



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

10 September 2018

**TO: COUNCILLORS I MORAN, D WESTLEY, I DAVIS, N HENNESSY,
MRS J MARSHALL AND K WRIGHT**

**ALSO INVITED: THE INDEPENDENT PERSON (MR S IBBS)
THE RESERVE INDEPENDENT PERSON (MR S GARVEY)**

Dear Councillor,

A meeting of the **STANDARDS COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **TUESDAY, 18 SEPTEMBER 2018** at **5.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kim Webber', with a long horizontal flourish at the end.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4. This rule should only apply to the Standards Committee in exceptional circumstances and if the nominated substitute has been appropriately trained.

3.	DECLARATIONS OF INTEREST	1 - 2
	<p>If a Member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for the use in considering their position on any particular item is included at the end of this agenda sheet).</p>	
4.	URGENT BUSINESS	
	<p>Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.</p>	
5.	PUBLIC SPEAKING	3 - 6
	<p>Residents of West Lancashire, on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submission is 10.00am on Friday 14 September 2018. A copy of the public speaking protocol and form to be completed is attached.</p>	
6.	MINUTES	7 - 10
	<p>To receive as a correct record the minutes of the last meeting of the Committee held on 20 March 2018.</p>	
7.	COMPLAINTS STATISTICS	11 - 16
	<p>To consider the report of the Borough Solicitor</p>	
8.	STANDARDS COMMITTEE ANNUAL REPORT 2017-2018	17 - 26
	<p>To consider the report of the Borough Solicitor</p>	
9.	ANNUAL MONITORING OF TRAINING 2017-2018	27 - 32
	<p>To consider the report of the Borough Solicitor</p>	
10.	WORK PROGRAMME	33 - 34

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Sue Griffiths on 01695 585097

Or email susan.griffiths@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Agenda Item 3

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		Notes
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/09/16 – 19/09/20)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

PUBLIC SPEAKING – PROTOCOL

(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)

1.0 Public Speaking

1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.

1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

2.0 Deadline for submission

2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to member.services@westlancs.gov.uk or by sending to:

Member Services
West Lancashire Borough Council
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.

2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

3.0 Scope

3.1 Any matters raised must be relevant to an item on the agenda for the meeting.

3.2 The Borough Solicitor may reject a submission if it:

- (i) is defamatory, frivolous or offensive;
- (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
- (iii) discloses or requires the disclosure of confidential or exempt information.

4.0 Number of items

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Borough Solicitor will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
- a. The order in which forms were received.
 - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
 - c. Whether a request has been submitted in relation to the same issue.
- 4.3 All submissions will be circulated to Members of the relevant body and officers for information, although no amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

5.0 At the Meeting

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite members of the public to make their representations. Residents will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker has said along with all other information, when all public speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)



REQUEST FOR PUBLIC SPEAKING AT MEETINGS

MEETING & DATE

NAME

ADDRESS

Post Code

PHONE

Email

Please indicate if you will be in attendance at the meeting

YES/NO*

*delete as applicable

Note: This page will not be published.

(P.T.O.)

PLEASE PROVIDE DETAILS OF THE MATTER YOU WISH TO RAISE

Agenda Item Number

Title

Details

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.....

Name

Dated

Completed forms to be submitted by 10.00am on the Friday of the week preceding the meeting to:-

*Member Services, West Lancashire Borough Council, 52 Derby Street, Ormskirk, Lancashire, L39 2DF or
Email: member.services@westlancs.gov.uk*

If you require any assistance regarding your attendance at a meeting (including access) or if you have any queries regarding your submission please contact Member Services on 01695 585065.

Note: This page will be published.

Agenda Item 6

STANDARDS COMMITTEE

HELD: Tuesday, 20 March 2018

Start: 5.00 pm

Finish: 6.00 pm

PRESENT:

Councillor: I Moran (Chairman)

Councillors: D Westley J Davis
Mrs J Marshall K Wright

In attendance: Mr S Ibbs (Independent Person)

Officers: Terry Broderick, Borough Solicitor
Matthew Jones, Legal and Member Services Manager
Sue Griffiths, Principal Member Services Officer

11 **APOLOGIES**

Apologies for absence were submitted on behalf of Councillor I Davis and Mr S Garvey (The Reserve Independent Person).

12 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to membership of the Committee.

13 **DECLARATIONS OF INTEREST**

Councillor Marshall declared a non-pecuniary interest in agenda item 13 (Request for Parish Council representation on Standards Committee) as a member of Scarisbrick Parish Council.

14 **URGENT BUSINESS**

There were no items of urgent business.

15 **PUBLIC SPEAKING**

There were no items under this heading.

16 **MINUTES**

RESOLVED That the minutes of the last meeting of the Committee held on 19 September 2017 be approved as a correct record and signed by the Chairman.

17 COMPLAINTS STATISTICS

The Committee considered the complaints statistics for 2017/18 as set down at pages 45 – 50 of the Book of Reports.

RESOLVED That the Standards Complaints Statistics, attached at Appendix 1 to the report be noted.

18 INDEPENDENT PERSON PROTOCOL

Consideration was given to the report of the Borough Solicitor as contained on pages 51 to 59 of the Book of Reports that gave details in relation to the Independent Person Protocol as set down at 16.5 of the Constitution.

The Borough Solicitor proposed that, as the role of the independent person was firmly established within the statutory regime, that the Standards Committee received reports when changes are made to the document rather than an annual review.

RESOLVED (A) That the Independent Person Protocol, attached at Appendix 1, be endorsed.

(B) That the Independent Person Protocol shall not be brought to the Committee for routine annual review.

19 OFFICERS' CODE OF CONDUCT

The Borough Solicitor reminded the Committee that the Officers' Code of Conduct was set down at 17.1 of the Constitution and applied to all employees under a contract of employment with the Council. He reported that it provided a very clear framework for employees to follow and ensured that high standards were maintained. He reported upon minor changes to the document which had been made as a result to changes to the Council's management structure.

RESOLVED That the Officer Code of Conduct as attached at Appendix A be approved.

20 INTIMIDATION IN PUBLIC LIFE

Consideration was given to the report of the Borough Solicitor as contained on pages 83 – 170 of the Book of Reports which presented the report of the Committee on Standards in Public Life entitled "Intimidation in Public Life" published in December 2017. The Borough Solicitor reported that the publication was in response to the increasing prevalence of intimidation in public life and it presented evidence illustrating the extent and seriousness of the problem.

He drew Members attention to a recommendation in the report for Monitoring Officers to ensure that Members required to declare pecuniary interests are aware of the sensitive interest provisions in the Localism Act 2011 and he went on to explain how this was undertaken.

RESOLVED That the report be noted.

21 **GUIDANCE FOR NEWLY ELECTED/CO-OPTED PARISH COUNCILLORS**

In an oral report the Borough Solicitor referred to the resolution of the last meeting of the Committee held on 19 September 2019 in relation to guidance for newly elected/co-opted Parish Councillors.

He reported that he had engaged with the Parish Councils and would reinvigorate this issue via the Parish Clerks Liaison Meeting and that he would continue to direct Parish Councils towards opportunities for training.

The ensuing discussion highlighted questions and comments regarding:-

- Annual Code of Conduct training
- Training for Parish Council Chairs
- Training offered by LALC
- General Data Protection Regulation (GDPR)

RESOLVED That the report be noted.

22 **STAKEHOLDER CONSULTATION: NATIONAL REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS**

In a report contained on pages 173 – 188 of the Book of Reports, the Borough Solicitor reported upon the current review by the Committee on Standards in Public Life into local government ethical standards, and presented a proposed response to the consultation.

RESOLVED That the consultation response at Appendix 2 to the report be submitted on behalf of the Council.

23 **REQUEST FOR PARISH COUNCIL REPRESENTATION ON STANDARDS COMMITTEE**

Consideration was given to the report of the Borough Solicitor as contained on pages 191 – 195 of the Book of Reports which advised on a request from the Lancashire Association of Parish and Town Councils (West Lancashire Area Committee) for two Parish representatives to be appointed to the Standards Committee.

RESOLVED That the Local Association of Parish and Town Councils be advised that having regard to all relevant matters, including the current arrangements in place, the discretion vested in the Council and the appropriate expertise currently in place, no changes be made to the membership of the Standards Committee.

24 **WORK PROGRAMME**

Consideration was given to the Work Programme as circulated and contained on page 197 of the Book of Reports.

- RESOLVED (A) That the Work Programme be noted
- (B) That item 9 (Review of the IP Protocol) be removed from the Work Programme and reports brought to the Committee when proposed changes to the IP Protocol are to be considered by the Committee.
 - (C) That item 12 (Intimidation in Public Life) be included on the Work Programme as an on-going item.
 - (D) That item 13 (Guidance for newly elected/co-opted Parish Councillors) be included on the Work Programme as an on-going item.

.....
Chairman



STANDARDS COMMITTEE
18 SEPTEMBER 2018

Report of: Borough Solicitor

Contact for further information: Mrs S Griffiths (Extn 5097)
(E-mail: susan.griffiths@westlancs.gov.uk)

SUBJECT: COMPLAINTS STATISTICS

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To provide statistical information in relation to Standards Complaints.

2.0 RECOMMENDATION

2.1 That the Standards Complaints Statistics, attached at Appendix 1, be noted.

3.0 CURRENT POSITION

3.1 Attached at Appendix 1 is statistical information provided in relation to Standards Complaints for 2018/19, period 1 April 2018 to 10 September 2018.

4.0 SUSTAINABILITY IMPLICATIONS

4.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial or resource implications arising from this report.

6.0 RISK ASSESSMENT

6.1 This item does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

Background Documents

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

Appendices

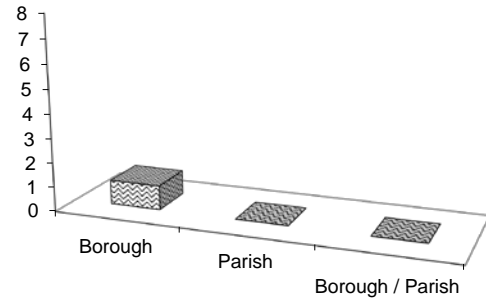
Appendix 1 - Standards Complaints 2018/19 (1 April 2018 to 10 September 2018)

As at 10/09/2018

Complaints brought forward

Borough	1
Parish	0
Borough / Parish	0
Total	1

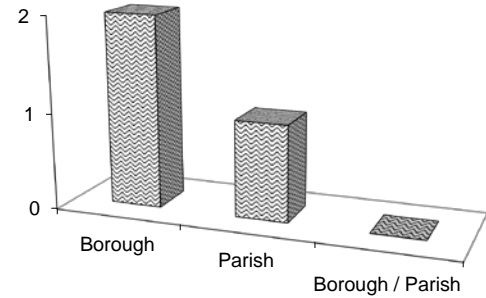
Complaints brought forward



Complaints received in year

Borough	2
Parish	1
Borough / Parish	0
Total	3

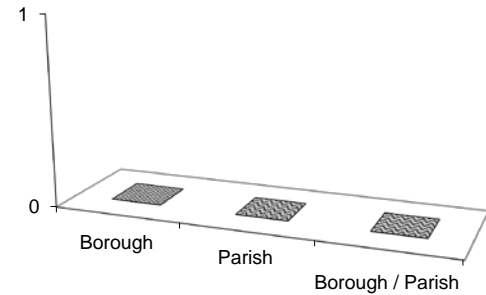
Complaints received in year



Decisions pending

Borough	0
Parish	0
Borough / Parish	0
Total	0

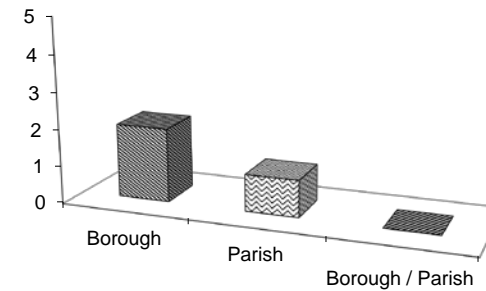
Decisions pending



Monitoring officer in consultation with IP - complaint does not merit further action

Borough	2
Parish	1
Borough / Parish	0
Total	3

Complaints determined by MO/IP - no further action

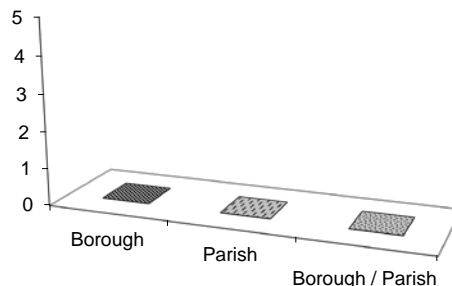


As at 10/09/18

MO in consultation with IP -
complaint can be resolved without
need for formal investigation

Borough	0
Parish	0
Borough / Parish	0
Total	0

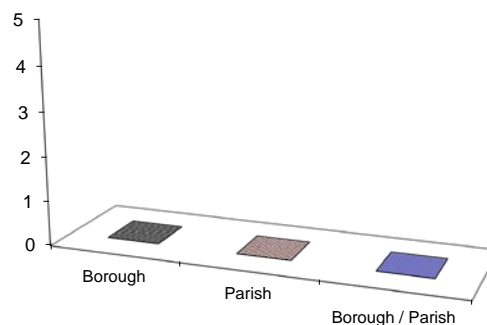
Complaints determined by MO/IP - resolve without need for formal investigation (local resolution).



MO in consultation with IP -
complaint requires formal
investigation

Borough	0
Parish	0
Borough / Parish	0
Total	0

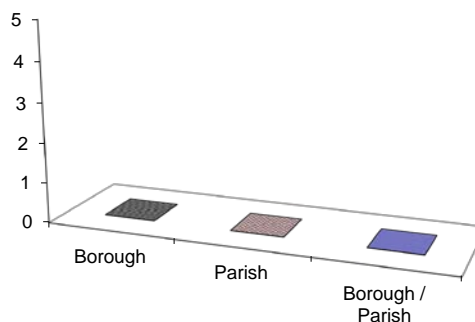
Complaints determined by MO/IP - require formal investigation.



MO in consultation with IP -
Complaint referred to the Police as
potentially criminal.

Borough	0
Parish	0
Borough / Parish	0
Total	0

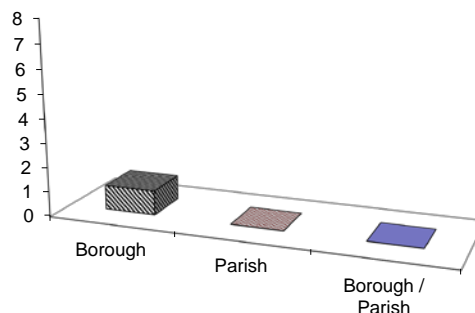
Complaints determined by MO/IP - referred to Police as potentially criminal.



MO in consultation with IP -
complaints referred to Assessment
sub-committee for consideration

Borough	1
Parish	0
Borough / Parish	0
Total	1

Complaints referred to Assessment sub-committee by MO/IP.

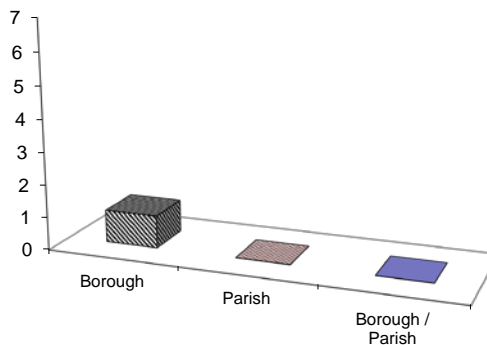


As at 10/09/18

Assessment sub-committee -
complaint does not merit further
action

Borough	1
Parish	0
Borough / Parish	0
Total	1

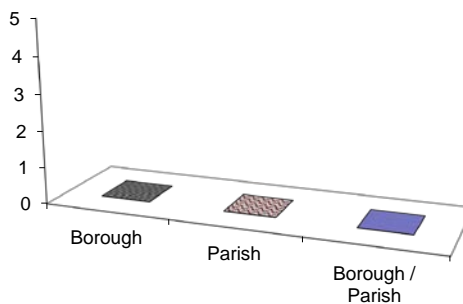
Assessment sub-committee - complaint does not merit further action.



Assessment sub-committee -
complaint referred to the Police as
potentially criminal

Borough	0
Parish	0
Borough / Parish	0
Total	0

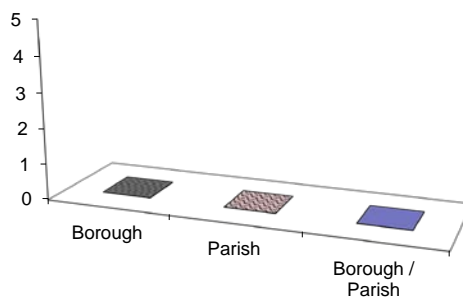
Assessment sub-committee - complaint referred to Police as potentially criminal.



Assessment sub-committee -
complaint requires formal
investigation

Borough	0
Parish	0
Borough / Parish	0
Total	0

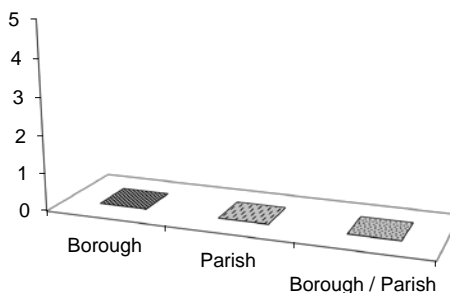
Assessment sub-committee - complaint requires formal investigation



Investigation - No evidence of failure
to comply - no further action

Borough	0
Parish	0
Borough / Parish	0
Total	0

Investigation - No evidence of failure to comply - no further action

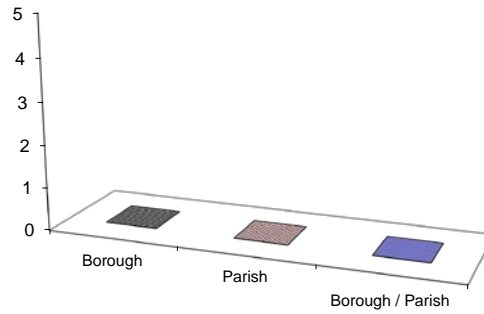


As at 10/09/18

Investigation - finds breach - local resolution through MO & IP

Borough	0
Parish	0
Borough / Parish	0
Total	<input type="text" value="0"/>

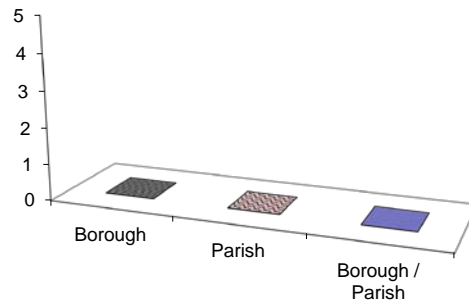
Investigation - finds breach - local resolution through MO & IP.



Investigation - finds breach - referred to the Hearing sub - committee for local hearing.

Borough	0
Parish	0
Borough / Parish	0
Total	<input type="text" value="0"/>

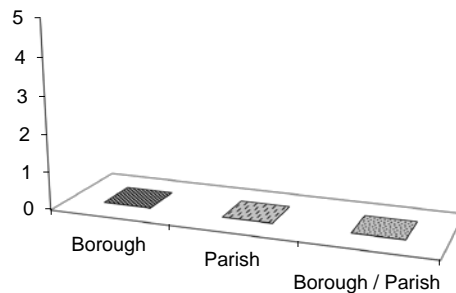
Investigation - finds breach - referred to the Hearing sub-committee for local hearing.



Hearing sub-committee - no breach found following hearing

Borough	0
Parish	0
Borough / Parish	0
Total	<input type="text" value="0"/>

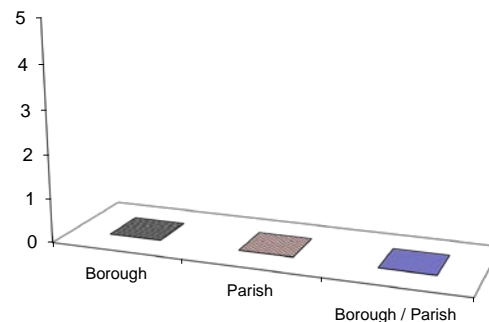
Hearing sub-committee - no breach found following hearing.



Hearing sub-committee - breach found and sanction(s) applied.

Borough	0
Parish	0
Borough / Parish	0
Total	<input type="text" value="0"/>

Hearing sub-committee - breach found and sanction(s) applied.





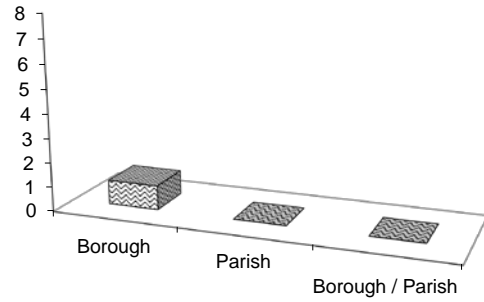
STANDARDS COMPLAINTS 2018 / 2019

As at 10/09/2018

Complaints brought forward

Borough	1
Parish	0
Borough / Parish	0
Total	1

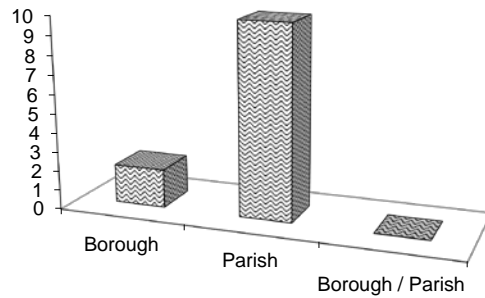
Complaints brought forward



Complaints received in year

Borough	2
Parish	10
Borough / Parish	0
Total	12

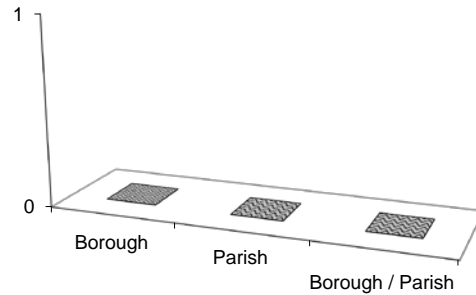
Complaints received in year



Decisions pending

Borough	0
Parish	0
Borough / Parish	0
Total	0

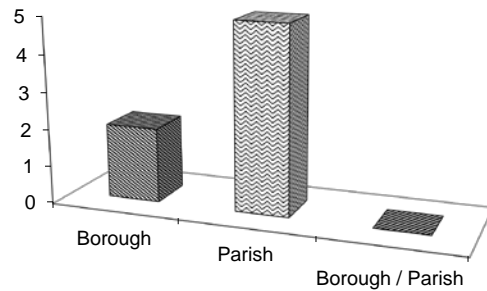
Decisions pending



Monitoring officer in consultation with IP - complaint does not merit further action

Borough	2
Parish	10
Borough / Parish	0
Total	12

Complaints determined by MO/IP - no further action

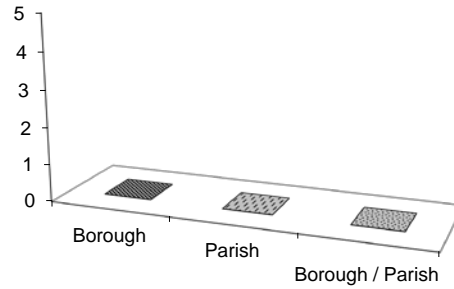


As at 10/09/18

MO in consultation with IP -
complaint can be resolved without
need for formal investigation

Borough	0
Parish	0
Borough / Parish	0
Total	0

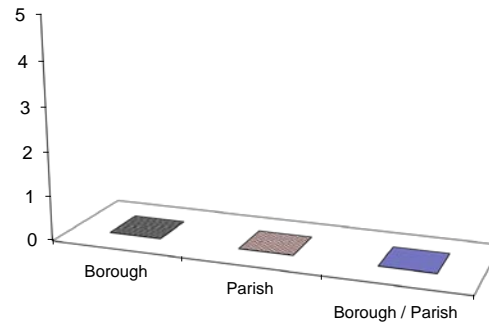
Complaints determined by MO/IP - resolve without need for formal investigation (local resolution).



MO in consultation with IP -
complaint requires formal
investigation

Borough	0
Parish	0
Borough / Parish	0
Total	0

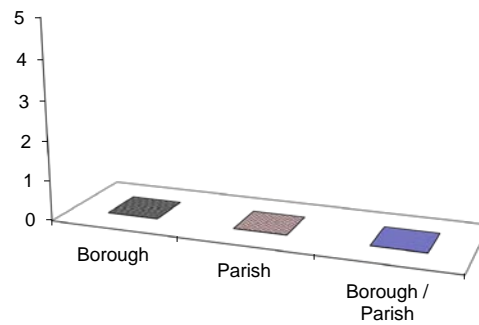
Complaints determined by MO/IP - require formal investigation.



MO in consultation with IP -
Complaint referred to the Police as
potentially criminal.

Borough	0
Parish	0
Borough / Parish	0
Total	0

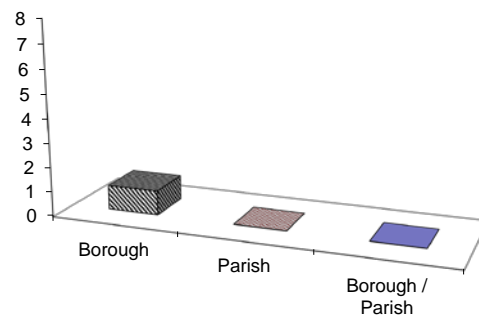
Complaints determined by MO/IP - referred to Police as potentially criminal.



MO in consultation with IP -
complaints referred to Assessment
sub-committee for consideration

Borough	1
Parish	0
Borough / Parish	0
Total	1

Complaints referred to Assessment sub-committee by MO/IP.

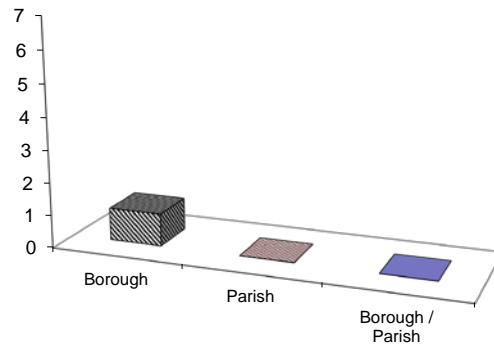


As at 10/09/18

Assessment sub-committee -
complaint does not merit further
action

Borough	1
Parish	0
Borough / Parish	0
Total	1

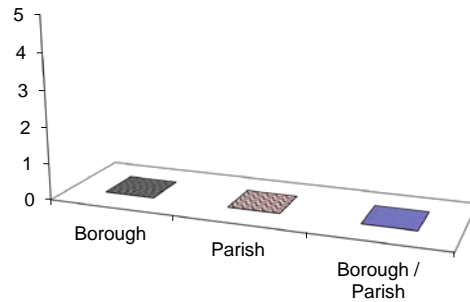
Assessment sub-committee - complaint does not merit further action.



Assessment sub-committee -
complaint referred to the Police as
potentially criminal

Borough	0
Parish	0
Borough / Parish	0
Total	0

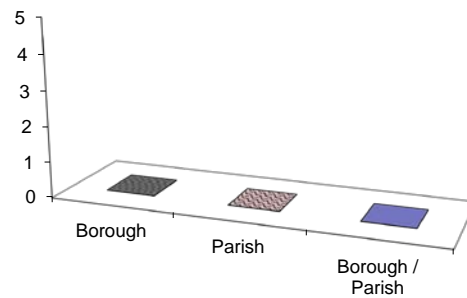
Assessment sub-committee - complaint referred to Police as potentially criminal.



Assessment sub-committee -
complaint requires formal
investigation

Borough	0
Parish	0
Borough / Parish	0
Total	0

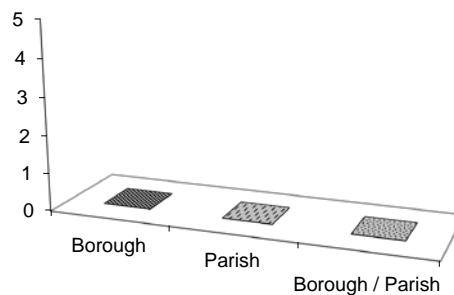
Assessment sub-committee - complaint requires formal investigation



Investigation - No evidence of failure
to comply - no further action

Borough	0
Parish	0
Borough / Parish	0
Total	0

Investigation - No evidence of failure to comply - no further action

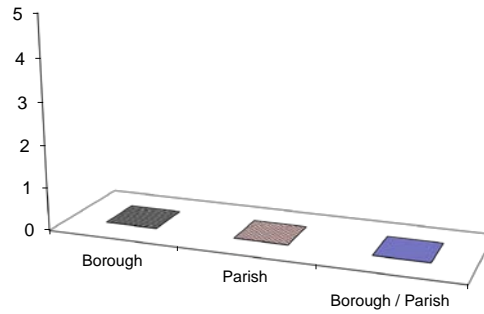


As at 10/09/18

Investigation - finds breach - local resolution through MO & IP

Borough	0
Parish	0
Borough / Parish	0
Total	0

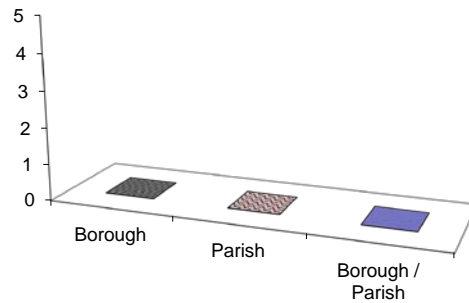
Investigation - finds breach - local resolution through MO & IP.



Investigation - finds breach - referred to the Hearing sub - committee for local hearing.

Borough	0
Parish	0
Borough / Parish	0
Total	0

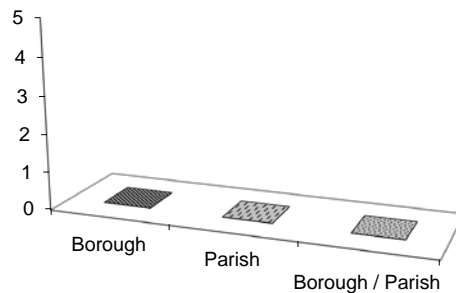
Investigation - finds breach - referred to the Hearing sub-committee for local hearing.



Hearing sub-committee - no breach found following hearing

Borough	0
Parish	0
Borough / Parish	0
Total	0

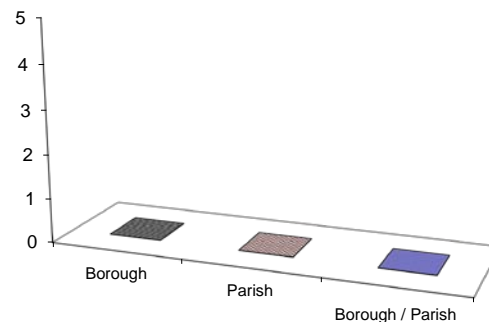
Hearing sub-committee - no breach found following hearing.



Hearing sub-committee - breach found and sanction(s) applied.

Borough	0
Parish	0
Borough / Parish	0
Total	0

Hearing sub-committee - breach found and sanction(s) applied.





**STANDARDS COMMITTEE
18 SEPTEMBER 2018**

Report of: Borough Solicitor

**Contact for further information: Mrs S Griffiths (Extn. 5097)
(E-mail: susan.griffiths@westlancs.gov.uk)**

SUBJECT: STANDARDS COMMITTEE ANNUAL REPORT 2017/18

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To present the Standards Committee Annual Report 2017/18.

2.0 RECOMMENDATION

2.1 That the Standards Committee Annual Report 2017/18, attached as an Appendix, be noted, endorsed and published on the Council's website.

3.0 BACKGROUND

3.1 The Standards Committee Annual Report is attached as an Appendix and provides details of the work undertaken by the Committee during 2017/18. The report demonstrates the effective arrangements in place.

4.0 SUSTAINABILITY IMPLICATIONS

4.1 There are no significant sustainability impacts associated with the report and, in particular, no significant impact on crime and disorder.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant resource implications arising from this report.

6.0 RISK ASSESSMENT

6.1 There are no risks to the Council's business objectives associated with the Annual Report.

Background Documents

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

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Appendix Standards Committee Annual Report 2017/18



STANDARDS COMMITTEE ANNUAL REPORT 2017/18

1.0 INTRODUCTION

The Council has a statutory duty to promote and maintain high standards of conduct and have in place arrangements to deal with standards issues and case-work. On 19 June 2012 Council considered proposals in relation to the introduction of a new Standards regime as required by the Act and agreed the establishment of a Standards Committee from 1 July 2012.

The main role of the Standards Committee is to promote and maintain high standards of conduct throughout the authority and create a sense of 'ethical well-being'. The Standards Committee and the Monitoring Officer are at the heart of the standards framework. They promote, educate and support Councillors and Co-opted Members within West Lancashire in following the highest standards of conduct.

1.1 Role and Function of the Standards Committee

The Standards Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors and co-opted members and operating the "Standards regime – arrangements" as appropriate;
- (b) assisting councillors and co-opted members 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 and effectiveness of the Members' Code of Conduct;
- (e) advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct;

- (f) granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with any reports from the monitoring officer on any matter which is referred to the monitoring officer;
- (h) setting up procedures for the initial assessment of alleged breaches of the Codes of Conduct for Members;
- (i) setting up procedures for the investigation of and subsequent report on, alleged breaches of the Codes of Conduct for Members;
- (j) the exercise of (a) to (i) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils;
- (k) advising the Council on the adoption and subsequent review of a Code of Conduct for officers;
- (l) advising, training or arranging to train officers on matters relating to the Code of Conduct for officers;
- (m) advising the Council on the adoption and subsequent review of the Council's Whistleblowing Code;

1.2 Membership

The Standards Committee must comprise at least six councillors. In 2017/18 six members were appointed to the Committee. The Chairman and Vice-Chairman are appointed at Council and, respectively, are the Leader of the Council and Leader of the main Opposition Group. At least three elected members of the Standards Committee must be present at its meetings. Substitute members may be nominated in exceptional circumstances and if the nominated substitute has been appropriately trained.

1.3 Independent Person and Reserve Independent Person

The Localism Act 2011 introduced a requirement to appoint an 'Independent Person'(IP). Following a recruitment process during May/June 2012 an IP and a 'Reserve Independent Person' (RIP) were appointed effective from 1 July 2012. The role of the IP, and RIP (when the IP is unavailable or conflicted), is to be consulted on alleged breaches of the Code of Conduct

The IP and RIP are not members of the Standards Committee but are invited to its meetings and they regularly attended.

2.0 WORK OF THE COMMITTEE 2017/18 – OVERVIEW

The Committee's main responsibility is to promote and maintain high standards of conduct for Councillors within West Lancashire. It does this through providing training and support and following a proactive Work Programme.

2.1 Standards Committee – Arrangements

As a result of the implementation of duties under the Localism Act 2011, from the 1 July 2012 the Council set out its arrangements for dealing with complaints of misconduct and the actions which may be taken against a member who is found to have failed to comply with the relevant Code of Conduct. Also, the Council delegated appropriate powers to the Standards Committee and to the Monitoring Officer. The functions of the Standards Committee are set out in Article 9 of the Council's Constitution.

The Borough Solicitor is the Monitoring Officer (MO) and duly appointed as the Proper Officer to receive complaints of failure to comply with the Code of Conduct. The detailed arrangements for handling complaints are set out in the (Procedure for the Assessment of Written Complaints of Breach of the West Lancashire Borough Council and Parish Council Members' Code of Conduct) document published on the Council's website. The MO provides regular updates to the Standards Committee in respect of the number and nature of complaints received.

(a) Decision whether to investigate a complaint

Under delegated authority, from 1 July 2012 the initial decision on whether a complaint requires formal investigation, is determined by the Monitoring Officer (MO), subject to consultation with the Independent Person (IP) as is the ability to refer particular complaints to the Standards Committee (Assessment Sub-Committee) where the MO feels that it would be inappropriate for him to take a decision on the complaint, if there were particular sensitivities.

The adoption of these arrangements provides an opportunity for the MO to seek to resolve a complaint informally before taking a decision on whether the complaint merits formal investigation.

During 2017/18 three complaints were received and were concluded. Additionally the 2 complaints brought forward from the previous period were concluded.

(b) “No Breach of Code” finding on investigation

The arrangements also provide that where a formal investigation finds no evidence of failure to comply with the Code of Conduct, the MO be asked to close the matter, providing a copy of the report and findings of the investigation to the complainant and to the member concerned, and to the Independent Person. The findings would also be reported to the Standards Committee for information.

The procedure was not carried out during 2017/18.

(c) “Breach of Code” finding on investigation

The arrangements also provide that where a formal investigation finds evidence of a failure to comply with the Code of Conduct, the MO, in consultation with the IP, has been authorised to seek local resolution to the satisfaction of the complainant in appropriate cases, with a summary report for information to the Standards Committee. Where such a local resolution is not possible the MO can report the investigation findings to a Hearings Sub-Committee of the Standards Committee for local hearing.

The procedure was not required during 2017/18.

(d) Action in response to a Hearing Sub-Committee finding of failure to comply with the Code

The Council has also delegated to a Hearings Sub-Committee powers to take decisions in respect of a member who is found on hearing to have failed to comply with the Code of Conduct. Such actions are set down at paragraph 9.04(e) of Article 9.

During 2017/18 the Hearings Sub-Committee met once.

(e) Appeals

There is no requirement for appeals to be put in place under the new arrangements.

2.2 Sub-Committees – Terms of Reference

- **Assessment Sub-Committee** – ‘To make decisions as to whether to investigate a complaint referred to the Sub-Committee by the Monitoring Officer or to take no further action.’
- **Hearings Sub-Committee** – ‘To hear cases referred to it and decide whether a member has breached the Code of Conduct and, if so, to

decide if a sanction should be applied and what form the sanction should take.'

2.3 Training

A training session on the Code of Conduct attended by Borough and Parish Councillors, Standards Committee, IP and RIP, Heads of Service and Legal and Member Services Officers was held on 19 June 2018. An updated training pack was also issued to all Councillors and Parish Councillors.

In-house training is also provided to newly elected Councillors as part of the induction session and to Members to support their role particularly on licensing and planning committees.

2.4 Promoting Standards

The Standards Committee, supported by the Borough Solicitor and Legal and Member Services Manager, works to promote the role of the Committee and to ensure high ethical standards are promoted within West Lancashire in the following manner:

(a) The Council's Website

A dedicated Standards Committee area of the Council's website has been provided and this is regularly updated.

(b) Parish Clerks Meeting

The Assistant Member Services Manager attends meetings of this group and advises on the standards regime.

(c) Local Democracy Week

Schools are invited to attend the Council Offices to take part in a debate and are given information on the Code of Conduct and Declarations of Interests.

(d) 'West Lancs Now' and Press Releases

Appropriate articles on the work of the Committee are included in the 'West Lancs Now' newsletter which is distributed to Councillors and Officers and for the press.

2.5 Proactive Work Undertaken during 2017/18

During 2017/18, under the Chairmanship of Councillor Moran, as Leader of the Council and Vice Chairman Councillor D Westley, as Leader of the Conservative Group supported by the Monitoring Officer, the Committee considered a range of issues including:

- (a) Assessment work, including consideration of complaint statistics. Complaints and reviews were assessed within the required performance target.
- (b) An update on the Independent Person Protocol and Officer Code of Conduct
- (c) 'Intimidation in Public Life' – Report of the Committee on Standards in Public Life.
- (d) Stakeholder Consultation: National Review of Local Government Ethical Standards
- (e) The annual review of the Independent Person Protocol introduced in July 2013 to support the work of the IP and RIP.

2.6 Dispensations

No applications for dispensations were considered by the Committee during 2017/18.

3.0 REGISTER OF MEMBERS' DISCLOSABLE PECUNIARY (DPIs) AND NON-PECUNIARY INTERESTS (Non-PIs)

Members are required to complete a notification of DPIs and Non-PIs for inclusion on the Register of Members Disclosable Pecuniary and Non-Pecuniary Interests and are reminded annually of their requirement to ensure that their Register of these interests is up-to-date. Newly elected members are also advised by letter and at induction, of the 28 day deadline for completing their interests forms.

Copies of notifications by Members or Co-opted Member of DPIs and Non-PIs in the register are published on the Council's website and the register is available for public inspection.

An item is included on every Borough Council, Cabinet, Committee, Working Group and Panel Agendas to remind Members of the importance of declaring interests and a check list is included to assist Members in deciding if they have any declarations.

4.0 THE CONSTITUTION

Sections 16 and 17 of the Council's Constitution contains various Codes and Protocols relevant to the functions of the Committee as follows:

- Borough Council and Parish Councils Members' Code of Conduct
- Protocol on Member/Officer Relations

- Planning Code of Good Practice
- Protocol on the use of ICT by Members
- Independent Person Protocol
- Officers' Code of Conduct
- Whistleblowing Code
- Indemnity

Section 3.13A of the Council's Constitution details the Monitoring Officer Protocol.

5.0 PARTNERSHIP GOVERNANCE

Governance arrangements are in place for partnerships that are appropriate for the specific arrangement. For example, there is a framework of contracts governing the Council's relationship with the Leisure Trust / Serco and Lancashire County Council/BT Lancashire Services (BTLs) and a Parish Charter on joint working with Parish Councils.

6.0 THE YEAR AHEAD

To ensure that standards are maintained and promoted the Committee will include in its Work Programme for 2017/18 to:

- Deal with matters or reports from the Monitoring Officer;
- Consider the Annual Monitoring Training Report;
- Consider its Annual Report;
- Consider Applications for Dispensation;
- Consider any new / revised Protocols;
- Provide / update information on the dedicated Standards Committee area of the Council's website;
- Provide a Code of Conduct Seminar for Standards Committee Members, Officers, Borough and Parish Councillors and the IP and RIP;
- Invite schools during Local Democracy Week to attend the Council Offices to take part in a debate and provide information on the Code of Conduct and Declarations of Interest.

The Committee may also consider, if requested by the MO, alleged breaches of the Code of Conduct referred to it and will note the decisions on alleged breaches determined by the MO in consultation with the IP.

7.0 OFFICER SUPPORT

Terry Broderick, Borough Solicitor (Monitoring Officer)
01695 585001 – Email terry.broderick@westlancs.gov.uk

Matthew Jones, Legal and Member Services Manager (Deputy Monitoring Officer) 01695 585025 – Email matthew.jones@westlancs.gov.uk

Jacky Denning, Assistant Member Services Manager
01695 585384 – Email jacky.denning@westlancs.gov.uk

Sue Griffiths, Principal Member Services Officer
01695 585097 – Email susan.griffiths@westlancs.gov.uk



**STANDARDS COMMITTEE:
18 SEPTEMBER 2018**

Report of: Borough Solicitor

Contact for further information: Mrs S Griffiths (Extn 5017)
(E-mail: susan.griffiths@westlancs.gov.uk)

SUBJECT: ANNUAL MONITORING OF TRAINING 2017/18

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider and evaluate the effectiveness of the training undertaken to date in relation to the Code of Conduct and standards.

2.0 RECOMMENDATIONS

2.1 That the training undertaken and the evaluation of it be noted.

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. The Council, as part of the Localism Act 2011 (Section 27), has a statutory role to promote and maintain high standards of conduct for its elected and co-opted Members. Article 9 of the Constitution sets out the responsibilities of the Committee that includes:

The Standards Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors and co-opted members and operating the “Standards regime – arrangements” as appropriate;
- (b) assisting councillors and co-opted members 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 and effectiveness of the Members' Code of Conduct;
- (e) advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- (f) granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with any reports from the monitoring officer on any matter which is referred to the monitoring officer;
- (h) setting up procedures for the initial assessment of alleged breaches of the Codes of Conduct for Members;
- (i) setting up procedures for the investigation of and subsequent report on, alleged breaches of the Codes of Conduct for Members;
- (j) the exercise of (a) to (i) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils;
- (k) advising the Council on the adoption and subsequent review of a Code of Conduct for officers;
- (l) advising, training or arranging to train officers on matters relating to the Code of Conduct for officers;
- (m) advising the Council on the adoption and subsequent review of the Council's Whistleblowing Code;

3.2 It is essential that **all** Members receive training (including Parish and Co-opted Members) on the Code of Conduct.

4.0 TRAINING REQUIREMENT

4.1 There seem to be four main aspects to the Code where Members require training:-

- Background – statutory role (Localism Act 2011 (Section 27)
- General obligations.
- Registration and disclosure of Disclosable Pecuniary Interests (DPIs) (probably the most complex area), Pecuniary and Non-Pecuniary Interests.
- The need to notify the Monitoring Officer of changes to the Register including notification of gifts and hospitality.

4.2 Background

4.2.1 This would cover the framework for receiving complaints, the local code, dealing with sanctions and include the roles of:-

- the Monitoring Officer
- the Independent Person and Reserve Independent Person

- the Standards Committee

4.3 **General Obligations**

4.3.1 This would cover:-

- general principles governing conduct (seven principles)
- when the code applies (when acting as a representative of the Council)
- the duty not to disclose
- access to information
- bringing the authority into disrepute
- improperly conferring an advantage or disadvantage
- legal obligations
- use of resources
- publicity
- advice of Statutory Officers
- reasons for decisions

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.

4.4.2 This will include:-

- when does the duty to disclose arise? How much detail must be given?
- what are disclosable pecuniary interests?
- what is a pecuniary interest?
- what is a non-pecuniary interest?
- when does a non-pecuniary interest become a pecuniary interest?
- when do you have to leave a meeting?
- the different rules for Cabinet and Overview and Scrutiny
- how/when to apply for a dispensation

4.5 **The Register of Members' Disclosable Pecuniary Interests (DPIs) and notifiable non-pecuniary 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, including publication on the Council's web-site.

4.6 **Equality Enactments**

4.6.1 A course entitled "Equality and Diversity for Councillors" is available to all Members via the Emerge E-Learning Portal.

5.0 DELIVERY OF TRAINING

5.1 Code of Conduct

5.1.1 From the adoption of the first Code of Conduct in 2002 and subsequently those adopted in 2007 and 2012, training sessions have been held regularly either by external providers North West Employers', Bevan Brittan and Weightmans Solicitors or in-house. With the introduction of the revised Code of Conduct in 2007 we moved to an Annual Seminar/Workshop. These were useful case study sessions with model answers which has continued to be a successful mode of training. Code of Conduct training last year was facilitated by Geldards LLP and provided an interactive training experience which included a Standards Quiz, background to the law regulating Member conduct and WLBC Code of Conduct.

5.1.2 This year the training was held on 19 June 2018 and was facilitated by Weightmans LLP it included a workshop session with case study and model answers. The feedback received was positive and indicated that attendees were either very satisfied or satisfied with this training.

5.2 Induction and other methods/training

5.2.1 Newly elected Councillors are introduced to the Code at the Induction Sessions. Induction training also refers to the Protocol on Member/Officer Relations, the Protocol on Member/Officer Relations and other training offered including specific training in relation to Planning and Licensing. Consideration is planned to be given to the induction process applied in Parish Councils.

5.2.2 Members may also attend external training on the Code should they so wish and any other relevant training to assist them in their role. Following the elections in 2018, all the newly elected Borough Councillors attended the Local Government Association (LGA) facilitated training event 'Hitting the Ground Running' on 4 June 2018 at County Hall in Preston.

5.3 Guidance

5.3.1 Guidance to Members and Parishes on the Code has been issued by the Monitoring Officer at regular intervals. Members are advised by email annually about the need to keep their Register up-to-date, usually following the May elections. An annual letter is also sent, via email, to Parish Clerks for them to remind their Parish Councillors of their obligations under the Code to keep their Register up-to-date.

6.0 MONITORING

6.1 Details are kept of attendance at training sessions, so the Standards Committee are able to monitor the take up of the training.

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".

7.0 IDENTIFICATION OF TRAINING NEEDS AND TRAINING PLANS

7.1 Training offered and undertaken by each Borough Councillor is recorded on their individual Training Plan. Members new to the Council are issued with an Identification of Training Needs (ITN) questionnaire, through the induction process, to identify their learning and development needs. This can be followed up with 'one to one' if preferred. The Independent Person and Reserve Independent Person are also included in this exercise.

8.0 SUSTAINABILITY IMPLICATIONS

8.1 The training provided will assist in promoting high ethical Standards.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

9.1 The costs of providing training on standards is met from existing budget provision.

10.0 RISK ASSESSMENT

10.1 Training is provided 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. Specific training for Standards Committee Members is provided to enable them to carry out their duties effectively.

Background Documents

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

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

None.

Agenda Item 10

Standards Committee Work Programme – September 2018 (Meetings end March and September, and otherwise as appropriate)

	Timescale	Comments
1 Lessons to be learned from reported complaints/monitoring of compliance with the Code	As and when required	On going
2 New/Revised Protocols	As and when required	On going
3 Complaints Statistics	Each meeting	
4 Code of Conduct Seminar for Officers, Borough and Parish Councillors	Held on 19 June 2018	
5 Hearings and Investigations	As and when required	On going
6 Consideration of applications for dispensations	As and when required	On going
7 Standards Committee – Annual Report	18 September 2018	
8 Annual Monitoring of Training Report	18 September 2018	
9. Review of the IP Protocol	As and when required	On going
10. Update on Whistleblowing Code	19 March 2019	
11. Officer Code of Conduct	19 March 2019	
12. Intimidation in Public Life	As and when required	On going
13. Guidance for newly elected/co-opted Parish Councillors	19 March 2019	
14. Local Government ethical Standards Consultation – Committee on Standards in Public Life	19 March 2019	
15. Planning Code of Good Practice	19 March 2019	

