating to the Ethical Framework and issues of probity in the Council.

Dispensations

The Committee noted that no dispensations had been requested by Councillors since the last meeting.

Summary of Code of Conduct Complaints

The Committee noted the summary of Code of Conduct complaints, set out in paragraph 3.5 of the report.

Member Training

The Committee noted the details of the training and development events planned for the 2017-18 Municipal Year attached at Appendix 1 to the report. It was also noted that a log of member attendance, and the feedback received from councillors at

these events, will be reported to this Committee at its next meeting, including the log of Parish Councillor training.

The Committee noted that the Monitoring Officer had conducted one decision-making training session for Parish Councillors since the last meeting of this committee on 8th November 2017.

Membership of the Independent Remuneration Panel

The Committee noted that the four year period of Ms Wendy Hall's appointment to the Panel as the Voluntary / Community Sector Representative ends in February 2018. It was also noted that, since there is no restriction on the re-appointment of members, Ms Hall had been approached with a view to her continuing to serve on the Panel.

The Committee was advised that Ms Hall had declared her intention to step down from the Panel as the Voluntary / Community Sector Representative, but had indicated her willingness to stay in post until such time as a replacement could be appointed from this sector.

Consideration of any recommended updates to Codes and Protocols

The Committee was invited to consider whether the Council's various Codes and Protocols remained fit for purpose.

The Committee noted that, in accordance with its previously agreed instruction (Minute 15 2017/2018 refers), a consultation process had commenced in November 2017 and that the following had been consulted:

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

The Committee noted that there had been one response to the consultation from the Change Manager for Equality and Diversity who had referred to the recent allegations surrounding Westminster and the use of power / recognition of power and inappropriate conduct (sexual or otherwise). The Committee was of the view that listing specific behavioural requirements might result in omissions being made and might also limit the discretion of members of a Standards Assessment Panel in determining the occurrence of potential breaches. Members felt that this provision was adequately dealt with under sections 3.2 and section 5 of the Members' Code of Conduct.

Membership of the Standards Committee – Independent Persons

The Committee noted that the current four year term of office for the two Independent Persons would be coming to an end in May 2018. Consequently, the appointment of the Independent Persons would need to be reviewed and appointments made at the Annual Council meeting in May 2018.

In order to progress the appointment of Independent Persons, as required under Section 28 of the Localism Act 2011, the Committee was invited to authorise the Monitoring Officer to advertise the vacancies and conduct the appointments process

in accordance with the previously agreed appointment process, as referred to in paragraph 3.24 of the report. It was also suggested that the appointments not be held for an indeterminate duration, therefore the Committee was invited to consider the current length of the appointment period.

The Role of the Independent Person - Workshop

The Committee noted that Hoey Ainscough Associates Ltd were conducting a series of half-day workshops, at various venues throughout the country, on the role of the Independent Person. It was noted that both the Council's Independent Persons had attended workshops previously and were not intending to attend any of these current events.

Consultation on updating the disqualification criteria for local authority members

The Committee noted that, in accordance with its previously agreed instruction (Minute 15 2017/2018 refers), individual member responses to the Department for Communities and Local Government (DCLG) consultation had been submitted to the Monitoring Officer by 20th November 2017 in order that a response to the consultation on behalf of the Committee be created for final submission by the 8th December 2017.

The Committee noted the content of the Swindon Borough Council submission as set out in Appendix 2 to the report.

Resolved – (1) That the Ethical Framework Update, including dispensations granted to members of the Borough Council, the Summary of Code of Conduct complaints, the latest position regarding member training and development within the Borough, the role of the Independent Persons Workshop, and the response to the DCLG consultation on the disqualification criteria for local authority members be noted.

(2) That, in view of her experience and commitment, the continued appointment of Ms Hall to the Independent Remuneration Panel, as the Voluntary / Community Sector representative, until the position can be filled, be approved.

(3) That the Monitoring Officer be authorised to write to Ms Hall on behalf of the Committee to thank her for her work in support of the Independent Remuneration Panel.

(4) That the outcome of the consultation on the Council's Codes and Protocols be noted and that these be approved, without amendment, for inclusion in the Council's Constitution for 2018/2019.

(5) That it be noted that the term of appointment of both Independent Persons expires on 18th May 2018 (the date of the Annual Council meeting) and that, in order to fill the vacancies, as required under section 28 of the Localism Act 2011, the Monitoring Officer be authorised to advertise the vacancies and conduct the appointments process in accordance with the previously agreed appointment process referred to in paragraph 3.24 of the report.

(6) That, further to (5) above, the period of appointment of the Independent Persons be for four years.

23. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical compliance matters, including the details of any Whistleblowing cases, Code of Conduct Complaints, and breaches of the Member / Officer Protocol received since the last Committee, and the outcome of

any completed investigations in relation to these.

Resolved – That the Ethical Compliance Report be noted.

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Ethical Framework Update

Standards Committee

Date: 27th March 2018

Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To provide an update on various matters related to the Ethical Framework, and 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, including dispensations granted to members of the Borough Council, the Summary of Code of Conduct complaints, the latest position regarding Borough and Parish Councillor training and development within the Borough, and the update on the recruitment process for the two Independent Persons.
- 2.2 Endorse the appointment of Mr John Dernie as a representative of the Business Sector on the Independent Remuneration Panel on Councillors' Allowances for a period of four years, ending in April 2022.
- 2.3 Determine whether a response is to be provided to the stakeholder consultation on the review of local government ethical standards as set out in Appendix 4 and, subsequently, what form that response should take.

3. Detail

Dispensations

- 3.1 Section 33 of the Localism Act 2011 enables members who consider that they may have a disclosable pecuniary interest to apply for a dispensation to allow them to speak and vote. Any dispensation granted under section 33 of the Localism Act 2011 must specify the period for which it has effect, and the period specified may not exceed four years.
- 3.2 At its meeting on 7th November 2016, the Standards Committee authorised the Director of Law and Democratic Services to grant any applications for a dispensation on the subject matter of Council Tax for a four year period. Dispensations are granted in consultation with the Chair of the Standards Committee and are reported back to the next available meeting.
- 3.3 Also at its meeting on 7th November 2016, the Standards Committee authorised the Director of Law and Democratic Services, in consultation with the Chair of the Standards Committee, to grant applications for urgent dispensations on any

Further information on the subject of this report can be obtained from Vicki Yull, 01793 463603, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 27th March 2018

subject matter in between meetings of this Committee. Any such dispensations to be reported to the next scheduled meeting of this Committee.

- 3.4 No Councillors have sought dispensations since the last report to this Committee.

Summary of Code of Conduct Complaints

- 3.5 At its meeting on 21st 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.

Year	Complaints	No Further Action	Referred for Investigation	Referred for Monitoring Officer or other Action	Breach following hearing	No action following referral	Local Resolution
2008/09	14	13	1	0	1	0	N/A
2009/10	7	5	2	1	1	1	N/A
2010/11	12	8	4	4	0	4	N/A
2011/12	10	8	2	2	0	2	N/A
2012/13	5	5	0	0	0	0	N/A
2013/14	14	11	3	1	0	1	2
2014/15	5	5	0	1	0	0	0
2015/16	4	4	0	2	0	0	0
2016/17	1	1	0	1	0	0	0
2017/18	5	5	0	3	0	0	0

- 3.6 The Committee is asked to note that eight Code of Conduct Complaints will be considered by the Assessment Panel on the 22nd March 2018, the results from which will be reported verbally at the meeting.

Member Training

- 3.7 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 is the training and development

Further information on the subject of this report can be obtained from Vicki Yull, 01793 463603, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 27th March 2018

programme for councillors for 2017/2018 for information. 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 2018.

- 3.8 Work is progressing on the Induction Programme and Member Training and Development Programme for the 2018/2019 Municipal Year. The Member Development Advisory Group, at its meeting on 6th March 2018, agreed the training opportunities that will be available to councillors, and that will be reported to future meetings of this Committee.
- 3.9 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 Code of Conduct, Chaining Skills and decision-making. Borough Councillors who are also parish councillors are able to attend. Parish councillors have also been invited to attend planning sessions arranged by Borough Council Officers. A copy of the summary of training provided for town and parish councillors during 28th March 2017 to 19th March 2018 is attached at Appendix 3.
- 3.10 In addition, parish councillors are also able to attend training sessions as advertised in the Members Bulletin. The details of parish councillor attendance at Borough-run sessions can be found in Appendix 1.

Membership of the Independent Remuneration Panel

- 3.11 The Standards Committee is responsible under Article 9 of the Council's Constitution for overseeing and approving the composition and appointments procedures associated with the establishment and maintenance of the Independent Remuneration Panel (IRP) on Councillors' Allowances.
- 3.12 The IRP is made up of six members who are independent of the Council – one each is appointed from the Education, Business and Voluntary / Community Sectors, and there are three Lay Representatives appointed following public advertisement. The three members of the IRP appointed from the Education, Business and Voluntary / Community Sectors serve for a term of office of four years. The three Lay Representatives are appointed for a period of three years. There is no restriction on the re-appointment of members.
- 3.13 The current membership of the IRP is:

Member	Capacity	Term of Office	Expiry date
Mr Keith Strickland (Chair)	Lay Member	3 years	March 2020
Mr Ram Thiagarajah	Lay Member	3 years	November 2020

Further information on the subject of this report can be obtained from Vicki Yull, 01793 463603, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 27th March 2018

Member	Capacity	Term of Office	Expiry date
Mr David Body	Lay Member	3 years	October 2019
Mr John Dernie	Business Sector Representative	4 years	April 2018
Ms Wendy Hall MBE	Voluntary / Community Sector Representative	4 years	On-going until replacement in post
Mr Gus Strang	Education Sector Representative	4 years	October 2019

- 3.14 Mr John Dernie was appointed as the Business Sector Representative to the IRP in April 2014, therefore his current term of office will expire next month. Mr Dernie has been approached about his continuing to serve on the Panel and has agreed to do so, if it is the Committee's wish.
- 3.15 In view of his experience and commitment, the Committee is asked to endorse the continued appointment of Mr Dernie as the Business Sector Representative to the IRP for a further four year period, ending in April 2022.

Membership of the Standards Committee – Independent Persons

- 3.16 Further to Minute 22 (2017/2018), the Committee is asked to note that an advertisement for two Independent Persons was placed in a local newspaper, and on the Borough Council's website, in the week commencing 22nd January 2018. The closing date for requesting an application form was 9th February 2018.
- 3.17 The deadline for the submission of completed application forms was the 2nd March 2018, by which time fourteen applications had been received. Copies of the application forms have been circulated to the Group Leaders for their comments, in accordance with the current agreed process, in order to begin the shortlisting process.
- 3.18 Interviews for the position will take place in the week commencing 2nd April 2018, with the Chief Executive and the Monitoring Officer forming the interview panel. The Monitoring Officer will then recommend the appointment of the Independent Persons to the Annual Meeting of the Council on 18th May 2018.

Further information on the subject of this report can be obtained from Vicki Yull, 01793 463603, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 27th March 2018

Local government ethical standards: stakeholder consultation

- 3.19 On 29th January 2018, the Committee on Standards in Public Life published a consultation paper, attached at Appendix 4, to inform its review of local government ethical standards.
- 3.20 Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government. The terms of reference for the review are to:
- 3.20.1 Examine the structures, processes and practices in local government in England for:
- maintaining codes of conduct for local councillors.
 - investigating alleged breaches fairly and with due process.
 - enforcing codes and imposing sanctions for misconduct.
 - declaring interests and managing conflicts of interest.
 - whistleblowing.
- 3.20.2 Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government.
- 3.20.3 Make any recommendations for how they can be improved.
- 3.20.4 Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.
- 3.21 The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities and the Greater London Authority.
- 3.22 The consultation closes on 18th May 2018 and members are asked to agree if they wish to respond and, if yes, what form that response should take.

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.

Further information on the subject of this report can be obtained from Vicki Yull, 01793 463603, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 27th March 2018

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.

Diversity Impact Assessment

- 5.4 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

- 5.5 A risk assessment has not been completed in relation to this report 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 Council, ensures that good governance is maintained and protects the reputation of the organisation.

6. Consultees

- 6.1 The Director of Finance (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 – Councillor attendance at training sessions 2017-2018.
- 8.2 Appendix 2 – Corporate Training and Development Programme for Councillors 2017-2018.
- 8.3 Appendix 3 – Parish and Town Councils Summary of Training March 2017 – March 2018.
- 8.4 Appendix 4 – Committee on Standards in Public Life: Stakeholder Consultation.

18th March 2017 – 19th March 2018

	Introduction to Licensing 22 May 2017	Introduction to Planning 24 May 2017	Education Transport Appeals 25 May 2017	Chairing Skills * 26 June 2017	Council owned companies 7 July 2017	Code of Conduct * 18 September 2017	Chairing Skills * 27 September 2017	Media Skills * 16 October 2017	Decision-making * 8 November 2017	Total Events attended
Borough Councillor attendance	7	5	2	0	3	0	0	3	0	
Parish Councillor attendance				6		9	2	9	5	
Ali, Junab	Y									
Allsopp, Steve										
Amin, Abdul	1		Y	Y						1
Ballman, John										
Ballman, Ray										
Bishop, Alan	Y		Y	Y						
Bushell, Emma								1		1
Courtcliff, Matthew										
Crabbe, Wayne										
Davies, Malcolm	Y									
Dempsey, Mark										
Dixon, Paul				Y						
Donachie, Oliver				Y						
Elliott, Toby										
Ellis, Claire										
Exell, Steph	1	1		Y						2
Faramarzi, Emma	1									1
Foley, Fionuala										
Ford, Brian					1					1

18th March 2017 – 19th March 2018

	Introduction to Licensing 22 May 2017	Introduction to Planning 24 May 2017	Education Transport Appeals 25 May 2017	Chairing Skills * 26 June 2017	Council owned companies 7 July 2017	Code of Conduct * 18 September 2017	Chairing Skills * 27 September 2017	Media Skills * 16 October 2017	Decision-making * 8 November 2017	Total Events attended
Friend, Mary		Y	Y							
Grant, Jim										
Haines, John										
Heenan, Dale										
Holland, Russell										
Howard, Fay	Y			Y						
Lovell, Colin										
Martin, Mary					1					1
Martin, Nick	1	1	Y	Y				1		3
Martyn, Cathy	Y	Y	Y	Y						
McCracken, Gemma		Y	1	Y				Y		1
Milner-Barry, Jane		Y	Y							
Moffatt, Des	1									1
Montaut, Derique	Y	Y	Y							
Page, Teresa		Y	Y	Y						
Pajak, Stan		Y								
Parry, Barbara								1		1
Parry, Kevin		1	Y							1
Penny, Maureen	Y			Y				Y		
Perkins, Garry										
Renard, David				Y						

18th March 2017 – 19th March 2018

	Introduction to Licensing 22 May 2017	Introduction to Planning 24 May 2017	Education Transport Appeals 25 May 2017	Chairing Skills * 26 June 2017	Council owned companies 7 July 2017	Code of Conduct * 18 September 2017	Chairing Skills * 27 September 2017	Media Skills * 16 October 2017	Decision-making * 8 November 2017	Total Events attended
Robbins, James		Y								
Shaw, Eric	1	1								2
Shelley, Carol	Y	Y	Y							
Small, Kevin										
Sumner, Gary		Y								
Swinyard, Tim		1								1
Sydney-Smith, Caryl	1	Y		Y				Y		1
Tomlinson, Vera	Y	Y	Y							
Tray, Joe			Y							
Watts, Chris		Y						Y		
Watts, Nadine	Y	Y	Y							
Watts, Peter	Y	Y	Y	Y	1					1
Weisinger, Steve			1	Y						1
Williams, Keith										
Wood, David										
Wright, Bob				Y						
Wright, Julie				Y						

* Also open to Parish Councillors

NB 'Y' indicates where a councillor has attended a similar session in previous years.

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Corporate Training and Development Programme for Councillors 2017/2018 (Note: service areas will organise service specific training in addition to the below)		
Dates	Subject	Facilitator
22 May 2017 6.00pm Committee Room 6	Induction for New Members of the Licensing Committee – followed by a session on chairing Licensing Panels	Kathryn Ashton, Licensing Officer Phil Wirth, Legal Department
24 May 2017 6.00pm Committee Room 1	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
25 May 2017 6.00pm Committee Room 6	Education Transport Appeals Sub-Committee	Emily Heaton, School Admissions Manager
26 June 2017 6.00pm Committee Room 6	Chairing Skills	Stephen Taylor, Director of Law and Democratic Services
7 July 2017 4.00pm Committee Room 2	Responsibilities of councillors appointed by the council to the boards of outside bodies	Kehinde Awojobi, Head of Conveyancing, Environment and Contracts
18 September 2017 6.00pm Committee Room 6	Code of Conduct	Stephen Taylor, Director of Law and Democratic Services
27 September 2017 6.00pm Committee Room 2	Chairing Skills	Stephen Taylor, Director of Law and Democratic Services
16 October 2017 6.00pm Committee Room 6	Media Skills Awareness	David McGrath, Link Support Services UK Ltd
8 November 2017 6.00pm Committee Room 1	Decision Making / Governance	Stephen Taylor, Director of Law and Democratic Services

29 January 2018 6.00pm Committee Room 6	Equalities and Inclusion – what are the responsibilities of elected members?	Nick Stephenson, Change Lead: Equality & Diversity
20 September 2017 15 November 2017 21 February 2018 16 May 2018 All at 11.30am Waterside Park	Visit to Waterside Recycling Centre	Lance Greenhalgh, Head of Depot Operations
Training session provided at each meeting	Corporate Parenting Advisory Board	Director of Children's Services
Ad-hoc – organised at request of member	Customer Services and the Members Hotline process	Dorinda Dodson, One Stop Shop Team Leader and Amalia Morris, Customer Feedback and Insight Officer

External providers

Members are invited to apply to attend external events and conferences, and attendance is approved through a Cabinet Member Briefing Note.

EZone Modules

- Data Protection.
- Equality and Diversity.
- Fraud Awareness.
- Freedom of Information.
- Information Security.
- Child Sexual Exploitation.

Parish and Town Councils - Summary of Training 28th March 2017 – 19th March 2018

Parish / Town Council	Total No. of Cllrs	Current Vacancies	No. Cllrs received training from SBC Monitoring Officer			Training arranged by parishes
			Code of Conduct	Chairing Skills	Decision-making	
Bishopstone *	9	0	0	0	0	
Blunsdon *	11	1	0	0	0	
Castle Eaton	5	0	0	0	0	Induction (Clerk) Code of Conduct (Clerk) Finance for Parish Cllrs (Clerk)
Central Swindon North	16	0	4	1	1	
Central Swindon South	23	0	2	2	1	
Chiseldon	15	0	0	2	2	
Covingham	15	6	0	1	0	Introduction to GDPR changes (NALC)
Hannington	5	0	0	0	0	Induction (Clerk) Code of Conduct (Clerk) Finance for Parish Cllrs (Clerk)
Haydon Wick	19	0	1	0	0	
Highworth	15	0	0	0	0	
Liddington	7	0	0	0	0	Information Governance (NALC) Introduction to GDPR changes (NALC)
Nythe, Eldene & Liden	9	0	0	0	0	
South Marston	9	2	0	0	0	
St Andrews	11	1	0	2	0	
Stanton Fitzwarren	5	0	0	0	0	
Stratton St Margaret						
Wanborough	11	0	0	0	0	
West Swindon						
Wroughton	15	0	0	0	0	

* Adopted NALC Code of Conduct

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Review of Local Government Ethical Standards: Stakeholder Consultation

The Committee on Standards in Public Life is undertaking a review of local government ethical standards.

Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.

As part of this review, the Committee is holding a public stakeholder consultation. The consultation is open from 12:00 on Monday 29 January 2018 and closes at 17:00 on Friday 18 May 2018.

Terms of reference

The terms of reference for the review are to:

1. Examine the structures, processes and practices in local government in England for:
 - a. Maintaining codes of conduct for local councillors;
 - b. Investigating alleged breaches fairly and with due process;
 - c. Enforcing codes and imposing sanctions for misconduct;
 - d. Declaring interests and managing conflicts of interest; and
 - e. Whistleblowing.
2. Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government;
3. Make any recommendations for how they can be improved; and
4. Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.

The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities (including Metro Mayors) and the Greater London Authority (including the Mayor of London).

Local government ethical standards are a devolved issue. The Committee's remit does not enable it to consider ethical standards issues in devolved nations in the UK except with the agreement of the relevant devolved administrations. However, we welcome any evidence relating to local government ethical standards in the devolved nations of the UK, particularly examples of best practice, for comparative purposes.

Submissions will be published online alongside our final report, with any contact information (for example, email addresses) removed.

The Committee will publish anonymised submissions (where the name of the respondent and any references to named individuals or local authorities are removed) where a respondent makes a reasonable request to do so.

Consultation questions

The Committee invites responses to the following consultation questions.

Please note that not all questions will be relevant to all respondents and that submissions do not need to respond to every question. Respondents may wish to give evidence about only one local authority, several local authorities, or local government in England as a whole. Please do let us know whether your evidence is specific to one particular authority or is a more general comment on local government in England.

Whilst we understand submissions may be grounded in personal experience, please note that the review is not an opportunity to have specific grievances considered.

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

Codes of conduct

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?
- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

Investigations and decisions on allegations

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?
 - i. What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
 - ii. Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an

allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?

- iii. Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

Sanctions

- f. Are existing sanctions for councillor misconduct sufficient?
 - i. What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?
 - ii. Should local authorities be given the ability to use additional sanctions? If so, what should these be?

Declaring interests and conflicts of interest

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not please say why.
 - i. A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner), and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?
 - ii. What arrangements do local authorities have in place to declare councillors' interests, and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.

Whistleblowing

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?

Improving standards

- i. What steps could *local authorities* take to improve local government ethical standards?
- j. What steps could *central government* take to improve local government ethical standards?

Intimidation of local councillors

- k. What is the nature, scale, and extent of intimidation towards local councillors?
 - i. What measures could be put in place to prevent and address this intimidation?

Who can respond?

Anyone with an interest may make a submission. The Committee welcomes submissions from members of the public.

However, the consultation is aimed particularly at the following stakeholders, both individually and corporately:

- Local authorities and standards committees;
- Local authority members (for example, Parish Councillors, District Councillors);
- Local authority officials (for example, Monitoring Officers);
- Independent Persons appointed under section 28(7) of the Localism Act 2011;
- Think tanks with an interest or expertise in local government;
- Academics with interest or expertise in local government; and
- Representative bodies or groups related to local government.

How to make a submission

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in doc, docx, rtf, txt, ooxml or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address if you are submitting by email.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

Submissions sent to the Committee after the deadline of 17:00 on Friday 18 May 2018 may not be considered.

Submissions can be sent:

1. Via email to: public@public-standards.gov.uk
2. Via post to:
Review of Local Government Ethical Standards
Committee on Standards in Public Life
GC:07
1 Horse Guards Road
London
SW1A 2HQ

If you have any questions, please contact the Committee's Secretariat by email (public@public-standards.gov.uk) or phone (0207 271 2948).

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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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