

Swindon Borough Council

Standards Committee

Monday, 15 October 2012

Committee Room 1, Civic Offices (Anticipated meeting room)

At 5.00 p.m.

Conservative Councillors

Rex Barnett
Mary Friend
Richard Hurley

Labour Councillors

Fay Howard
Teresa Page

Liberal Democrat Councillors

David Wood
(Chair)

Co-opted Representatives:

Lay Members:
Mr Trevor Davies
Mr David Dawson

Parish Representatives:
Mr Mike Compton
Mr Richard Hailstone

Contact Officers:

Sarah Lawrence (Telephone 01793 463603), email: slawrence@swindon.gov.uk
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Swindon, SN1 2JH (Telephone 01793 445500)

AGENDA

PART 1 (PUBLIC ITEMS)

1. Appointment of Vice-Chair

2. Apologies for Absence

3. 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.

4. Minutes (Pages 1 - 4)

To approve the minutes of the last meeting of the statutory Standards Committee on 11th June 2012.

5. 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.

6. 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>
9	1 and 2

7. Standards Committee Annual Report DLDS (Pages 5 - 16)

8. Ethical Framework Update DLDS (Pages 17 - 34)

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

9. Ethical Compliance Report DLDS, HIA (Pages 35 - 38)

Date of Despatch: 08 October 2012

Key:

Officers:

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

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 Clerk, 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.

Terms of Reference

The Standards Committee will have the following roles and functions:

- (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.

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STANDARDS COMMITTEE

MONDAY, 11 JUNE 2012

PRESENT:- Mr Keith Carby (Chair), Mr Trevor Davies (Vice-Chair), Mr Paul Morris, Mr Mike Compton, Mr Gerry Eyles, Mr Richard Hailstone, Councillor Rex Barnett, Councillor Mary Friend, Councillor Fay Howard, Councillor Richard Hurley, Councillor Teresa Page and Councillor David Wood.

Apologies for absence were received from Mr David Dawson.

1. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. No declarations were made.

2. Minutes

Resolved – That the minutes of the meeting held on 26th March 2012, be confirmed and signed as a correct record.

3. Public Question Time

No public questions were received during the meeting.

4. Exempt Items - Exclusion of Press and Public

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 paragraphs of Part 1 of Schedule 12A of the Act.

<u>Item No.</u>	<u>Paragraph No.</u>	<u>Minute No.</u>
8	1, 2	7

5. Annual Work Programme

The Committee considered a report of the Director of Law and Democratic Services (Monitoring Officer) asking the Committee to its Work Programme for 2012/2013.

Resolved – That the Committee's Work Programme for 2012/2013 be approved.

6. Localism Act 2011 - Standards Framework

The Committee considered a report from the Director of Law and Democratic

Services (Monitoring Officer) recommending the adoption of a new Members Code of Conduct and procedure for investigating and hearing complaints to come into operation when the statutory Standards Framework ceases to have effect under the Regulations to the Localism Act.

The Director of Law and Democratic Services advised on the Pecuniary Interest Regulations and the Local Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012 which had been issued by the Government on 8th June 2012.

The Committee noted the options before the Council in relation to the Code of Conduct and Standards Framework. It was agreed that the Code as appended to the report was in line with discussions with the Standards Committee, Parish Councils and the Corporate Government Working Party to keep the Code as close to the current one as possible. The Committee recommended one change, which was to the increase in the value of gifts or hospitality to be declared by Members from £25 to £50. The Director of Law and Democratic Services advised that he would provide additional information in the report to Council as to the nature of declarable pecuniary interests under the Regulations, and for which failure to declare made Members liable to prosecution, and the nature of the sanctions available to the courts. The Director of Law and Democratic Services would be offering training to Councillors.

It was noted that Town and Parish Councils were also required to adopt a Code of Conduct by 1 July 2012, and it was not yet known whether those in Swindon would adopt the same Code as the Council or adopt that recommended by the National Association of Local Councils. It was agreed that the Director of Law and Democratic Services would also offer training to Town and Parish Councils on the Code and new framework.

The Committee approved the governance arrangements suggested as to the consideration of complaints under the Code of Conduct, for the appointment of two independent persons, and for the composition and work of the Standards Committee.

Resolved that –

It be recommended to Council that -

- 1) The revised Members Code of Conduct set out at Appendix '4' to the report be adopted to come into operation on 1st July 2012, subject to the amendment of 8(1) (viii) to set the value of gift or hospitality to be declared as £50.
- 2) The Director of Law and Democratic Services be authorised to make any further technical amendments to the Code which may be necessary as a result of any statutory requirements introduced following the adoption of the revised Code.
- 3) The arrangements for consideration, investigation and hearing of complaints under the revised Members Code of Conduct be adopted as set out below:
 - The Code of Conduct Complaint Form (Appendix '5' to the Report)
 - Procedure for dealing with Complaints (Appendix '6' to the Report)
- 4) The current statutory Standards Committee be dissolved on 30th June 2012, and

a new Standards Committee be appointed with effect from 1st July 2012.

- 5) Article 9 of the Council's Constitution be amended as set out in Appendix '8' and that the Standards Committee be authorised to grant dispensations under section 33 of the Localism Act 2011.
- 6) At least one Independent Person be appointed to that statutory role, with each Independent Person to hold office from 1st July 2012 until the date of the Annual Council meeting in 2013 (17th May 2013), with an option to extend for a further period until the date of the Annual Council meeting in 2014, subject to the agreement of the Council and the Independent Person.
- 7) It be noted that Standing Orders were amended at Annual Council on 18th May 2012 to require those declaring personal and prejudicial, or disclosable pecuniary interests, to declare that interest and leave the room during the discussion of the relevant item unless a dispensation to stay has been obtained.
- 8) The Director of Law and Democratic Services be authorised to amend Part 4 of the Council's Constitution (Access to Information Procedure Rule) Section 10, 'Meaning of Exempt Information', by deleting paragraphs 8, 9 and 10 and amending other wording accordingly.
- 9) The Director of Law and Democratic Services be requested to provide appropriate training for Borough Councillors on the revised Code, and to offer similar training to Town and Parish Councils.
- 10) The Director of Law and Democratic Services Officer be authorised to amend the Council's Constitution to take into account any further amendments required as a result of the Localism Act 2011 and its associated Regulations.

7. Ethical Compliance Report

The Committee considered an exempt report from the Director of Law and Democratic Services (Monitoring Officer) regarding the outcome of various ethical framework compliance matters, including the receipt and progress of Whistleblowing Complaints since the last meeting and an update on the progress of complaints relating to breaches of the Protocol of Member/ Officer Relations and the Members Code of Conduct.

Resolved – 1) That the report be noted.

8. Vote of Thanks

As this was the last meeting of the statutory Standards Committee, Councillor David Wood proposed a vote of thanks to the Independent Members and Town Parish Council representatives for their work on the Committee over many years. In particular he thanked Keith Carby who had been the Chair of the Standards Committee continuously since its inaugural meeting in 2000, and Trevor Davies who had been the Vice-Chair for most of that period, for their length of public service.

The Chair, Mr Keith Carby, advised that this was his last meeting as he was not seeking to continue as a non-voting co-opted member of the Committee, and

thanked all his fellow Independent Members, in particular Mr Trevor Davies who had served with him as Vice-Chair for many years, and the Parish Representatives, Councillors and Officers for their work and support on the Committee.

Resolved – That the Independent Members and Parish Council representatives be thanked for their work on the statutory Standards Committee.

Standards Committee Annual Report

Standards Committee

Date: 15th October 2012

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

1. Purpose and Reasons

- 1.1 To ask the Committee to agree its Annual Report for 2011/12.

2. Recommendations

The Committee is recommended to:

- 2.1 Consider and agree its Annual Report for June 2011 – June 2012.

3. Detail

- 3.1 The Standards Committee has each year prepared an Annual Report summarising the work its work for the previous year.
- 3.2 The draft of the Annual Report for 2011/12 is attached at Appendix '1', this includes the last meeting of the statutory Standards Committee in June 2012. The Committee is asked to consider if this accurately reflects the work carried out of the last year, and to make any amendments

4. Alternative Options

- 4.1 It is good practice to make an Annual report on the work of the Committee, but this is a matter for the Committee to determine.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications of this report.

Legal and Human Rights Implications

- 5.2 There are no specific legal or human rights implications of this 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.

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

Standards Committee Annual Report

Standards Committee

Date: 15th October 2012

Links to One Swindon, Plans and Policies

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

Diversity Impact Assessment

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

Risk Management

- 5.6 A risk assessment has not been completed in relation this report, as it does as it does not recommend a change in Council policy or service.

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 – Draft Standards Annual Report for June 2011 – June 2012.

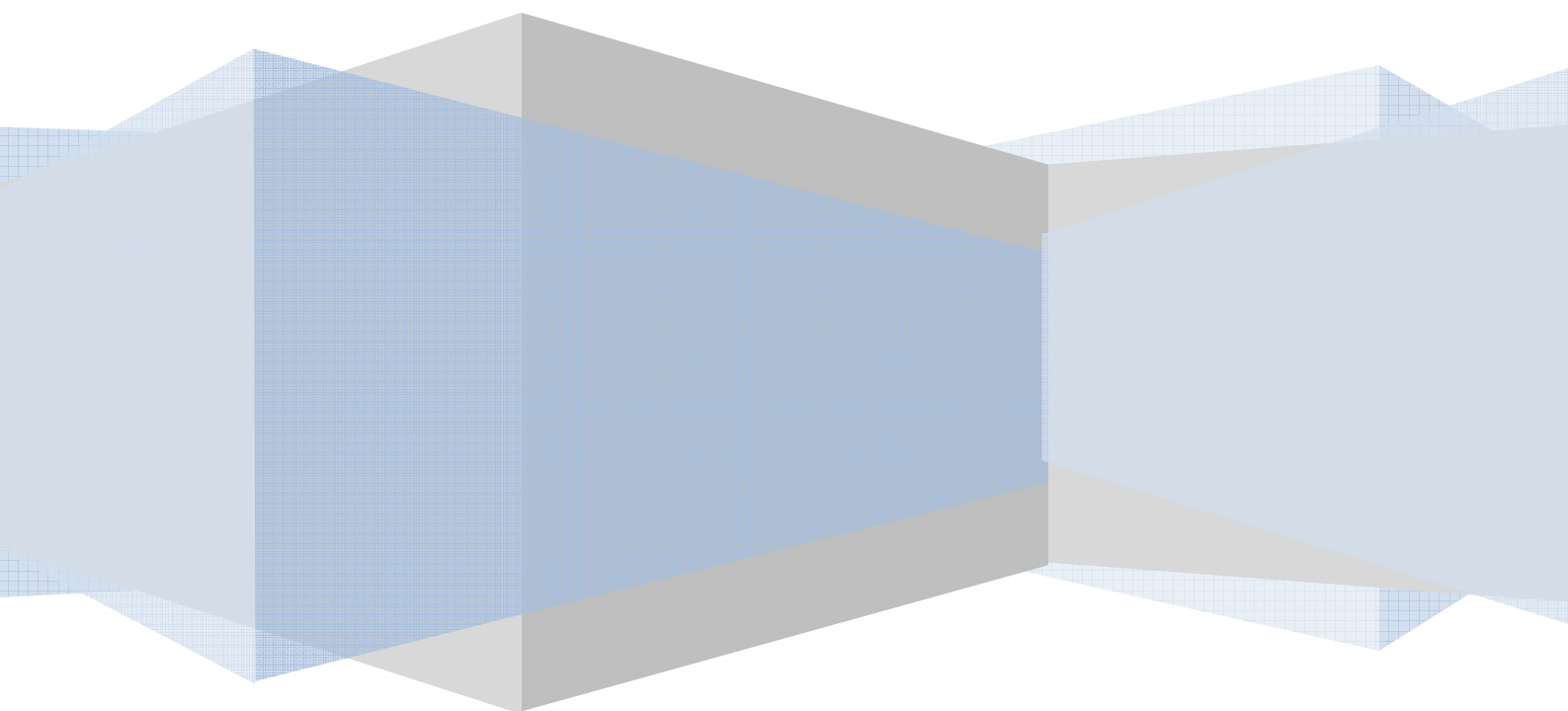
Further information on the subject of this report can be obtained from Stephen Taylor, 01793 463012, staylor@swindon.gov.uk.

Swindon Borough Council

Standards Committee

Annual Report

June 2011 – June 2012



Introduction

The requirement for Councils to have a Standards Committee with an independent Chair and independent members was abolished by the Localism Act 2011, and the Council's statutory Committee ceased on 30 June 2012.

The Council has adopted a new Members Code of Conduct from 1 July 2012, and appointed a non-statutory Standards Committee to carry forward many of the functions of the previous statutory Committee. It will continue to promote high standards of conduct by Members of the Borough Council and Parish Councils in Swindon, and assist them to observe their Code of Conduct. The Committee will also seek to maintain the profile of probity and conduct in the Council.

This Annual Report is a record of the work of the statutory Standards Committee from June 2011 to June 2012.

Standards Committee Remit

The remit of the statutory Standards Committee was to:

- Advise on the adoption and monitoring of relevant codes of conduct and behaviour.
- Oversee the Council's anti-fraud strategy and whistleblowing procedures
- Consider complaints received that Borough or Parish Councillors have breached the Members Code of Conduct, working through Assessment and Review Sub-Committees and a Hearings Panel.
- Monitor complaints relating to breaches of all other codes and procedures
- Monitor and recommend training to Officers, Members and Parish Councillors in relation to the Council's ethical framework.

Membership of the Committee for 2011/12:

Independent Members	Councillors	Parish Representatives
Mr Keith Carby (Chair) Mr Trevor Davies (Vice-Chair) Mr Paul Morris Mr David Dawson <i>(Appointed for 4 years following public advert on a rolling basis)</i>	<u>May 2011 – 2012:</u> Cllr David Wood Cllr Fay Howard Cllr Peter Stoddart Cllr Rochelle Russell Cllr Kevin Small <u>June 2012:</u> Cllr David Wood Cllr Fay Howard Cllr Rex Barnett Cllr Richard Hurley Cllr Mary Friend Cllr Doreen Dart (deputy) <i>(Appointed at Annual Council)</i>	Mr Mike Compton Mr Richard Hailstone Mr Gerry Eyles <i>(Appointed following nomination by the Swindon Area Committee of Parish Councils)</i>

Annual Report and Work Programme

The Committee agreed the Annual Report of its work for 2010/11 and a Work Programme for 2011/12 at its meeting in October 2012. The full Standards Committee met on five occasions between June 2011 and June 2012, and completed all the items scheduled on its work programme.

Summary of Members Code of Conduct Complaints:

Set out below is a summary of the complaints received and dealt with by the Committee in 2011/12 compared to previous three years, relating to breaches of the Members Code of Conduct:

Year	Complaints	No Further Action	Withdrawn	Referred for Monitoring Officer Action	Referred for Investigation	Breach	No Breach	Outcome Awaited
2008/09	14	13	0	0	1	1	0	0
2009/10	7	4	0	1	2	1	1	0
2010/11	12	4	4	0	4	0	3	1
2011/12	11	7	0	2	2	0	1	1

Type of Complaints:

Of the 11 complaints received during 2011/12, 9 related to Borough Councillors and 2 to Parish Councillors. The complaints concerned alleged a wide range of potential breaches of the Code, including inappropriate or misleading comments, advice or behaviour in person or in writing, allegedly failing to disclose an interest, and inappropriate meeting conduct. 3 complaints were received from Parish Councillors, 1 from an Officer and 7 from Members of the Public. None this year were received from Borough Councillors.

Processing of Complaints:

The Assessment Sub-Committee met on 6 occasions during the year to carry out the first stage assessment of the complaints received, to agree if they should be considered for further action, having regard to the Council's Assessment Criteria. Of the seven complaints on which no further action was agreed, four of the complainants sought a review of the decision, and the Review Sub-Committee met three times. On each occasion the Review Sub-Committee decided to uphold the original decision.

The Hearings and Considerations Sub-Committee met once during the year to review an investigator's report in respect of an alleged breach of the Members Code of Conduct. The Sub-Committee agreed with the Investigator's recommendation that there had not been a

breach of the Code of Conduct or Protocol, and therefore a hearing was not necessary.

Investigations:

In each of the complaints referred for investigation, the Monitoring Officer appointed an external investigator, in order that he could continue to provide advice to the Standards Committee itself. In addition, two complaints under the Protocol of Member / Officer Relations were referred to an Investigator. The approximate cost of fees paid for investigations between June 2011 and June 2012 was £9,104.00. The Monitoring Officer reviewed all completed investigations to ensure the quality of the investigation, final report and presentation to the Hearings Panel. The selection of external investigator was based on the quality of work carried out, and the cost was benchmarked against a call-off contract to ensure value for money was achieved.

Monitoring of Complaints:

The Standards Committee received a brief summary of the progress of Code of Conduct complaints at each meeting during the year.

Breaches of the Member / Officer Protocol

At each meeting of the Committee, the Monitoring Officer also reported as to whether or not any complaints had been received under the Member / Officer protocol. Three complaints were received under the Protocol of Member / Officer relations during 2011/ 2012. One of the complaints was considered by a Standards Panel and although no failure to follow the Protocol was identified, the Monitoring Officer was asked to follow up with the respondent to ensure they did not make themselves open to complaint in future.

Two other complaints were referred for to an external investigator, and the reports when finalised these were considered by a meeting of the Consideration and Hearings Committee. On one complaint the investigator recommended that there had not been failure to follow the Protocol, and this view was confirmed by the Sub-Committee who agreed that no further action was required. On the second complaint the investigator recommended that there has been a failure to follow the Protocol and this has been referred to a Hearing, which is due to take place shortly.

The Monitoring Officer has continued to work behind the scenes in discussion with senior officers and political groups, in relation to any incident, which he has been made aware of informally.

Anti-Fraud and Corruption Strategy and Whistleblowing Policy.

The Committee regularly participates in the review of the Anti-Fraud and Corruption Strategy and the Whistleblowing Policy, and Fraud Response Plan. The Head of Internal Audit confirmed to the Committee in October 2011, that the Anti-Fraud and Corruption Strategy and

Whistleblowing Policy was up to date with current policy and best practice, following amendments to meet the requirements of the Bribery Act 2010. In addition, the Committee noted that Internal Audit had developed a Fraud Response Plan to assist managers in knowing how to deal with allegations or suspicions of wrongdoing.

Monitoring of Whistleblowing Complaints

Throughout the year, the Standards Committee has continued to monitor complaints received against Officers under the Council's Whistleblowing policy, being notified of new complaints and the progress and outcomes of investigations, and considering learning points which arise. The Committee received a summary of all whistleblowing cases to date at its meeting in March 2012. During 2011/12 there 5 whistleblowing cases were received, with 2 further received between March and June 2012. Of the 7 complaints, 3 were anonymous, two were from members of the public, and two were from employees.

Where the results of cases have been finalised, 1 has resulted in disciplinary action, on 2 there was either insufficient evidence to proceed / no case to answer/ the allegation was unfounded, and 1 is being dealt with under another policy. In one of the cases where there was insufficient evidence, further reviews are taking place on the area of work due to the number of unrelated complaints made over a period of time.

The fact that a number of cases were referred to Internal Audit for investigation shows that staff had confidence in the investigation process.

The Localism Act 2011 and the Standards Regime

Much of 2011/12 was occupied for the Committee with the statutory changes in the Standards Regime and understanding the implications of the anticipated Localism Bill prior to November 2011 and planning in advance, and then implementing the changes required once it was enacted on 15th November 2011.

October 2011:

At its meeting in October, the Committee considered a model Code of Conduct for Members drafted by the Association of Council Secretaries and Solicitors (ACSeS), as a replacement to the statutory Code of Conduct.

January 2012:

The Committee received a detailed report on the Localism Act 2012 in January 2012, on the changes to the system of regulation of standards of conduct for members and co-opted members. The report set out a number of proposals for the Code of Conduct and the way in which the Complaints would be processed, which were to be discussed with Political Groups and the Corporate Governance Review Working Group. The Committee offered their own recommendations on the following areas to form part of these discussions:

- The Committee supported having a politically balanced stand-alone Standards Committee to oversee the ethical framework, with one or more Parish Representatives co-opted to it, to maintain a transparent process for the public.
- The Committee recommended to Council that the Monitoring Officer begin the process for appointment of one or more Independent Persons directly, and consult the Group Leaders on the process for appointment and remuneration.
- The preference for any future voluntary Code to be based on the current one, but updated to:
 - Include the new definition of Disclosable Pecuniary Interests when defined by the Regulations.
 - Exclude the need to declare interests where such a declaration is unnecessary, such as where the interest solely relates to being a Council-appointed representative, and is not prejudicial.
 - To reflect and re-enforce the conduct of Councillors required in relation to the use of social media, which was included in the last update to the Media Guidelines for Councillors.
- It was recommended that Council introduces in its Standing Orders a requirement for Councillors who have a Disclosable Pecuniary Interest to not only abstain from voting, but also to leave the meeting during the discussion of such a matter.
- The Monitoring Officer was asked develop a streamlined version of the procedure for dealing with Member Officer Protocol Complaints which can then be used as the basis for processing Code of Conduct complaints, taking account the requirements of the Localism Act 2011 set out in the report, and subject to any additional requirements arising from the Regulations when issued.

The Committee asked that the Monitoring Officer consult with the Corporate Governance Review Working Group, Political Groups and where appropriate Parish Clerks, on the following matters, taking account of the Committee's views set out above, and report back:

- a) How the ethical framework set out in the Localism Act 2011 is to be managed in Swindon and whether a Standards Committee (which must be politically balanced) should be appointed to succeed the current Standards Committee,
- b) The Code of Conduct to be adopted by the Council, together with the process for considering complaints under that Code and the sanctions available,
- c) Arrangements for the advertisement for, and appointment of, one or more Independent Persons,
- d) The implementation of the requirements of the Act regarding the future registration and declaration of members' interests, including whether to require members to withdraw from the meeting where such an interest exists, and
- e) Arrangements for the granting of dispensations to Councillors.

It was recognised that the changes in relation to pre-determination had come into effect on 15th January 2012, and the Monitoring Officer had issued guidance to all Councillors. The Committee endorsed the proposal to amend the Members Planning Code of Good Practice with immediate effect to reflect these changes, but also to send the Code to the Planning Committee to consider any further amendments it might wish to recommend. It authorised the

Monitoring Officer to make any subsequent changes to the Code to take account of these recommendations, and any amendments required to reflect to the Stronger Together structure.

March 2012:

At its meeting in March 2012, the Committee received an update from the Monitoring Officer on the recommendations of the Corporate Governance Working Group, which supported the Committee's own recommendations, including the proposal for stand-alone Committee, with continued co-opted member representation, and a voluntary Code based as far as possible on the existing one. The Committee also agreed an extension to the terms of reference of the independent members, until the Committee had completed its work.

June 2012:

The Committee met for its last statutory meeting in June 2012, to adopt the arrangements for the Standards Framework to be operated by the Council from 1 July 2012.

The Committee considered a report from the Monitoring Officer recommending the adoption of a new Members Code of Conduct and procedure for investigating and hearing complaints to come into operation when the statutory Standards Framework ceases to have effect under the Regulations to the Localism Act.

The Director of Law and Democratic Services advised on the Pecuniary Interest Regulations and the Local Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012 which had been issued by the Government on 8th June 2012.

The Committee noted the options before the Council in relation to the Code of Conduct and Standards Framework. It was recommended to Council that the Code as appended to the report was in line with discussions with the Standards Committee, Parish Councils and the Corporate Government Working Party to keep the Code as close to the current one as possible. The Committee recommended one change, which was to the increase in the value of gifts or hospitality to be declared by Members from £25 to £50. The Director of Law and Democratic Services advised that he would provide additional information in the report to Council as to the nature of declarable pecuniary interests under the Regulations, and for which failure to declare made Members liable to prosecution, and the nature of the sanctions available to the courts. The Director of Law and Democratic Services would be offering training to Councillors.

It was noted that Town and Parish Councils were also required to adopt a Code of Conduct by 1 July 2012, and it was not yet known whether those in Swindon would adopt the same Code as the Council or adopt that recommended by the National Association of Local Councils. It was agreed that the Director of Law and Democratic Services would also offer training to Town and Parish Councils on the Code and new framework.

The Committee recommended to Council all the governance arrangements suggested as to the consideration of complaints under the Code of Conduct, for the appointment of two independent persons, and for the composition and work of the Standards Committee.

It was also recommended that the Monitoring Officer would be authorised to make any further technical amendments to the Code and to the other Council Codes and Protocols which may be necessary as a result of any statutory requirements introduced following the adoption of the revised Code.

The current statutory Standards Committee would be dissolved on 30th June 2012, and a new Standards Committee would be appointed with effect from 1st July 2012.

It was agreed that Article 9 and 10 of the Council's Constitution be amended The Director of Law and Democratic Services Officer be authorised to amend the Council's Constitution to take into account any further amendments required as a result of the Localism Act 2011 and its associated Regulations

Arrangements for the appointment of two Independent Persons were put in place.

Desktop Ethical Audit

The Standards Committee completes an annual Desktop Ethical Audit, based on that designed by the IDeA to assess that it has all governance requirements in place.

The annual review and update was approved by the Committee in October 2011.

Leader and Chief Executive Question and Answer Session

The Leader of the Council, and the Chief Executive, attended the meeting in March 2012 to discuss the Council's approach to ethical governance, and their key priorities in relation to ensuring that high ethical standards are promoted and maintained within the Council. This is an annual session for the Standards Committee to discuss Ethical Governance issues, with the Political and Officer leadership of the Council.

The discussion included:

- An update on Stronger Together, the new Council management structure and way of working from 1 April 2012, and the context and reasons for these changes.
- The role for Town and Parish Councils under the Localism Act, and the need for close working with the Council, in particular in Localities.
- The context in which the Council was operating with regard to the economic climate, budget pressures and a heightened political environment, and the importance of the public understanding the different roles of officers and Councillors, and the democratic mandate held by Councillors.
- The continuing growth of social media, and the difficulties that presents for Councillors knowing how and when to engage, and ensuring that their contributions are compliant with the Media Guidelines for Councillors and the Member Code of Conduct.

The Committee noted that the Leader of the Council and the Chief Executive both considered that the Protocol of Member / Officer Relations was fit for purpose. In addition, the discussion

on social media endorsed an earlier recommendation by the Committee that the new Members Code of Conduct, to be drafted when the Regulations under the Localism Act were published, should include specific reference to use of social media.

Annual Governance Statement

The Committee at its meeting in March 2012 was consulted on the arrangements for preparing the Council's Annual Governance Statement, including the areas and questions which Board Directors and Directors were asked to give assurance on.

This is important as the Annual Governance Statement is the formal statement that recognises, records and publishes the Council's governance arrangements.

Training

The Committee has continued to assure itself by regular updates that appropriate ethical training of Borough Councillors and Parish Councillors is taking place, including reports to its October 2011, January 2012 and March 2012 meetings. The Monitoring Officer has provided induction training to all new Members of the Council following Borough Elections. This covered ethics, probity and governance matters, including an overview of the Council's constitution, Members Code of Conduct and Declarations of Interest. All members of the Planning Committee and Licensing Committee have received the necessary training, prior to sitting on these Committees.

Parish Councils

The Standards Committee has continued to monitor training for Parish Councillors and offered assistance where required, as an important part of its role. The Monitoring Officer chaired quarterly meetings of Parish Clerks in the Borough throughout the year, and the Ethical Framework was a standing item on the agenda, with any issues arising able to be reported back to the Standards Committee. In addition, quarterly liaison meetings were held between Parish Councillors and representatives of the Borough Council to promote and maintain the Borough / Parish Charter, which is an important part of decision-making and proper consultation between the Borough and the Parishes.

Complaints on Ethical Standards

The Council monitors complaints received from members of the public in relation to its operation and decision-making. No complaints were received during the 2011/12 Municipal Year that related to the ethical standards of the authority.

Declarations of Interest

No applications were received from Borough or Parish Councillors during this year for dispensations in respect of declarations of interest. As part of the adoption of the new Localism Act arrangements, it was recommended to Council and agreed that the Standards

Committee be authorised to grant dispensations under section 33 of the Localism Act 2011.

Standing Orders were amended at Annual Council on 18th May 2012 to require those declaring personal and prejudicial, or disclosable pecuniary interests, to declare that interest and leave the room during the discussion of the relevant item unless a dispensation to stay has been obtained.

Following a resolution of the Committee in September 2004, the public register of Councillors' interests has continued to be made available on the Council's website. The Committee strongly supported in the interests of demonstrating openness and transparency of conduct that all registers were made available in this way. Arrangements were put in place as part of the implementation of the Localism Act in June 2012 for both Councillor and Parish Councillor Registers to be made available on the website, once the Council and Parish Council adopted new Codes of Conduct.

Summary

The Standards Committee had a busy 2011/12, with the abolition of the statutory standards framework, and in conjunction with the Corporate Governance Working Group making recommendations to Council on new arrangements, to continue to receive and process Code of Conduct Complainants. The statutory Committee continued to promote and monitor ethical standards in the authority and with local parish Councils, and has sought to actively promote and enhance the Council's openness, accountability and probity, in its own work and that with its partners.

At the last meeting of the statutory Committee, Members paid tribute to the work of the Independent Members and Parish Councillors, in particular Mr Keith Carby (Chair) and Mr Trevor Davies (Vice-Chair) who had served on the Committee since it was first set up in 2000.

Ethical Framework Update

Standards Committee

Date: 15th October 2012

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

1. Purpose and Reasons

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

2. Recommendations

The Committee is recommended to:

- 2.1 Note the Ethical Framework update.
- 2.2 Approve the Desktop Ethical Audit Update dated October 2012, subject to any amendments which may be made by members of the meeting. .
- 2.3 Consider if the Monitoring Officer should be requested to carry out a further review of the Council's Codes and Protocols.
- 2.4 Determine any applications for dispensation as referred to in Paragraphs 3.14 – 3.16 2.12 -2.13 of this Ethical Update report.

3. Detail

Desktop Ethical Audit Update

- 3.1 The Committee last reviewed the Desktop Ethical Audit at its meeting in October 2011, and it was agreed that this should be updated on a regular basis.
- 3.2 The latest Desktop Ethical Audit is attached at Appendix '1' for the Committee to review.

Training for Members

- 3.3 Attached at Appendix '2' is a record of all training undertaken by Councillors since May 2012. This includes induction training to all new Members of the Council following the May 2012 Borough Elections, with a session from the Monitoring Officer on ethics, probity and governance matters, the Council's constitution, Members Code of Conduct and Declarations of Interest. All members of the Planning Committee and Licensing Committee received appropriate training, prior to sitting on these Committees. In addition, training was offered to all Councillors and Co-opted Members following the adoption of

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

Ethical Framework Update

Standards Committee

Date: 15th October 2012

the new Members Code of Conduct in June 2012, which came into effect on 1st July 2012.

Training for Independent Persons

- 3.4 The Council's two Independent Persons (IPs), Mr Paul Morris and Mr Peter Morgans attended a training workshop at Basingstoke and Deane Borough Council on 27th September 2012, which approximately 40 Independent Persons from other Authorities also attended.
- 3.5 The following is a summary of the feedback they have provided as to the session:-
- a) Of those IPs attending, approximately half were formerly Independent Members, and the others were completely new to the Standards Framework.
 - b) Most Councils represented had adopted a new Code which was similar to the previous Statutory one.
 - c) The session was led by Paul Hoey (formerly of the Standards for England) and Jonathan Goolden (former trainer and IP to two Councils).
 - d) It is a new role for everyone, based around an IP now being "an expresser of views" as opposed to being an advisor.
 - e) One of the speakers, Jonathan Goolden felt that advice to Members should always be given via the Council and in writing and should be shared with both parties. However, he also had concerns that his independence as an IP could be put under strain if having to disclose what has been said by a Councillor to all parties.
 - f) Included in the workshop was a discussion on the criminal charge for non-disclosure of pecuniary interest and Monitoring Officers having a point of contact with local Police to understand if any charges will be made in relation to allegations made.
 - g) Hoey Associates, who ran the workshop are looking to set up a Standards Exchange, a dedicated website for the standards community, including an interactive forum, latest news, shared good practice, events calendar and training materials, cost to local councils of £300 plus VAT.
- 3.6 The Independent Persons will elaborate at the meeting on any additional points or questions on the session.
- 3.7 In relation to point e) above, the Monitoring Officer considers that is not appropriate for Independent Persons to share with all parties their views given to the member, unless the member concerned agrees. This is because those views may depend on what is said to them by the Councillor, which might need to be recited in any communication which sets out the views of the IP. The Councillor may wish to keep confidential what they have said, for whatever reason, and there is no reason why confidentiality should not be respected and the Act does not require otherwise. It is good practice, however, for the views are expressed

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Ethical Framework Update

Standards Committee

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by the IP to the member to be confirmed to the member in writing by letter or email.

- 3.8 In relation to point g) above, it is intended that the Council will sign up to the Standards Exchange, but further details are awaited from Hoey Associates.

Parish Councils

- 3.9 Under the provisions of the Localism Act 2011, all the Parish Councils are also required to adopt a new Member Code of Conduct. This can be either similar to that of Swindon Borough Council, or can be some other Code such as the Draft Code issued by the National Association of Local Councils (NALC). Set out at Appendix '3' is a summary of the adoption of Codes of Conduct by local Parish Councils. The summary will be updated at the meeting.
- 3.10 A copy of the Declarations of Interest of each Parish Councillor is being placed on the Council's website, when received by the Monitoring Officer, as required by the Act.
- 3.11 The Monitoring Officer has been asked to provide to specific training to Parish Councillors on the new standards regime and a date is awaited from the Parish Council Clerk who is co-ordinating this.

Review of the Council's Codes of Protocols

- 3.12 In the annual work programme approved at the beginning of the year, it was suggested that at this meeting the Monitoring Officer review with the Committee any amendments to the Council's Codes and Protocols still required as a result of the changes in the Standards Regime.
- 3.13 However, changes which were required as a result of the adoption of the new Code were carried out in June 2012. The Committee is asked if it wishes the Monitoring Officer to undertake a further review of the Codes and Protocols of the Council at this time.

Dispensations

- 3.14 The Standards Committee is authorised to grant dispensations under Section 33 of the Localism Act 2011 to allow a Member with a pecuniary interest in a matter to speak and / or vote on that matter.
- 3.15 A question has arisen as to whether all Members have a pecuniary interest in the setting of the Council Tax, in which case, a dispensation to allow speaking and voting would be required. A request for such dispensation has to be in writing, in accordance with Section 33 of the Act.
- 3.16 The Monitoring Officer will report further at the meeting following discussions with the Party Groups on this matter.

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Ethical Framework Update

Standards Committee

Date: 15th October 2012

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 There are no specific financial or procurement implications involved in this report.

Legal and Human Rights Implications

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

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

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

Links to One Swindon, Plans and Policies

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

Diversity Impact Assessment

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

Risk Management

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

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

Ethical Framework Update

Standards Committee

Date: 15th October 2012

8. Appendices

- 8.1 Appendix 1 – Desktop Ethical Audit Matrix
- 8.2 Appendix 2 – Summary of Borough Councillor Training since May 2012
- 8.3 Appendix 3 – List of Parish Councils adoption of a new Members Code of Conduct.

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Ethical Audit Desktop Analysis
Matrix of Key Information held by Swindon Borough Council
October 2012

	Key Information	Held	Current position, including action taken since the last review in October 2011.	Area of Review or Action to be identified by the Standards Committee.
1	Constitutions/ Current Decision Making Framework (ie the committees and sub-committees)	Yes	<p>The Constitution is reviewed and updated at least annually and was adopted in full in May 2012, and amended in June 2012 to take into account changes under the Localism Act 2011 to the standards regime and the adoption of a new Members Code of Conduct.</p> <p>Amendments were also made in January 2012 to take account of the new rules in relation to pre-determination of decisions under the Localism Act 2011. Updates were also made to the Constitution, in particular the Officer Delegations as a request of new Officer Structures (under Stronger Together) adopted from 1 April 2012.</p> <p>The Constitution's operation is monitored by the Monitoring Officer and also by the Corporate Governance Working Party 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 matters of internal control such as the operation of the Whistleblowing Policy.</p> <p>The Annual Audit letter for 2008/09 confirmed that the 'Governance arrangements' of the Council were sound with 'examples of notable practice identified'.</p> <p>The Council is increasingly working with external</p>	

			partners and stakeholders. Many of the Council's partnership relationships are now managed through the One Swindon Board, with appropriate governance arrangements in place.	
2	Procedural Standing Orders	Yes	Updated in Constitution – May 2012	
3	Contracts Standing Orders	Yes	Updated in Constitution – May 2012	
4	Employees' Code Of Conduct	Yes	<p>Following consultation with Council employees and unions, the Employee Code of Conduct was approved by the Standards Committee in July 2006. The Code of Conduct was issued to all Council employees, who were required to sign to confirm that they have read and will act in accordance with the Code.</p> <p>A statutory Code was consulted on in October 2008 by the Department of Communities and Local Government, but no further action has been taken on this matter.</p>	
5	Members' Code Of Conduct plus Local Guidance	Yes	<p>The new Members Code of Conduct and procedures for determining complaints was adopted in June 2012, taking effect on 1 July 2012, under the Localism Act 2011.</p> <p>The Monitoring Officer has provided guidance and training on the Members Code of Conduct to Officers and Members, together with Parish Clerks and Parish Councillors. Refresher training is also regularly provided.</p>	.
6	Confidential Reporting Procedure	Yes	<p>The Whistleblowing Policy was first approved in November 2001 and is kept under regular review.</p> <p>Complaints received are investigated and the outcome reported to the Standards Committee. Employees are reminded about the procedure via staff communications, including in the Team Brief.</p>	

			<p>The Committee first approved in September 2005 the Council's subscription to the Public Concern at Work Helpline 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 support via a contract with Care First, the Council's employee assistance programme.</p>	
7	Terms Of Reference of the Standards Committee	Yes	<p>The new Standards Committee was put in place 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 new Committee has retained much of its extended terms of reference, beyond the determination of complaints, in particular in relation to its monitoring of Anti-Fraud and Corruption Strategy and Whistleblowing Complaints.</p>	
8	Scheme Of Delegation	Yes	<p>This was updated by 1 April 2012 to take account of the revised management structures under Stronger Together which came into effect on that date. It has subsequently been approved again as part of the 2012/13 Constitution at the meeting of Annual Council meeting in May 2012.</p>	
9	Members' Register Of Interests	Yes	<p>Held on file and on the Council's website. Regular reminders are issued.</p> <p>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.</p>	
10	Recorded Declaration Of Interests	Yes	<p>Interests are recorded at meetings and are recorded on the website.</p>	
11	Members' Induction Process	Yes	<p>All new Councillors are provided with a comprehensive</p>	

			induction programme. All of the new Councillors attended the Induction training in May 2012 following the elections.	
12	Officers' Induction Process	Yes	<p>Corporate induction process is in place and departmental induction processes are also in place.</p> <p>Reference is included in the Officers' Induction Process to the ethical framework. During staff induction it is checked that staff have received a copy of the code of conduct (which they usually have with their contracts) 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 etc information, 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> <p>The Monitoring Officer liaises with the Head of People and Change on evaluating the implementation across departments of training on the ethical framework within the Officers' Induction Programme and on the monitoring of the officer induction process.</p>	
13 / 14	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 the Members Services Officer, in consultation with a cross-party Member Development Steering 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>	

			<p><u>Mandatory Training.</u></p> <p>Licensing and the Planning Training was held in May 2012, after the Annual Council but prior to the first meetings of the year. Whilst the first session was primarily for new Councillors who would be serving on the Committees, all Members had the opportunity to attend, as the information provided could not only help Committee members but all Members of the Council in relation to their ward work. Such training was mandatory before a Councillor could serve on either the Planning or Licensing Committees. For the first time, training was also arranged for members who would be sitting on Education Transport Appeal Panels.</p> <p>All Councillors were invited to attend training on the new Member Code of Conduct, provided by the Monitoring Officer in July 2012.</p>	
15	Officers' Continuing Development	Yes	<p>"In Touch" is the Council's behaviour framework, which sets out the values and behaviours expected from officers and members. This currently forms part of the annual appraisal in place across the Council, and identifies development needs and provides structured options to accessing appropriate training. However, new arrangements will be issued shortly to meet the requirements of behaviour under Stronger Together.</p>	
16	Officers' Training	Yes	<p>A Learning & Development online resource has been launched, which provides practical learning and development materials. There is also a Learning Zone with links to coaching and networking e-learning modules developed by Good Practice. Other courses are available direct.</p>	

17	Other Council Specific Additional Codes And Protocols	<p><u>Monitoring Officer Protocol</u> - Adopted in December 2003 and last updated in May 2012 to reflect the changes in the management structure under Stronger Together.</p> <p><u>Guidance to Councillors on Dealing with the Media</u> – first adopted February 2002, and last reviewed and updated by the Committee in October 2010, following detailed consultation with members, to include in particular new provisions in relation to blogging and use of social media.</p> <p><u>Protocol on Member / Officer Relations</u> - Introduced September 2002 and regularly reviewed and updated. This was last updated in February 2010 to refer to the Council's Intouch programme. The Association of Secretaries and Solicitors (ACSeS) produced a model code, some of which is based on this Council's protocol.</p> <p><u>Members' Planning Code of Good Practice</u> - adopted February 2004, and regularly reviewed and updated. This was last amended in January 2012 to reflect the new rules in relation to Pre-Determination of Decisions under the Localism Act 2011.</p> <p><u>Anti-Fraud and Corruption Strategy</u> – adopted November 2001 and regularly reviewed and updated. This was last updated in October 2011, together with the Whistleblowing Policy, to take account of the Bribery Act 2010. 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. The outcome of investigations are reported to the Standards Committee.</p> <p>A Swindon Internal Audit Services Bulletin is issued to Members and Officers approximately twice a year to promote fraud awareness by communicating information on frauds elsewhere to officers and Members, and enable similar frauds to be prevented.</p>	
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Councillors Attendance at Training and Development Sessions

2012/2013

Event	Date	Councillors	Non Members/	Apologies
New Members Induction	10 May 2012	Abdul Amin Alan Bishop Toby Elliott Mary Friend John Haines Neil Heavens Fay Howard Cindy Matthews Derique Montaut Teresa Page Maureen Penny Julian Price Ann Richards James Robbins Peter Watts Nadine Watts Julie Wright		
Locality Session An introduction to the Locality Leads	16 May 2012	Steve Allsopp John Haines Neil Heavens Fay Howard Cindy Matthews Teresa Page Maureen Penny Julie Wright		Rex Barnett Alan Bishop Mark Edwards Steve Wakefield
Planning Induction	22 May 2012	Abdul Amin John Ballman Doreen Dart Toby Elliot Dale Heenan Richard Hurley Nick Martin Cindy Matthews Teresa Page Peter Watts Keith Williams Julie Wright Bob Wright		Brian Ford
Swindon Profile	14 June 2012	Mary Friend John Haines Fay Howard Cindy Matthews Anne Richards Julie Wright		Brian Mattock Maureen Penny David Renard Keith Williams

IT Drop In Session	14 June 2012	Ray Ballman John Ballman Rex Barnett Andrew Bennett Michael Dickinson Brian Ford Colin Lovell Nick Martin Des Moffatt Joe Tray Keith Williams		Brian Mattock Maureen Penny David Renard Keith Williams
Licensing Induction	25 June 2012	Andrew Bennett, Alan Bishop Doreen Dart Emma Faramarzi Richard Hurley Derique Montaut Teresa Page Steve Wakefield		Peter Heaton Jones Bob Wright
The New Code of Conduct	9 July 2012	Junab Ali Abdul Amin John Ballman Ray Ballman Mike Bawden Andrew Bennett Alan Bishop Wayne Crabbe (part session) Michael Dickinson Toby Elliott Brian Ford Richard Hurley Cindy Matthews Des Moffatt Stan Pajak Maureen Penny Julian Price David Renard James Robbins Rochelle Russell Steve Wakefield Peter Watts Nadine Watts David Wood Robert Wright Julie Wright	Mike Compton Paul Morris David Dawson Richard Hailstone Peter Morgan Trevor Davies	Rod Bluh Michael Bray Claire Ellis Mary Friend John Haines Colin Lovell Garry Perkins Ann Richards Vera Tomlinson Keith Williams
Licensing Training Facilitated by the Police and covered Police training was around drunkenness, the effects and spotting the tell-tale	19 July 2012	Richard Hurley Andrew Bennett Alan Bishop Wayne Crabbe Doreen Dart Claire Ellis Peter Heaton-Jones Junab Ali		Emma Faramarzi Dave Wood

signs – the training is normally given to premises and trading standards was around counterfeit goods.		John Ballman Derique Montaut Steve Wakefield Bob Wright Teresa Page Peter Heaton-Jones also received training on 31st July		
Planning Training on the Community Infrastructure Levy	23 July 2012	Doreen Dart Toby Elliott Brian Ford Richad Hurley Nick Martin Abdul Amin Peter Watts David Renard Maureen Penny Bob Wright Brian Mattock	Andrew James, Blunsdon PC Angela Livall, Highworth PC Cllr Kennedy, and Cllr Mills Wroughton PC Paul Summers Chiseldon PC Clerk to Stratton St Margaret PC	
Education Transport Appeal Training	3 September 2012	Mary Friend Joe Tray Maureen Penny Alan Bishop Andrew Bennett		John Ballman Rochelle Russell
Media Training	4 September 2012	John Haines Nadine Watts Jim Robbins Toby Elliott		
Media Training	17 September	Mary Friend Julie Wright Teresa Page Abdul Amin Cindy Matthews		
Planning Training – The emerging Design tool Kit	2 October	Cllr Abdul Amin Cllr Nicky Sewell Cllr Teresa Page	Haydon Wick PC- Cllr Exell Stratton St Margaret PC - Cllr Andree Murphy Georgina Morgan – Denn (Planning Officer) Cllr Carol Ennis Brenda Archer	Brian Ford

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PARISH AND TOWN COUNCIL
ADOPTION OF MEMBER CODES OF CONDUCT

Parish / Town Council	Type / Code	Date Adopted	Date Intended to Adopt (awaiting confirmation)
Bishopstone	NALC	02.07.2012	
Blunsdon St Andrew	NALC	02.07.2012	
Castle Eaton	SBC		
Chiseldon	SBC		13.08.2012
Covington	SBC	16.07.2012	
Hannington	SBC	26.07.12	
Haydon Wick	SBC	24.07.2012	
Highworth	SBC		26.06.2012
Liddington	Adopting SBC Code by default – due to discuss and confirm this at the meeting in September.		September 2012
South Marston	SBC (with amendments)	28.06.2012	
Stanton Fitzwarren			
Stratton St Margaret	SBC	26.06.2012	
Wanborough	NALC	August 2012	
Wroughton	SBC	July 2012	

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Agenda Item 9

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

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