



AGENDA ITEM: 7

**STANDARDS COMMITTEE:
20 December 2005**

Report of: Council Secretary and Solicitor

Contact for further information: Mrs. G.L. Rowe (Extn.5004)

SUBJECT: CODE OF CONDUCT – MEMBERS’ TRAINING - MONITORING

District wide interest

1.0 PURPOSE OF THE REPORT

- 1.1 To consider further how Members should be trained in the requirements of the Code of Conduct and evaluate the effectiveness of the training undertaken to date.

2.0 RECOMMENDATION TO STANDARDS COMMITTEE

- 2.1 That the training undertaken and the evaluation of it be noted
- 2.2 That given the success and content of the training to date the next Seminar on the Code of Conduct be held on a date to be agreed by the Council Secretary and Solicitor in consultation with the Chairman of this Committee.

3.0 BACKGROUND

- 3.1 One of the key roles of the Standards Committee is to ensure that Members are properly trained in the requirements of the Code of Conduct. Section 54 of the Local Government Act 2000 says the Committee is responsible for:

- (a) promoting and maintaining high standards of conduct by the Members and co-opted Members of the Authority;
 - (b) assisting Members and co-opted Members of the Authority to observe the Authority's Code of Conduct;
 - (c) monitoring the operation of the Authority's Code of Conduct;
 - (d) advising, training or arranging to train Members and co-opted Members of the Authority on matters relating to the Authority's Code of Conduct.
- 3.2 A report presented to the Committee on 5th February 2002 suggested a training programme for the introduction of the Code. It was noted that it was essential that **all** Members receive training (including co-opted Members). A further report was presented on 25th June 2003 considering future training requirements and evaluating the training conducted to that date.

4.0 TRAINING REQUIREMENT

4.1 There seemed to be five main aspects to the new Code where Members required training:-

- background
- general obligations
- declarations of interest (probably the most complex area)
- the need to notify the Monitoring Officer of financial and other entries in the Register of Interests
- the Register of gifts and hospitality

and this was assessed as covering the matters set out in 4.2 to 4.7 below.

4.2 Background

4.2.1 This would cover the national structure for dealing with complaints and include the roles of:-

- Monitoring Officer
- our Standards Committee
- Standards Board (its Ethical Standards Officers and Adjudication Panels)

4.3 General Obligations

4.3.1 This would cover:-

- general principles governing conduct (ten principles)
- when the code applies (outside bodies, private life etc)
- the duty of confidentiality
- bringing the authority into disrepute
- taking personal advantage
- duty to report others' transgressions

4.4 Declarations of Interest

4.4.1 Historically, the most difficult area for Members has been to understand when interests need to be declared, and, in particular, to recognise what type of interest is involved. One of the stated aims of the new Code was to simplify matters.

4.4.2 This will include:-

- when does the duty to disclose arise? How much detail must be given?
- what is a personal interest?
- when does a personal interest become prejudicial?
- when do you have to leave a meeting?
- the different rules for Executive and Scrutiny
- how/when to apply for a dispensation

4.5 The Register of Members' Interests

4.5.1 This will cover:-

- what has to be declared to the Monitoring Officer
- when it has to be done
- rights of public inspection

4.6 The Register of Gifts and Hospitality

4.6.1 This will cover:-

- what has to be declared
- when it has to be declared

4.7 Promoting Equality of Opportunity

4.7.1 This is the first duty mentioned in the Code and separate training is organised via Human Resources.

5.0 DELIVERY OF TRAINING

5.1 The first training on the Code covering 4.1 to 4.6 was delivered using North West Employers and comprised 2 seminars with Workshop Sessions held in

February and April 2002, with a refresher workshop on the 8th July 2002. The training was well received, particularly the April session at the Skelmersdale Arts Centre at which there was a good attendance from Parish Councils.

5.2 A seminar/workshop session was held at Ormskirk School on Thursday the 20 November 2003. The seminar was delivered using North West Employers and the workshop session was organised "in house" using cases from the Standards Board website. Feedback was extremely positive with requests being made for longer workshop sessions.

5.3 New Councillors have been introduced to the Code at the Induction Sessions held on Thursday 8th May 2003 and Thursday, 17th June 2004 and were invited to attend Courses entitled "Ethics and Standards" run by North West Employers in Manchester to complement this training.

5.4 The training briefly referred to the new Planning Protocol (on which there was specific training on 7 October 2003 and 15 July 2004 and on which there will continue to be separate training) and the Protocol on Member/Officer Relations, as local guidance supporting but not forming part of the Code. The Protocol in relation to Members Interests and LSVT was the subject of detailed briefings by Trowers and Hamlins Solicitors in December 2004/January 2005.

5.5 In relation to Equality of Opportunity training, I understand from the Human Resources Manager that training is planned in Diversity, Race, Impact Assessments, Background to the Race Relations Amendment Act and Equality issues.

A. The Standards Committee, at its meeting on 28th April 2004, gave consideration to training for both Standards Committee Members and for training for all Members, Co-opted Members and Parish Councillors and Clerks on the Code. Training sessions specifically for Standards Committee Members were held in July and August 2004 on the Code and local determination. Members agreed that a full session for all District and Parish Councillors should be arranged for the Autumn following the format successfully adopted in previous years. A further Seminar/Workshop session was held at Hale Hall, Edge Hill College on Wednesday, 24 November 2004 at 7.30 pm and over 80 people attended.

5.7 We have prepared a West Lancashire District Council "Guide to the Code of Conduct" and this was initially given to new Members and all Members and co-opted Members have now received a copy. The Council Secretary and Solicitor issues guidance to Members and Parishes on the Code at regular intervals, either through '7 Days' or by specific letters.

5.8 Standards Committee Members John Cailles, Councillor Una Atherley and Ms. Joan Draper attended the Standards Board Conference in Birmingham on Monday 9th and Tuesday 10th June 2003 and Jacky Denning, Assistant Member Services Manager and myself attended conference on Monday the 13th and Tuesday the 14th September 2004. This year Terry Broderick, Legal

Services Manager attended. An update on the Conference appears as a separate item on this Agenda.

- 5.9 The Board's website and the "Case Reviews" provide insight into the interpretation given to the Code by ESO's and the Adjudication Panel.
- 5.10 Members indicated earlier in the year that they wished to continue to organise the Seminar/Workshop Session as an annual event. I was fortunate to secure the services of Peter Keith-Lucas of Bevan Brittan, Solicitors, an acknowledged expert on the Code to Conduct to present this years Seminar on a cold windy night at Edge Hill. Members who attended the session at Wyre were very complimentary about the course he presented on that occasion and his presentation on Thursday, 24 November 2005 entitled 'The Code of Practice' was excellent. This has enabled us to move the training session we offer each year, on from that presented for a number of years by North West Employers. I feel that this has been a very successful approach and this is supported by the feedback forms, the only critical comment being that perhaps the presentation was $\frac{1}{4}$ / $\frac{1}{2}$ hour too long.

6.0 MONITORING

- 6.1 Details are kept of attendance at training sessions, so the Standards Committee will be able to monitor the take up of the training. Details of District and Parish Councillors and Clerks who attended the session on 24 November 2005 are attached as an Appendix.
- 6.2 The success of the training is assessed each year by a customer satisfaction questionnaire after each training event and can be followed up by asking Members if they need further training on certain aspects, or a general "refresher".
- 6.3 It is to be noted that if there is to be an update to the code Members will need training and information on its amended provisions.

7.0 CURRENT POSITION

- 7.1 Members may feel that given the success and content of the training provided it may not be necessary to hold another major event for 18 months or so.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 8.1 The training provided will promote high ethical Standards which will in turn contribute to achievement of the Community Strategy.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

9.1 The costs of providing training on standards is met from existing budget provision. Costs were higher this year due to the standing of the speaker secured.

10.0 RISK ASSESSMENT

10.1 Training needs to be provided to comply with statutory obligations and to ensure Members are fully aware of the requirements placed upon them. This will enable them to avoid being in breach of the Code of Conduct with all the adverse consequences which would necessarily flow.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Appendices

Appendix – Attendance at Code of Conduct Seminar