

Swindon Borough Council

Standards Committee

Monday, 4 November 2019

Committee Room 1, Civic Offices

At 5.00 p.m.

Councillors

Alan Bishop
Roger Smith
Caryl Sydney-Smith (Chair)
Vera Tomlinson (Vice-Chair)
Steve Weisinger
(Conservative)

Claire Crilly
Steph Exell
Janine Howarth
Jane Milner-Barry
(Labour)

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, 07980 752043, vyull@swindon.gov.uk

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

AGENDA

PART 1 (PUBLIC ITEMS)

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 1st July 2019.

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".

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

6. Ethical Framework Update (Pages 11 - 26)

PART 2 (TO BE CONSIDERED WITHOUT THE PRESS AND PUBLIC PRESENT)

7. Ethical Compliance Report (Pages 27 - 30)

Date of despatch: 25 October 2019

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 Chief Legal Officer. 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.

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, 1 JULY 2019

PRESENT: Councillors Caryl Sydney-Smith (Chair), Claire Crilly, Stephanie Exell, Jane Milner-Barry, Roger Smith, Vera Tomlinson and Steve Weisinger, Mr Trevor Davies (Lay Representative), Mr Mick Compton and Mr Richard Hailstone (Parish Representatives).

Apologies for absence were received from: Councillor Janine Howarth, Mr Paul Morris and Mr Keith Strickland (Independent Persons).

1. Appointment of Vice-Chair

Resolved - That Councillor Vera Tomlinson be appointed Vice-Chair of the Standards Committee for the Municipal Year 2019/20.

2. 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 were made.

3. Minutes

Resolved – That the minutes of the meeting held on 21st January 2019 be confirmed and signed as a correct record.

4. Public Question Time

There were no public questions.

5. 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>
10	1 and 2	9

6. Standards Committee Annual Report

The Committee was asked to consider its Draft Annual Report for 2018/19 which provided a record of the work of the Standards Committee for the period 1st June 2018 to 31st May 2019.

It was noted that the number of Code of Conduct complaints considered by the Standards Assessment Panel during 2018/2019 (9) had been significantly lower

than the previous year (36).

Resolved – (1) That the Draft Standards Committee Annual Report 2018/19, attached at Appendix 1 to the report, be agreed.

(2) That the Chief Legal Officer be authorised to finalise the Annual Report for publication on the Council's website.

7. Annual Work Programme

The Committee considered a report of the Chief Legal Officer inviting the Committee to agree its Work Programme for the 2018/2019 Municipal Year.

Resolved – (1) That the Committee's draft Work Programme for 2018/2019, as attached at Appendix 1 to the report, be agreed.

(2) That it be noted that the proposed work programme was sufficiently flexible to accommodate any unforeseen matters that might arise in relation to the Council's Ethical Framework.

8. Ethical Framework Update

The Committee considered a report from the Chief Legal Officer 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 the eight councillors newly elected in May 2019 had applied for a dispensation in relation to any meeting at which any matter which has a bearing on the setting of the Council Tax and Precept, the discounts and exemptions for Council Tax, or the Council Tax Support Scheme, is being or is due to be considered. These had all been granted until 6th November 2020, in line with the previous resolution of this Committee, and had been listed in Appendix 1 to the report.

The Committee noted that no other dispensations had been sought since its last meeting.

Membership of the Standards Committee

Parish Representatives

The Committee noted that the Council had extended its engagement meeting to include all parish and town councils in Swindon, having previously met only with representatives from the Swindon Area Committee of the Wiltshire Association of Local Councils, and that a new set of working principles would be created to replace the Parish Charter.

The Committee noted that there is a subsequent affect on the recruitment process for two Parish Representatives, who are currently nominated by the Swindon Area Committee and confirmed by Council. All parish and town councils in Swindon have been invited to consider how they wish to nominate Parish Representatives in future.

Until such time as a new procedure is in place, the Committee was invited to agree that the existing Parish Council representatives on the Standards Committee, Messrs Mike Compton (Blunsdon) and Richard Hailstone (Haydon Wick), remain in post as their current nomination terminates in September 2019.

In response to a question, the Committee were advised that the Administrator for the Swindon Area Committee would be contacting the parish and town councils within Swindon regarding this matter.

Lay Representatives

The Committee noted that the existing Lay Representatives on the Standards Committee, Messrs Trevor Davies and David Dawson, had indicated their willingness to remain on the Committee for a further two year period, ending in 2021, and had been duly appointed by Council at its Annual Meeting held on 17th May 2019.

Independent Persons

The Committee noted that Messrs Paul Morris and Keith Strickland had been duly appointed to the position of Independent Persons at the Annual Meeting of the Council held on 18th May 2018, for a period of four years ending in May 2022.

Annual Governance Statement

The Committee considered the Annual Governance Statement (AGS), set out in Appendix 2 to the report, which is the formal statement that recognises, records and publishes an authority's governance arrangements. It was confirmed that the Council has approved and adopted a local code of corporate governance which is consistent with the principles of the CIPFA/SOLACE Framework for Delivering Good Governance in Local Government. The AGS explained how the Council had complied with the local code, and also met the requirements of the Accounts and Audit Regulations 2015 in relation to the publication of an annual governance statement.

The Committee noted that Audit Committee, at its meeting on 18th June 2019, had reviewed the Corporate Management Team, the Council's Monitoring Officer and its Chief Finance Officer assessment of any areas of significant governance or internal control issues, and potential areas for inclusion. It had agreed that:

- Financial stability and the Swindon Programme, and Premises Management, could be removed from the statement.
- Further progress is still required in Children Services, Information Governance and Security, and GCSE attainment before they can be taken off the statement:
- There were no new areas for inclusion in the statement for 2018/19.

The Committee noted that the AGS will be signed off by the Leader of the Council and the Chief Executive.

In response to a question, it was noted that the recent issues with the election of Highworth Town Councillors will be put forward as a suggestion for inclusion on the

AGS, to be determined by the Corporate Management Team.

Summary of Code of Conduct Complaints

The Committee noted the summary of Code of Conduct complaints, set out in the table at paragraph 3.20 of the report.

Induction Training

The Committee noted the eight new councillors who had been elected in May 2019, none of which had previously been members of Swindon Borough Council. It was confirmed that an induction session had been held on 7th May 2019 for the new councillors to meet the Chief Executive and other senior officers, to receive an introduction to Customer Services and the Member's Hotline, and to be given their IT equipment. At the second session on 8th May 2019, they heard hints and tips from a serving councillor, received a brief introduction to the budget, their role as a Corporate Parent, their role as a data owner, and the ethical framework.

The Committee noted that further induction sessions relating to the regulatory Committees had also taken place (Planning on 20th May 2019 and Licensing on 22nd May 2019).

In response to a question, the Committee were advised that the councillors elected in May 2018 had been invited to lead the hints and tips session on the 8th May 2019. One councillor had volunteered, and they had led the session.

Member Training – General

The Committee considered the details of the training and development events planned for the 2019-20 Municipal Year, attached at Appendix 3 to the report, and noted that the chairing skills session programmed for 2nd July 2019 had been postponed to 13th November 2019. A log of member attendance at these events will be kept and reported to this Committee at a future meeting.

This Committee has previously indicated that it wishes to receive the feedback provided by attendees at the training sessions hosted by the Borough Council, and it noted the collated information from the 2018/2019 Municipal Year attached at Appendix 4 to the report.

The Committee were advised that parish councillors are able to attend training sessions as advertised in the Members Bulletin. The details of parish councillor attendance will be kept and reported to this Committee at a future meeting.

In response to a question, the Committee were advised that the Ethical Framework training offer for parish councillors will be reviewed now the Chief Legal Officer is in post. It was also confirmed that Parish Clerks are invited to attend training sessions should they so wish. This will be reiterated at the next Parish / Town Clerks Forum meeting in August 2019.

Register of Interests

The Committee noted that at the May 2019 election, 19 councillors were either

newly elected or re-elected to the Council. All 19 are expected to complete a new Register of Interests form for publishing to the Council's website, and for public viewing upon request. Where the completed form is yet to be received, reminders have been sent to the councillors.

The Committee were also advised that the annual check on all councillors had been undertaken in May 2019, asking them to review the current copy of their form in the Register. Responses had been logged, and the Register updated accordingly.

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 councillor induction, training and development within the Borough, and; the latest position regarding the Register of Interests for all Borough Councillors, be noted.

(2) That the proposals for the temporary appointment of Parish Representatives to this Committee be agreed.

(3) That the Annual Governance Statement for 2018/2019 be noted.

9. Ethical Compliance Report

The Committee considered a report of the Chief Legal Officer regarding the outcome of various ethical compliance matters, including the details of any Whistleblowing cases, breaches of the Member / Officer Protocol, and Code of Conduct complaints received since the last Committee, and the outcome of any completed investigations in relation to these.

In response to a question, the process for appointing members to a Standards Assessment Panel was confirmed. It was noted that additional training can be offered to members of a Panel, prior to the meeting, if requested.

Resolved – That the Ethical Compliance report be noted.

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Ethical Framework Update

Standards Committee

Date: 4th November 2019

Author: Chief Legal Officer

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 Comment upon and note the Ethical Framework update, including: dispensations granted to members of the Borough Council; the co-option of Parish Representatives on to this Committee; the Summary of Code of Conduct complaints, and; the latest position regarding councillor training and development within the Borough.
- 2.2 Endorse the appointment of Mr David Body as a representative of the Education Sector on the Independent Remuneration Panel on Councillors' Allowances for a period of four years, ending in November 2023.
- 2.3 Consider the effectiveness of the Council's codes and protocols attached at Appendix 1, and determine whether changes are required to ensure these remain fit for purpose.
- 2.4 Review the Ethical Audit Desktop Analysis attached at Appendix 2 and, subject to any comments from members, endorse its contents.

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 Monitoring Officer 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.

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 4th November 2019

- 3.3 Also at its meeting on 7th November 2016, the Standards Committee authorised the Monitoring Officer, in consultation with the Chair of the Standards Committee, to grant applications for urgent dispensations on any 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.

Membership of the Standards Committee

Parish Representatives

- 3.5 The Committee is asked to note that the recruitment process for Parish Representatives to the Standards Committee will continue in its current form whereby two representatives are nominated by the Wiltshire Association of Local Councils Swindon Area Committee, and confirmed by Council at its Annual General Meeting. Messrs Mike Compton (Blunsdon) and Richard Hailstone (Haydon Wick) have been reappointed until May 2020.

Summary of Code of Conduct Complaints

- 3.6 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	Informal Resolution	Referred for Investigation	No action following referral	Breach following hearing
2010/11	12	8	N/A	4	4	0
2011/12	10	8	N/A	2	2	0
2012/13	5	5	N/A	0	0	0
2013/14	14	11	2	3	1	0
2014/15	5	5	0	0	0	0
2015/16	4	4	0	0	0	0
2016/17	1	1	0	0	0	0
2017/18	36	27	1	8	8	0
2018/19	9	6	1	2	2	0

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 4th November 2019

2019/20	4	1	3	0	0	0
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Independent Remuneration Panel - Membership

- 3.7 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.
- 3.8 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.
- 3.9 Mr Gus Strang, the Education Sector Representative, submitted his resignation to the Chair of the IRP on 20th June 2019. Mr David Body, previously appointed to the IRP as a Lay Representative, has indicated his willingness to transfer to the position of Education Sector Representative given his current employment at Oxford Brookes University. The Committee is asked to appoint Mr Body to the Panel as the Education Sector Representative for a period of four years, ending in November 2023.
- 3.10 The recruitment process will begin shortly for a replacement Lay Representative.

Consideration of any recommended updates to Codes and Protocols

- 3.11 In the annual work programme approved at the beginning of the Municipal Year, it was agreed that the Standards Committee would consider any recommended updates to Codes and Protocols to ensure that these remain appropriate and up to date:
- Members' Code of Conduct
 - Officers' Code of Conduct
 - Monitoring Officer Protocol
 - Councillor Role Definitions
 - Media Guidelines for Councillors
 - Protocol for Member/Officer Relationships
 - Members Code of Good Planning Practice
 - Local Code of Corporate Governance
 - Recording, Photography and use of social media protocol and guidance
 - Public Question Time at Council meetings Protocol and Guidance

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 4th November 2019

- The Whistleblowing Policy

- 3.12 There are no recommended updates at this time. However, in accordance with the Committee's previously utilised review process, in the period to the next meeting of the Committee in January 2020, the Monitoring Officer will consult on each of the above Codes and Protocols with relevant officers, the political groups on the Council, and also with Parish Councils, and report back to the Standards Committee at its meeting on 27th January 2020.
- 3.13 In the meantime, as part of the review process, Members' views are invited regarding the effectiveness of the codes and protocols attached at Appendix 1, and whether changes are required to ensure these remain fit for purpose.

Update to the Council's Ethical Audit Self-Assessment

- 3.14 The Committee last reviewed the Desktop Ethical Audit at its meeting on 21st January 2019. It had previously been agreed that this should be updated on a regular basis.
- 3.15 The latest Desktop Ethical Audit is attached at Appendix 2 for the Committee to review and endorse.

Member Training

- 3.16 Attached at Appendix 3 are the details of the training and development events planned for the 2019-20 Municipal Year. A log of member attendance, and the feedback received from councillors at these events, will be kept and reported to this Committee at a future meeting.
- 3.17 Parish councillors are also able to attend training sessions as advertised in the Members Bulletin. The details of parish councillor attendance will be kept and reported to this Committee at a future meeting.

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.

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, VYull@swindon.gov.uk.

Ethical Framework Update

Standards Committee

Date: 4th November 2019

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 for 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 author has consulted, where appropriate, with Corporate Directors, Directors, Heads of Service, other officers, and relevant partners on the purpose, content, and recommendations of the report.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix 1 – Codes and Protocols.
8.2 Appendix 2 – Ethical Audit Desktop Analysis.
8.3 Appendix 3 – Member Training Programme 2019-2020.

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Ethical Audit Desktop Analysis
Matrix of Key Information held by Swindon Borough Council
November 2019

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
1	Constitutions / Current Decision Making Framework	Yes	<p>The Constitution is reviewed and updated at least annually, and was last adopted in May 2019.</p> <p>The Constitution's operation is monitored by the Council's Monitoring Officer, and also by the Corporate Governance Review Working Group whose recommendations feed into the review process.</p> <p>The Council's Audit Committee was first established in May 2006 and continues to operate effectively. It receives assurances from the Standards Committee in relation to the operation of the Whistleblowing Policy.</p> <p>The Annual Audit Letter summarises the key findings arising from the work carried out by the External Auditor. The Annual Audit Letter for 2018/19 confirmed unqualified opinions for the year ended 31 March 2019 in relation to the Council's financial statements and its VFM conclusion in relation to the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources.</p>	
2	Procedural Standing Orders	Yes	Updated in Constitution – May 2019	
3	Contracts Standing Orders	Yes	Updated in Constitution – May 2019	
4	Employees' Code Of Conduct	Yes	Following consultation with Council employees and unions, the Employee Code of Conduct was initially	

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
			<p>approved by the Standards Committee in July 2006. The Code of Conduct is available to all Council employees on the intranet, who are required to read and abide by it.</p> <p>The Code of Conduct is intended to:</p> <ul style="list-style-type: none"> • help officers to understand how they can fulfil their ethical obligations in performing their role. • set clear expectations for their conduct as a public employee in the Council. • provide guidance to help them deal properly with ethical issues they might encounter in their work. <p>The Code is submitted to Council annually for approval. It was approved at the Annual Council meeting in May 2019.</p>	
5	Members' Code Of Conduct	Yes	<p>The new Members Code of Conduct was adopted in June 2012, taking effect on 1 July 2012, under the Localism Act 2011. The Code is reviewed annually. It was last reviewed in January 2019 and was subsequently adopted at the Annual Council meeting in May 2019.</p> <p>Procedures for determining complaints against councillors were the subject of review during the 2013/14 and 2014/15 Municipal Years. A number of changes to the "Arrangements for dealing with member Code of Conduct complaints" were agreed by Standards Committee at its meeting on 21 July 2014 and these were incorporated into the process.</p> <p>The Monitoring Officer has provided guidance and training on the Members Code of Conduct to Members,</p>	

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
			together with Parish Clerks and Parish Councillors.	
6	Confidential Reporting Procedure	Yes	<p>The Whistleblowing Policy was first approved in November 2001. It is reviewed on a regular basis to ensure that it complies with legislation and best practice.</p> <p>The approved Whistleblowing Policy is publicised through staff communications.</p> <p>Complaints received are investigated and the outcomes reported to the Standards Committee.</p> <p>In September 2005, the Committee approved the Council's subscription to the Public Concern at Work Helpline (now known as 'Protect') to provide a formal method of confidential reporting for staff who do not feel able to raise issues directly with the Council. The Council has maintained this provision, but also makes available the following support via a contract with Care First, the Council's employee assistance programme:</p> <ul style="list-style-type: none"> • An advice and information service • A counselling service • On-line information • A manager support service 	
7	Terms Of Reference of the Standards Committee	Yes	The current Standards Committee was established in July 2012, under the terms of the Localism Act 2011, giving Councils the option of whether to retain a Standards Committee or nominate another Committee to oversee the determination of Code of Conduct complaints. The Borough Council's Standards Committee retained much of its extended terms of reference, beyond the determination of complaints, in particular in relation to	

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
			its monitoring of Anti-Fraud and Corruption Strategy and Whistleblowing Complaints.	
8	Scheme Of Delegation	Yes	The Scheme of Delegations was reviewed and updated early in 2019. The revised scheme was included in the 2019/2020 Constitution approved at the Annual Council meeting in May 2019.	
9	Members' Register Of Interests	Yes	Held on file and on the Council's website. Regular reminders are issued. In accordance with the requirements of the Localism Act, the Council also now publishes Register of Interest forms for all Parish Councillors in the Borough Area.	
10	Recorded Declaration Of Interests	Yes	Interests are recorded at meetings and are recorded on the website.	
11	Members' Induction Process	Yes	All new Councillors are provided with a comprehensive induction programme in relation to the ethical framework and the decision-making process, as well as service specific issues. Attendance at the induction programme is monitored to ensure all new members are properly inducted. New Councillors elected in by-elections attend induction training following their election.	
12	Officers' Induction Process	Yes	A corporate induction process is in place and departmental induction processes are also in place. Reference is included in the Officers' Induction Process	

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
			<p>to the ethical framework. During staff induction, it is checked that staff are aware of the Code of Conduct, and they are reminded that it is their responsibility to read it and speak with their manager if they have any concerns. Staff are also advised of the disclosure of gifts requirements, and are also advised to contact their managers with any concerns regarding this, or any special arrangements made (for example, working in a care home at Christmas where people may buy them lots of gifts/goodies).</p> <p>It is the responsibility of managers to enforce the Code of Conduct and ethics and probity issues with staff.</p>	
13	Members' Continuing Development and Training	Yes	<p>A range of development / training opportunities are offered and a record of attendance kept.</p> <p>Training for Councillors is facilitated by Committee and Member Services, in consultation with a cross-party Member Development Advisory Group. This agrees the programme for training at the beginning of each year and monitors the success of each course and the uptake from Councillors.</p>	
14	Officers' Continuing Development	Yes	<p>There are a number of documents which relate to the development and performance culture of the Council, and which set out the values and behaviours expected. The current appraisal information can be found on the intranet. Every role profile also includes the Council's values and behaviours, and forms part of the contract of employment.</p>	
15	Officers' Training	Yes	The Council has an online Learning & Development	

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
			resource which provides practical learning and development materials. It includes mandatory E-learning modules as well as a number of useful resources to support staff. Information about available courses is accessed via ESS (Employee Self-Serve) and bookings can also be made through ESS.	
16	Other Council Specific Additional Codes And Protocols	Yes	<p><u>Monitoring Officer Protocol</u> - last reviewed and updated in January 2019. Approved by the Council at its Annual Meeting in May 2019.</p> <p><u>Guidance to Councillors on Dealing with the Media</u> – first adopted February 2002, and last reviewed and updated in January 2019. Approved by the Council at its Annual Meeting in May 2019.</p> <p><u>Protocol on Member / Officer Relations</u> - introduced September 2002, and last reviewed and updated in January 2019. Approved by the Council at its Annual Meeting in May 2019.</p> <p><u>Members' Planning Code of Good Practice</u> – first adopted February 2004, and last reviewed and updated in January 2019. Approved by the Council at its Annual Meeting in May 2019.</p> <p>Anti-Fraud and Bribery Strategy – adopted November 2001 and regularly reviewed and updated. The strategy sets out best practice and complies with relevant legislation. A Fraud Response plan was developed by Internal Audit at the same time to assist managers in knowing how to deal with allegations of wrongdoing.</p> <p>The outcome of Whistleblowing investigations are</p>	

	Key Information	Held	Current position, including action taken since the last review in November 2017	Area of review or action to be identified by the Standards Committee
			<p>reported to the Standards Committee.</p> <p>Fraud alerts are issued highlighting specific frauds or scams as and when they arise.</p>	

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Proposed Corporate Training and Development Programme for Councillors 2019/2020 (Note: service areas will organise service specific training in addition to the below)		
Dates	Subject	Facilitator
20 May 2019 6.00pm Room 1.27	Induction for New Members of the Planning Committee and any councillor with an interest in planning process	Richard Bell – Head of Planning Kehinde Awojobi - Head of Conveyancing, Environments and Contracts
22 May 2019 6.00pm Room 1.27	Induction for New Members of the Licensing Committee – followed by a session on Licensing Panels	Kathryn Ashton - Licensing Manager Legal Officers
25 June 2019 6.00pm CR6	Skills and models for effective Councillors	Cllr John Lamb, LGA Peer Member
22 July 2019 6.00pm CR6	Successfully managing your Ward work	SBC Officers
24 July 2019 6.00pm CR6	Getting your message across – how to effectively use social media	Communications Team
14 August 2019 10.00am	Visit to Waterside Household Waste Recycling Centre	Various
17 September 2019 6.00pm CR6	Managing the Budget to make sure the Vision, Priorities and Pledges are achieved	Paul Smith Kim Chequer
30 September 2019 6.00pm CR2	Code of Conduct	Lisa Hall – Chief Legal Officer
1 October 2019 6.00pm Room 1.27	Understanding your responsibilities as a Corporate Parent	David Haley - Director of Children's Services
17 October 2019 6.00pm Room 1.27	Code of Conduct	Lisa Hall – Chief Legal Officer
2 December 2019 5.00pm Council Chamber	Understanding your responsibilities as a Corporate Parent	David Haley - Director of Children's Services
3 December 2019 6.00pm CR6	Learn how to manage a meeting and improve your chairing skills	Local Government Association

7 January 2020 6.00pm CR6	Equality and Inclusion – what are the responsibilities of elected members?	Helena Taylor-Knox - OD & LD Lead
TBC	Improve your public speaking skills	Fiona Le Bon, Learning and Development

External providers

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

Online Modules

- Equality and Inclusion.
- Fraud Awareness.
- Freedom of Information.
- Information Security and Data Protection.
- Child Exploitation.
- PREVENT.

LGA's eLearning Platform: https://lms.learningnexus.co.uk/ivy_lms/idxlms.htm
(Email 'elearning@local.gov.uk' to get your registration details)

Available dates:

13 November 2019

19 November 2019

15 January 2020

27 February 2020

Suggestions for training sessions from Parish Councils:

- Social Media (particularly dealing with 'trolls')
- Code of Conduct / The Ethical Framework

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

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