

## Swindon Borough Council

# Standards Committee

**Monday, 29 October 2007**

Committee Room 1, Civic Offices, Swindon  
(Anticipated meeting room)

**At 5.00 p.m.**

### Councillors

Melanie Duff  
Peter Stoddart  
(Deputy)(Conservative)

Maurice Fanning  
Fay Howard (Deputy)  
(Labour)

Martin Wiltshire  
(Liberal Democrat)

### Independent Members

Mr Keith Carby (Chair)  
Mr Trevor Davies (Vice-Chair)  
Mr Paul Morris

### Parish Representative

Mr Mike Compton  
Mr Richard Hailstone,  
Deputy

**(Copy to all other Members of the Council – For Information)**

**Committee Officer:** Sarah Lawrence (Telephone 01793 463603)  
email: slawrence@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 463000)

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## 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 1 - 4)

**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>
<b>9</b>	<b>1 and 2</b>

**6. Standards Board Training DVD - 'The Code Uncovered'**

The Committee are invited to view a training DVD issued by the Standards Board entitled 'The Code Uncovered', and discuss the issues raised. The DVD uses a fictional planning application dispute to illustrate the key changes to the revised Code of Conduct, including the rules about declaring interests, disclosing confidential information and bullying.

**7. Review of Council Codes and Protocols (DLDS-R) (Pages 5 - 40)**

**8. Ethical Framework Update (DLDS-R) (Pages 41 - 64)**

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

**9. Ethical Framework Compliance Update (DLDS-R) (Pages 65 - 68)**

19 October 2007 (being date of agenda despatch)

**Key:**

GDR                      Group Director, Resources  
DLDS- R                Director of Law and Democratic Services

**Public Question Time** - Swindon Borough Council is committed to increasing its accountability to the public and to promoting active citizenship. Up to 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Committee (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Director of Law and Democratic Services is desirable - particularly if detailed background information is needed.

**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) recommend training on any aspects 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 the Standards Board for England;
  - (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, from requests relating to interests set out in the Members Code of Conduct;
  - (k) To also exercise (a) to (j) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils;
  - (l) ensure the Council's complaints procedure operates effectively in relation to standards of conduct and behaviour of staff and in particular
    - receive annual reports on its operation
    - receive regular 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
    - approve and publish an annual report upon the operation of the system;
  - (m) report 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) approve and monitor the Council's anti-fraud strategy and whistle-blowing procedures and ensure they operate effectively;
  - (o) recommend 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) report to the Council on the result of any investigation into the standards of conduct and behaviour of a Member;
  - (q) approve procedures associated with the appointment of an independent remuneration panel for Councillors' Allowances.