

A Special Meeting of the **STANDARDS COMMITTEE** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 14 JUNE 2007** at **4:00 PM** and you are requested to attend for the transaction of the following business:-

## **APOLOGIES**

**Contact (01480)**

**1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the ensuing Municipal Year.

**2. MINUTES** (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting held on 8th March 2007.

**Ms C Deller  
388007**

**3. MEMBERS' INTERESTS**

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 below.

**4. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year.

**5. APPOINTMENT OF INDEPENDENT MEMBERS AND TOWN AND PARISH COUNCIL REPRESENTATIVES**

To note the appointment by Council of Messrs P Boothman, D L Hall and M Lynch as Independent Members of the Standards Committee for a four-year term commencing 16th May 2007.

To note that Messrs G Watkins and D MacPherson representing Town and Parish Councils in Huntingdonshire have been nominated by the Cambridgeshire Association of Local Councils to serve on the Standards Committee until May 2011.

**6. THE NEW CODE OF CONDUCT** (Pages 3 - 30)

To consider a report by the Director of Central Services and Monitoring Officer recommending the adoption of a new Code of Conduct.

**Ms C Deller  
388007**

**7. LETTER FROM STANDARDS BOARD FOR ENGLAND** (Pages 31 - 32)

To note the content of a letter from the Board.

8. **DOWN TO DETAIL: 6TH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES** (Pages 33 - 42)

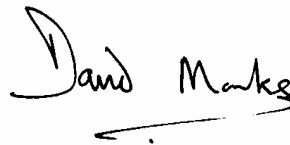
Ms C Deller  
388007

To nominate two representatives to the 6th Annual Assembly of Standards Committees at the International Convention Centre, Birmingham on 15th and 16th October 2007. Report by the Director of Central Services and Monitoring Officer – enclosed.

9. **DATE OF NEXT MEETING**

To note that the next ordinary meeting of the Committee will be held on Thursday, 5th July 2007 at 4.00 pm.

Dated this 6th day of June 2007



Chief Executive

**Notes**

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
  - (a) *the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;*
  - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
  - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
  - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

**Please contact Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@huntsdc.gov. if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.*

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# Agenda Item 2

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the STANDARDS COMMITTEE held in Meeting Room 1, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 8 March 2007.

PRESENT: Councillor T D Sanderson – Vice Chairman in the Chair

Councillors J D Ablewhite, Mrs B E Boddington, PJ Downes, R S Farrer, I R Muir and G S E Thorpe.

Messrs D L Hall, D MacPherson and G Watkins

APOLOGY: An apology for absence from the meeting was submitted on behalf of Mr D H Bristow

### **38. MINUTES**

The Minutes of the meetings of the Committee held on 7th December 2006 and 17th January 2007 were approved as a correct record and signed by the Chairman.

### **39. MEMBERS' INTERESTS**

None were declared.

### **40. CONSULTATION ON AMENDMENTS TO THE MODEL CODE OF CONDUCT FOR LOCAL AUTHORITY MEMBERS**

Further to Minute No. 27 of their meeting held on 9th March 2006, the Committee considered a report by the Director of Central Services and Monitoring Officer (a copy of which is appended in the Minute Book) inviting Members to comment by 9th March 2007 on the content of a consultation paper published by the Department of Communities and Local Government regarding a proposed new Model Code of Conduct.

The Committee noted that the Government had invited comments by way of eight questions contained in Annex B to the consultation paper. Having considered a suggested response to each question drafted by the Director of Central Services and Monitoring Officer, the Committee

RESOLVED

that the content of the suggested responses to the consultation paper "Amendments to the Model Code of Conduct for Local Authority Members" be approved and conveyed to the Department of Communities and Local Government on behalf of the District Council.

### **41. CODE OF CONDUCT - STANDARDS BOARD NOTIFICATIONS**

The Committee received and noted a report by the Director of Central Services and Monitoring Officer (a copy of which is appended in the Minute Book) regarding the decision of the Standards Board for England not to take any further action in relation to allegations made against Councillors serving on Huntingdon Town and Houghton and Wyton Parish Councils.

**42. CASE ALERT NOS. 2 AND 3**

Further to Minute No. 8 of the meeting held on 24th July 2006, the Committee received and noted details of cases reviewed by the Standards Board for England in Case Alert Nos 2 and 3 (a copy of which is appended in the Minute Book).

Particular attention was drawn to the judgement made in Case Alert No 3 which suggested that a more restrictive view should be taken of that part of the Code of Conduct relating to the actions of a Member in his/her private life. It was noted that the outcome of this case had been reflected in the proposed new Model Code of Conduct.

**43. APPOINTMENT OF INDEPENDENT MEMBERS**

A report by the Director of Central Services and Monitoring Officer was submitted (a copy of which is appended in the Minute Book) regarding the expiry of the current term of office of the Independent Members of the Committee and the need to consider arrangements to commence the process to appoint three Independent Members for a new four-year term of office to take effect from 16th May 2007.

Having been reminded of the qualifying criteria and mindful of the short period during which candidates would have to be short-listed, interviewed and appointed, the Committee

RESOLVED

- (a) that the Director of Central Services and Monitoring Officer be authorised to commence the process for the appointment of Independent persons to serve on the Standards Committee with effect from commencement of the municipal year 2007/08; and
- (b) that the Council be recommended to appoint a Members' Panel comprising Councillors Mrs B E Boddington, T D Sanderson and G S E Thorpe and Mr G Watkins (or their representatives) to short-list, interview and recommend candidates for appointment as Independent Members of the Standards Committee for the Municipal Year commencing 16th May 2007.

**44. DATE OF NEXT MEETING**

It was noted that the next ordinary meeting of the Committee would be held at 4pm on Thursday 5th July 2007.

Chairman

## **THE NEW CODE OF CONDUCT** **(Report by the Director of Central Services and Monitoring Officer)**

### **1. INTRODUCTION**

- 1.1 The Code of Conduct for Members was first introduced in November 2001 and came into force for all authorities in May 2002. In September 2004, the Standards Board for England announced their intention to commence a consultation process to review the Members' Code of Conduct. The Committee contributed to this review in June 2005 and more recently, responded to a consultation paper on a proposed new Model Code of Conduct (March 2007).
- 1.2 On 4th April 2007, the Department for Communities and Local Government laid before Parliament a new Model Code of Conduct for Councillors. The Local Authorities (Model Code of Conduct) Order 2007 came into force on 3rd May 2007. It revokes the Local Authorities (Model Code of Conduct) (England) Order 2001 and specifies the conduct expected of Members and co-opted Members of relevant authorities in England and Police Authorities in England and Wales.
- 1.3 Under Section 51 (2) of the Local Government Act 2000, the District Council has a duty "before the end of the period of six months beginning with the day on which any subsequent Order is made to pass a resolution to adopt a Code of Conduct in place of an existing Code of Conduct".
- 1.4 As the Code of Conduct forms part of the District Council's Constitution, it is for the Council to formally adopt the new Code by 1st October 2007 following a recommendation from this Committee.
- 1.5 A copy of the proposed Members' Code of Conduct based on the Local Authorities (Model Code of Conduct) Order 2007 is enclosed at Appendix A.

### **2. MAIN CHANGES**

- 2.1 Summarised below are the changes which have been reflected in the new Code in response to the consultation process –
  - ◆ improvements to the accessibility and user friendliness of the Code by replacing references to the "Member" and "him or her" with "you" throughout;
  - ◆ the deletion of references to "public service interests" and the extension of the more relaxed provisions proposed for those with a public service interest to all Members. This will mean that no Member will have a prejudicial interest unless the matter affects his/her financial position or that of his/her family or those with a close association with him/her, or if the matter relates to the determination of any approval, consent or licence in relation

to him/her, his/her family or those with a close association with him/her;

- ◆ to provide Members with a prejudicial interest to have the same right to attend meetings to make representations, give evidence or answer questions as a member of the general public would be entitled and to participate fully where the interest is shared with the majority of residents of his/her ward or electoral division, eg on planning and licensing matters;
- ◆ to ensure that the remit of the Code in respect of conduct in a Member's private capacity is restricted to behaviour for which a criminal conviction has been received; and
- ◆ the extension of general conduct rules to include new offences of bullying, of intimidation and victimisation in respect of standards proceedings. The offence of failing to report breaches of the Code of Conduct by other Members is deleted and a new public interest test is introduced for breach of confidentiality.

2.2 Members will recall their response to the consultation paper on the proposed Code at their meeting in June 2005 and their comment that the ten general principles set out in the Relevant Authorities (General Principles) Order 2001 and derived from the recommendations of the Committee on Standards and Public Life should be included as a preamble to the revised Code of Conduct. These principles have now been included in the preamble to the new Code and define the standards that Members should seek to uphold and serve as a reminder of the purpose of the Code. They do not in themselves create a statutory obligation which would amount to a breach of the Code. However, if there was a failure to act in accordance with these general principles it may potentially lead to a breach of the Code. The ten general principles of public life which will form a preamble to the new Code are reflected in Appendix B hereto.

### **3. ADOPTING AND AMENDING THE NEW CODE**

3.1 The new Code of Conduct applies to the same range of authorities covered by the existing Code. However, only one composite Code has been made for different types of authorities. As a result some paragraphs are not mandatory for each authority and particular wording within mandatory paragraphs may not be relevant to the District Council. For example, some paragraphs refer specifically to executive arrangements and Overview and Scrutiny which Parishes do not have, while other paragraphs expressly apply only to the Greater London Authority or Metropolitan Police Authority. Councils may adopt a version of the Model Code which excludes non-mandatory provisions or wording that is not relevant to a particular authority, so long as it consistent with the application of mandatory provisions to that authority. However, to avoid confusion and ensure consistency across authorities this is not recommended. Adopting the new Model Code in its entirety would not mean that the Council had adopted those non-mandatory paragraphs for the authority. Interestingly, the Standards Board has subsequently issued a Model Code of Conduct for Town and Parish Councils.

### **4. PROCESS**

4.1 Following adoption of the new Code of Conduct by the Council, the authority is required to ensure that copies of the Code are available at



the offices of the District Council for inspection by members of the public at all reasonable hours. The Council must also publish a notice in one or more newspapers circulating in the District's area stating that the District has adopted a revised Code and that it is available for inspection. The Standards Board for England also requires to be notified that the Code has been adopted by the Council and the date upon which such resolution has been made

## **5. TRAINING**

- 5.1 The terms of reference provide for the Committee to give advice and training to Members of the District and town and parish councils on matters relating to the Code. There is now a duty on the Monitoring Officer to organise training sessions for District, town and parish Councillors and consideration will require to be given to arranging a programme of sessions in July either with individual Parish Councils or via a series of general sessions to which all town and parish Councillors could be invited. Members of the Committee also will be invited to participate in these sessions.
- 5.2 The Monitoring Officer has already notified town and parish Councils of the requirement to adopt a new Code of Conduct by 1st October 2007 and the County Association of Local Councils is giving some thought to co-ordinating a joint notice to avoid the expense of each town and parish council publishing a separate notice.
- 5.3 The Standards Board for England will be producing a range of training materials for local authorities to use including a DVD which is scheduled to be distributed in July and, if available, this will be shown at the next ordinary meeting of the Committee.  
(NB – Guidance recently received from the Standards Board is enclosed for Members only)

## **6. RECOMMENDATIONS**

- 6.1 Accordingly the Committee is invited to recommend to full Council –
- (a) that, in place of the existing Code, the new Model Code of Conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 and set out in Appendix A to this report be adopted with immediate effect; and
  - (b) that the Director of Central Services and Monitoring Officer be authorised to compile a programme for training of District, town and parish Councillors on the requirements of the new Code.

## **BACKGROUND PAPERS**

The Local Authorities (Model Code of Conduct) Order 2007.

**Contact Officer:** Christine Deller, Democratic Services Manager,  
Tel: (01480) 388007.

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# Statutory Instrument 2007 No. 1159

## **The Local Authorities (Model Code of Conduct) Order 2007**

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STATUTORY INSTRUMENTS

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**2007 No. 1159**

**LOCAL GOVERNMENT, ENGLAND  
AND WALES**

**The Local Authorities (Model Code of  
Conduct) Order 2007**

<i>Made</i>	<i>2nd April 2007</i>
<i>Laid before Parliament</i>	<i>4th April 2007</i>
<i>Coming into force</i>	<i>3rd May 2007</i>

The Secretary of State for Communities and Local Government makes the following Order in exercise of the powers conferred by sections 50(1) and (4), 81(2) and (3), and 105(2), (3) and (4) of the Local Government Act 2000<sup>[1]</sup>.

The Secretary of State has consulted in accordance with section 50(5) of that Act.

The Secretary of State is satisfied that this Order is consistent with the principles for the time being specified in an order under section 49(1) of that Act<sup>[2]</sup>.

**Citation, commencement and application**

**1.** —(1) This Order may be cited as the Local Authorities (Model Code of Conduct) Order 2007 and comes into force on 3rd May 2007.

(2) This Order applies—

(a) in relation to police authorities in England and Wales; and

(b) in relation to the following authorities in

England—

- (i) a county council;
- (ii) a district council;
- (iii) a London borough council;
- (iv) a parish council;
- (v) the Greater London Authority;
- (vi) the Metropolitan Police Authority;
- (vii) the London Fire and Emergency Planning Authority;
- (viii) the Common Council of the City of London;
- (ix) the Council of the Isles of Scilly;
- (x) a fire and rescue authority;
- (xi) a joint authority;
- (xii) the Broads Authority; and
- (xiii) a National Park authority,

and in this Order references to "authority" are construed accordingly.

### **Model Code of Conduct**

**2.** —(1) The code set out in the Schedule to this Order ("the Code") has effect as the model code issued by the Secretary of State under section 50 of the Local Government Act 2000 as regards the conduct which is expected of members and co-opted members of an authority.

(2) Subject to paragraphs (3) to (6), every provision of the Code in the Schedule to this Order is mandatory for an authority.

(3) Paragraph 6(c) of the Code is not mandatory for police authorities, the Greater London Authority, the Metropolitan Police Authority, the London Fire and Emergency Planning Authority, fire and rescue

authorities and joint authorities.

(4) Paragraph 7 of the Code is not mandatory for parish councils.

(5) Subject to sub-paragraph (6)(c) and (d) below, paragraphs 10(2)(c)(i) and (ii), 11 and 12(2) of the Code are mandatory only for county councils, district councils and London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly.

(6) The following provisions of the Code are mandatory only for an authority which is operating executive arrangements—

(a) in paragraph 1(4), in the definition of "meeting"—

(i) sub-paragraph (b);

(ii) in sub-paragraph (c), the words "or its executive's" and ", or area committees";

(b) paragraphs 9(6), 9(7) and 12(1)(b);

(c) in paragraph 11(a), the words "your authority's executive or"

(d) in paragraph 11(b), the word "executive,"; and

(e) in paragraph 12(2), the words in brackets.

### **Disapplication of certain statutory provisions**

**3.** The following provisions shall not apply (where they are capable of doing so) to an authority which has adopted a code of conduct or to which such a code applies—

(a) sections 94 to 98 and 105 to the Local Government Act 1972<sup>[3]</sup>;

(b) section 30(3A) of the Local Government Act 1974<sup>[4]</sup>;

(c) regulations made or a code issued under section 19 and 31 of the Local Government and Housing Act 1989<sup>[5]</sup>;

(d) paragraphs 9 and 10 of Schedule 7 to the Environment Act 1995[6]; and

(e) any guidance issued under section 66 of the Greater London Authority Act 1999[7].

### **Revocation and savings**

**4.**—(1) Subject to paragraphs (2) and (3), the following orders are revoked—

(a) the Local Authorities (Model Code of Conduct) (England) Order 2001[8];

(b) the Parish Councils (Model Code of Conduct) Order 2001[9];

(c) the National Park and Broads Authorities (Model Code of Conduct) (England) Order 2001[10]; and

(d) the Police Authorities (Model Code of Conduct) Order 2001[11].

(2) The Orders referred to in paragraph (1) continue to have effect for the purposes of and for purposes connected with —

(a) the investigation of any written allegation under Part 3 of the Local Government Act 2000, where that allegation relates to conduct which took place before the date when, pursuant to section 51 of that Act—

(i) the authority adopts a code of conduct incorporating the mandatory provisions of the Code in the Schedule to this Order in place of their existing code of conduct;

(ii) the authority revises their existing code of conduct to incorporate the mandatory provisions of the Code in the Schedule to this Order; or

(iii) the mandatory provisions of the Code in the Schedule to this Order apply to members or co-opted members of the authority under section 51(5)(b) of that Act;

(b) the adjudication of a matter raised in such an allegation; and

(c) an appeal against the decision of an interim case tribunal or case tribunal in relation to such an allegation.

(3) Any order made under section 83 of the Local Government Act 1972[12] shall have effect for the purpose of prescribing the form of a declaration of acceptance of office in relation to a county council, district council, London borough council and a parish council.

Signed on behalf of the Secretary of State for  
Communities and Local Government

*Phil Woolas*  
Minister of State Department for Communities and  
Local Government

2nd April 2007

## SCHEDULE

### THE MODEL CODE OF CONDUCT

#### Part 1

#### General provisions

#### **Introduction and interpretation**

**1.** —(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State[13].

(3) It is your responsibility to comply with the provisions of this Code.



(4) In this Code—

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

(5) In relation to a parish council, references to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

### **Scope**

**2.**—(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether

that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

### **General obligations**

**3.** —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006[14]);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

(3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

**4. You must not—**

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

**5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.**

**6. You—**

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use

by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986[15].

**7.** —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

## Part 2

### Interests

#### **Personal interests**

**8.** —(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(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—

(aa) exercising functions of a

public nature;

(bb) directed to charitable purposes; or

(cc) 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 employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area

in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) 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 relevant person to a greater extent than the majority of—

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is—

(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 (1)(a)(i) or (ii).

### **Disclosure of personal interests**

**9.**—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000[16].

**Prejudicial interest generally**

**10.** —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where 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 your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or



indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

**Prejudicial interests arising in relation to overview and scrutiny committees**

**11.** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

**Effect of prejudicial interests on participation**

**12.** —(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee;

(b) you must not exercise executive functions

in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

### Part 3

#### Registration of Members' Interests

##### **Registration of members' interests**

**13.** —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

##### **Sensitive information**

**14.** —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer

agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

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#### **EXPLANATORY NOTE**

*(This note is not part of the Order)*

The Order contains a model code of conduct as regards the conduct which is expected of members and co-opted members of relevant authorities in England and police authorities in England and Wales. The Secretary of State has power to issue such a code under section 50 of the Local Government Act 2000. Under section 51 of that Act, each authority must adopt a code of conduct applying to its members and co-opted members which must incorporate any mandatory provisions of the Code. Under section 51(5), where an authority does not adopt such a code within six months of the Order coming into force, the mandatory provisions of the Code will apply to the members of the authority until it adopts its own code.

**Article 1** provides that this Order applies to specified authorities in England and police authorities in England and Wales.

**Article 2** provides that a model code is set out in the Schedule to the Order, and states which of its provisions are mandatory.

**Article 3** disapplies the statutory provisions relating

to the National Code of Local Government Conduct and members' interests.

**Article 4** revokes—

the Local Authorities (Model Code of Conduct) (England) Order 2001[[17](#)];

the Parish Councils (Model Code of Conduct) Order 2001[[18](#)];

the National Park and Broads Authorities (Model Code of Conduct) (England) Order 2001[[19](#)]; and

the Police Authorities (Model Code of Conduct) Order 2001[[20](#)].

These Orders continue to have effect in relation to misconduct committed before the date when the new code is adopted or applied to an authority.

Article 4(3) provides that orders made under section 83 of the Local Government Act 1972 shall have effect for the purpose of prescribing the form of a declaration of acceptance of office.

In the **Schedule to the Order**—

**Paragraph 1** of the Code provides that the Code applies to any member of an authority and that it is the responsibility of each member to comply with the Code.

**Paragraph 2** of the Code provides that the Code applies whenever a member is acting in his or her official capacity, and in relation to conduct in a member's private capacity the code only applies where such conduct has resulted in a criminal conviction. Additionally, where a member is acting as a representative of his or her authority, he or she must continue to observe the authority's code, unless he or she is subject to another relevant authority's code, or unless (in relation to any other body) it conflicts with any other legal obligations.

**Paragraph 3** of the Code provides that members must treat others with respect and not do anything which may cause their authority to breach equality legislation, or which compromises the impartiality of those who work for the authority or bully anyone or

intimate persons involved in code of conduct cases.

**Paragraph 4** of the Code provides that members must not without consent disclose confidential information they have acquired and must not prevent others from gaining access to information to which they are entitled.

**Paragraph 5** of the Code provides that a member must not conduct himself or herself in a manner which could bring his or her authority into disrepute.

**Paragraph 6** of the Code provides that a member must not use his or her position improperly to gain an advantage or confer a disadvantage and that when using or authorising the use of the authority's resources, he or she must act in accordance with the authority's reasonable requirements, must not permit those resources to be used for political purposes and must have regard to the Local Authority Code of Publicity.

**Paragraph 7** of the Code provides that a member must have regard to advice given by the chief finance officer and monitoring officer and must give reasons for decisions made.

**Paragraph 8** of the Code provides a list of matters which constitute a personal interest.

**Paragraph 9** of the Code provides that generally a member with a personal interest in any business of his or her authority must disclose that interest at any meeting at which the business is considered.

**Paragraph 10** of the Code provides that generally a member with a personal interest also has a prejudicial interest if the interest could be regarded by a member of the public as so significant that it is likely to prejudice his or her judgement of the public interest. The paragraph provides that in specified circumstances a member may regard himself as not having a prejudicial interest.

**Paragraph 11** of the Code provides that a member who was involved in making a decision or taking action on a matter must not be involved in the overview and scrutiny committee's consideration of that decision or action.

**Paragraph 12** of the Code provides that a member with a prejudicial interest must, unless, for example, he or she is making representations and members of the public are also allowed to make representations on that matter, or he or she has obtained a dispensation, withdraw from any meetings at which the business is being considered, and must not improperly influence decisions in relation to the business.

**Paragraph 13** of the Code provides that a member must notify the monitoring officer of his or her personal interests and any change to those interests must also be notified.

**Paragraph 14** of the Code provides that a member may notify the monitoring officer of any sensitive information the availability of which to the public creates, or is likely to create, a serious risk that the member or a person who lives with him or her may be subjected to violence or intimidation.

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*Notes:*

[1] 2000 c.22.[back](#)

[2] *See* the Relevant Authorities (General Principles) Order 20001 (S.I. 2001/1401).[back](#)

[3] 1972 c.70.[back](#)

[4] 1974 c.7. Section 30(3A) was inserted by section 32(1) of the Local Government and Housing Act 1989 (c. 42), with effect from 1st April 1990.[back](#)

[5] 1989 c.42.[back](#)

[6] 1995 c.25.[back](#)

[7] 1999 c.29.[back](#)

[8] S.I. 2001/3575.[back](#)

[9] S.I. 2001/3576.[back](#)

[10] S.I. 2001/3577.[back](#)

[11] S.I. 2001/3578.[back](#)

[12] Orders made under section 83 of the Local Government Act 1972 were disapplied, by the Orders mentioned in article 4(1)(a) and (b) of this Order, and are here being revived.[back](#)

[13] *See* the Relevant Authorities (General Principles) Order 2001 (S.I. 2001/1401).[back](#)

[14] 2006 c.3.[back](#)

[15] 1986 c.10.[back](#)

[16] *See* the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations (S.I 2000/3272).[back](#)

[17] S.I. 2001/3575.[back](#)

[18] S.I. 2001/3576.[back](#)

[19] S.I. 2001/3577.[back](#)

[20] S.I. 2001/3578.[back](#)

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## THE CODE OF CONDUCT

**Selflessness** – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Honesty and integrity** – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

**Objectivity** – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

**Accountability** – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

**Openness** – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

**Personal judgement** – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

**Respect for others** – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

**Duty to uphold the law** – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

**Stewardship** – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

**Leadership** – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

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the  
**Standards Board**  
for England

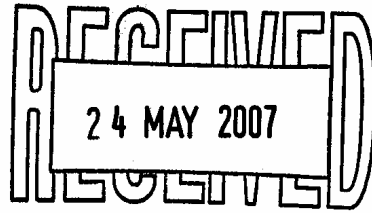
Sir Anthony Holland  
Chair

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23 May 2007

To: All Leaders of Councils  
c.c. Chief Executives  
Monitoring Officers

Dear Leader

My four politically nominated Board members and I are writing to seek your continuing assistance in putting responsibility for upholding high ethical standards firmly where it belongs – at the heart of every local authority’s own culture. The recent White Paper stated that the UK has a strong reputation of high standards in public life, and it is important for the future well-being of local government that this is maintained. We firmly believe that the maintenance of high standards is essential to an effective local democracy.

We therefore warmly welcome the recent Parliamentary confirmation of the revised Code of Conduct. As we requested, following our consultation in 2005, this now gives councillors much greater scope to speak up for local residents and local issues. It is clearer, and removes unnecessary restrictions whilst continuing to ensure that there is a firm set of principles underpinning public trust in their local representatives.

Some councils have already adopted the new Code. We urge its early adoption, to achieve the benefits for, and ensure consistent treatment of, councillors nationally.

The new Code is a key step in the switch to a bottom-up approach to the handling of alleged breaches of the Code. Assuming the Local Government and Public Involvement in Health Bill completes its final Parliamentary stages, from April 2008 your own standards committee will receive, filter and, where necessary, investigate most allegations of misconduct. Only where this is not possible, as in the most serious cases, will investigations be referred to the Board. This continues the trend we have already established, with over half of investigated cases being dealt with locally and will allow the Board to increase its efforts in promoting high standards generally supporting those few councils who face difficulties.

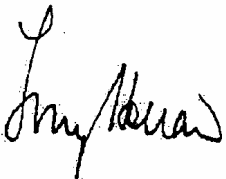
Your standards committee, and its chair, will be the lynch pin to the success of local handling, and to public confidence in it. Our recent research shows that many standards committees have now established mature and constructive relationships in which elected and independent members, of the right calibre and capacity, are genuinely working together to achieve the common goal of achieving a robust local ethical framework. It also shows that the overt support and commitment of Leaders and Elected Mayors is critical to their success. We therefore seek your support in making this the norm in all authorities.

While our research also shows that monitoring officers are generally positive about their changing role, we also ask you to ensure that they are properly supported and resourced in carrying out their new responsibilities. They will need your support in giving the robust and independent advice essential to the confidence of both members and the public in dealing locally with standards issues.

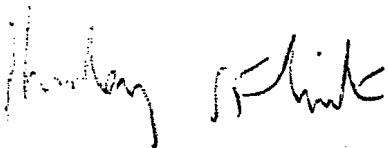
The Board will be working with the Department for Communities and Local Government and all sectors of local government to ensure that the new Code is as clear and workable as possible, and in developing appropriate guidance and training materials to support local authorities in their new responsibilities.

We believe that by making a success of these changing arrangements, councils can reinforce their generally high standing as leaders in standards of conduct, setting an example to the many other bodies with whom they work in partnership. For our part we are more than happy to share our considerable bank of good practice with any council interested in improving its performance in this area. If therefore you want your chief executive or monitoring officer to explore this matter further, we will be happy to respond. Meanwhile, in our own more strategic regulatory role, we will provide, in as light touch a way as possible, the independent monitoring and oversight needed for the public to have confidence that high standards are being maintained nationally.


Yours sincerely



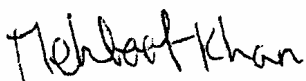
Sir Anthony Holland  
Chair



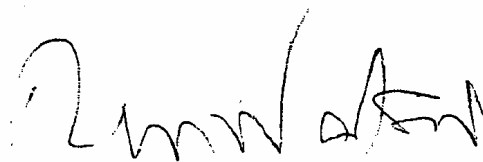
Councillor Mrs Shirley Flint



Councillor Beatrice Fraenkel



Councillor Mehboob Khan



Councillor Sir Ron Watson CBE

**DOWN TO DETAIL: MAKING LOCAL REGULATION WORK –  
6TH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES  
(Report by the Director of Central Services and Monitoring Officer)**

**1. INTRODUCTION**

- 1.1 The Committee is requested to nominate Members to attend the 6th Annual Assembly of Standards Committees which is to be held at the International Convention Centre (ICC), Birmingham on 15th and 16th October 2007.
- 1.2 In addition to the Monitoring and Deputy Monitoring Officers, the Committee has, in previous years, authorised the reservation of up to four conference places.
- 1.3 For various reasons, not all of these places were taken at last year's conference thus two have been reserved in advance on this occasion.
- 1.4 For the information of new Members of the Committee, conference fees, travelling and accommodation expenses are met by the District Council.

**2. CONFERENCE DETAILS**

- 2.1 This year's conference - Down to Detail: Making Local Regulation Work – will focus attention on the proposed local filter system for complaints which will place Standards Committees at the heart of the decision-making process.
- 2.2 Phil Woolas, MP, Minister for Local Government and Community Cohesion will open the conference by outlining how to meet the challenges of the local filter system and the revised code of conduct. He will also set out the Government's focus for the future.
- 2.3 There will be over twenty five sessions covering issues such as the process and practice of managing the local filter, helping delegates to develop the skills and knowledge they need to deliver high standards of effective local governance.
- 2.4 Several sessions will address vital issues linked to managing the wider impact of the local filter and the revised code. These will include training and "hands-on" workshops to help delegates focus on raising their authority's standards to an even higher level. There will also be sessions on how to improve communication with stakeholders and confidently deliver effective local regulation.
- 2.5 An advance copy of the conference programme is enclosed as an Appendix to this report.

**3. CONCLUSION**

- 3.1 The Committee is requested to nominate two Members to attend the 6th Annual Assembly of Standards Committees Conference.

### **BACKGROUND PAPERS**

Letter received from the Standards Board for England May 2007.

**Contact Officer:** Christine Deller, Democratic Services Manager,  
Tel: (01480) 388007.

# Day 1 Monday 15 October 2007

08.30 – 10.15

## Registration

Light breakfast available



9.15 – 10.00

### Getting up to speed

David Prince, Chief Executive, the Standards Board for England

An introduction to the Code of Conduct and the Standards Board, for those delegates new to the Code or the conference. Attendance optional.



## Opening plenary

Hall 1

35

10.15 – 10.25

### Welcome

Sir Anthony Holland, Chair, the Standards Board for England

10.25 – 10.40

### Defining the detail

Phil Woolas MP, Minister for Local Government and Community Cohesion

The Minister highlights how meeting the dual challenge of the local filter and the revised Code of Conduct depends on getting the details right – and sets out the government's focus for the future.

10.40 – 10.55

### Evolving standards

David Prince, Chief Executive, the Standards Board for England

Drawing on local authorities' experience of putting the revised Code into practice, we provide a timely update on how implementation is progressing. The session also brings delegates up-to-date on the development of the Standards Board and our future support for authorities.

10.55 – 11.15

### Local filter: Countdown to 2008

Patricia Hughes, Deputy Chair, the Standards Board for England

What key challenges, changes and implications will the local filter bring? We look at how the new legislation will impact on authorities and shape their future responsibilities, as well as setting out the timetable for implementation of the local filter.

11.15 – 11.30

### Question time

An opportunity to pose questions to the morning's speakers.

11.30 – 12.00

### Refreshments

Tea and coffee available



12.00 – 13.15

## The Local filter: In detail

Various halls



A step-by-step guide to the local filter, essential for anyone working with the Code of Conduct. Using a case example, this session takes delegates through every stage of the local filter process, from handling the initial complaint to evaluating the outcome.

Delegates will have the opportunity to discuss solutions and draw on expert advice at every stage of the session.

Up to eight workshops, each with a maximum of 100 delegates.

Delegates will choose between:

- A monitoring officer focused session
- A standards committee focused session
- A mixed attendance session

13.15 – 14.30

Lunch



Hall 3

14.30 – 15.45

## Breakout sessions

Breakout sessions on day one of the conference aim to prepare delegates for the changes expected in April 2008. They look in depth at the process and practice of managing the local filter and focus on helping delegates to develop the skills and knowledge they need to deliver a high standard of effective local governance.

Please note that these sessions run again at 16.15, with the exception of *Investigations: The essentials* and *Investigations: Tackling complex cases*.

**Delegates can choose to attend one of the following session options.**

36



### Safeguarding local standards

An informative session mapping out the monitoring and auditing role of the Standards Board and how it fits in with other regulatory bodies such as the Audit Commission. Delegates learn what local filter data they will have to supply from 2008 and how we intend to collect it. The session also explores ways in which the Standards Board can support delegates in ensuring local arrangements are working effectively – and when we will intervene to support authorities who face difficulties. **Useful for all delegates.**

### Referrals: Lessons learnt

Drawing on over five years' experience, the Standards Board referrals team use practical case examples to explain the essential technical components and key skills involved in effectively managing referrals. **Useful for all delegates.**



### Investigations: The essentials

Delegates work through a range of practical scenarios, based on the requirements of the new local filter system, to build the key technical skills required at each stage of the investigations process. This is an opportunity to share experiences and discuss best practice. **Particularly useful for monitoring officers new to the investigations process or those wanting a refresher.**







### **Investigations: Tackling complex cases**

Not every case is straightforward. In this practical workshop delegates work in groups to review a case complicated by a number of issues. This session helps delegates to anticipate and respond effectively to potentially serious impacts on the decision-making process. **Particularly useful for experienced monitoring officers who want to develop their skills in this area.**



### **Managing the filter: Resources, challenges and solutions**

The local filter brings benefits, not least increased local ownership of the ethical agenda. But it also brings challenges. This session shares the results of the Standards Board pilot looking at joint arrangements for standards committees, and explores ways of dealing with some of the pressures on local resources. Delegates discuss solutions and share best practice on this important issue. **Useful for all delegates.**



### **Cracking the revised Code**

An overview of the revised Code of Conduct, using practical case examples to bring delegates up-to-date with all the major changes and how they work in practice. **Useful for all delegates.**



### **Talking it over: Why mediation works**

Speakers explain how they have used mediation to successfully resolve a range of cases, demonstrating the key benefits of this valuable alternative to investigation and helping delegates to identify opportunities to apply this approach in their own work.



### **Standards committee member open house Q&A**

An open house for standards committee members to ask questions on any topic to representatives from the Standards Board for England. **Useful for standards committee members.**

**15.45 – 16.15**

### **Refreshments**

Tea and coffee available



**16.15 – 17.30**

## **Breakout sessions**

Please note that in this part of the conference the sessions *Investigations: The essentials* and *Investigations: Tackling complex cases* have been replaced by two new sessions, *Hearings: The essentials* and *Spotlight on sanctions*.

**Delegates can choose to attend one of the following session options.**



### **Safeguarding local standards**

An informative session mapping out the monitoring and auditing role of the Standards Board and how it fits in with other regulatory bodies such as the Audit Commission. Delegates learn what local filter data they will have to supply from 2008 and how we intend to collect it. The session also explores ways in which the Standards Board can support delegates in ensuring local arrangements are working effectively – and when we will intervene to support authorities who face difficulties. **Useful for all delegates.**



### **Referrals: Lessons learnt**

Drawing on over five years' experience, the Standards Board referrals team use practical case examples to explain the essential technical components and key skills involved in effectively managing referrals. **Useful for all delegates.**



### **Hearings: The essentials**

Delegates work through a range of practical scenarios, based on the requirements of the new local filter system, to build the key technical skills required at each stage of the hearings process. Delegates have the opportunity to share experiences and discuss best practice. **Particularly useful for standards committee members new to the investigations process or those wanting a refresher.**



### Spotlight on sanctions

A practical workshop focusing on assessing the findings of a problematic case and agreeing a proportionate sanction. Delegates take an in depth look at the alternative sanction options and their implications and how they have been applied in recent cases. **Particularly useful for experienced standards committee members who want to develop their skills in this area.**



### Managing the filter: Resources, challenges and solutions

The local filter brings benefits, not least increased local ownership of the ethical agenda. But it also brings challenges. This session shares the results of the Standards Board pilot looking at joint arrangements for standards committees, and explores ways of dealing with some of the pressures on local resources. Delegates discuss solutions and share best practice on this important issue. **Useful for all delegates.**



### Cracking the revised Code

An overview of the revised Code of Conduct, using practical case examples to bring delegates up-to-date with all the major changes and how they work in practice. **Useful for all delegates.**



### Talking it over: Why mediation works

Speakers explain how they have used mediation to successfully resolve a range of cases, demonstrating the key benefits of this valuable alternative to investigation and helping delegates to identify opportunities to apply this approach in their own work.



### Monitoring officers open house Q&A

An open house for monitoring officers to ask questions on any topic to representatives from the Standards Board for England. **Useful for monitoring officers.**

17.30

Close of day one

17.45 – 18.45



Various optional fringe events including:



**Association of Council Secretaries and Solicitors (ACSeS)**



**The Association of Independent Members of Standards Committees in England (AIMSce)**



**Improvement and Development Agency (IDeA)**



**Local Government Information Unit (LGIU)**



**Society of Local Authority Chief Executives and Senior Managers (SOLACE)**

19.30 – 20.00

Drinks reception



20.00 – late

Conference dinner

Dress code is smart or smart-casual.

Cash bar available.

Live music.



# Day 2 Tuesday 16 October 2007

08.00 – 09.00

## Refreshments

Tea and coffee available. Delegates attending for today only should register at the Enquiries desk.



09.00 – 10.15

## Breakout sessions

Breakout sessions on day two of the conference address vital issues linked to managing the wider impact of the local filter and the revised Code. Training and hands-on workshops help delegates to focus on raising their authorities' standards to an even higher level, improving communications with their stakeholders and confidently delivering effective local regulation.

Please note that these sessions run again at 13.15, with the exception of *Anything to declare? Understanding interests*.

**Delegates can choose to attend one of the following session options.**



### Key case review

A detailed review of key cases which have had a significant impact on procedure and application of the Code. Delegates gain an insight into how the lessons learned from the cases can be applied to their work. **Useful for all delegates.**



### State of independence

This session helps independent chairs and members build the key skills they need to respond effectively to the challenges of the local filter, including chairing successful meetings, dealing with complaints, problem solving and effective communication skills. **Particularly useful for independent members of standards committees.**



### Positive about towns and parishes

Delegates hear a series of short presentations identifying positive ways to improve engagement with town and parish councils. The session focuses on key issues including how to maximize the role of town and parish representatives, the most effective techniques for training and building a useful and productive dialogue with town and parish councils and the benefits of working with County Associations. **Particularly useful for officers and members working closely with town and parish councils.**



### Engaging leaders

The local filter system positions local authorities as the foundation of the ethical framework, making an engaged leadership more vital than ever. Speakers share their experiences, suggesting practical measures to help delegates ensure that their own council leader and chief executive are fully prepared to take the lead and meet the challenges of greater local ownership. **Useful for all delegates.**



### Anything to declare? Understanding interests

A practical session giving delegates the opportunity to build a sound knowledge of the detailed changes to the Code relating to interests. Delegates are presented with a series of short scenarios and are asked to debate the likely conclusion. **Useful for all delegates.**



### Message received? Managing communications

As the local filter comes into play, local authorities will be the first point of call for local media enquiries on complaints, investigations and case outcomes. This session uses practical examples to reveal the detail of how and why we deal with press interest in cases, before giving delegates the opportunity to discuss the implications of possible differing approaches. **Useful for all delegates.**



### Practical mediation skills

A useful companion session to 'Talking it over'. Mediation can be a valuable tool in resolving disputes and reducing the potential of a complaint leading to a full investigation. This practical training session focuses on key mediation skills, equipping delegates with the competencies to mediate in disputes between individuals. **Useful for all delegates.**



### Standards committee member open house Q&A

An open house for standards committee members to ask questions on any topic to representatives from the Standards Board for England. **Useful for standards committee members.**

10.15 – 10.45

### Refreshments

Tea and coffee available



10.45 – 12.00



### What's the score?

Hall 1



What is the current state of the regulatory framework? Is it fit for purpose and robust enough to deal with greater local ownership? Key opinion formers discuss and draw conclusions from the results of recent studies including Audit Commission research into ethics and standards committees. **All delegates attend this session.**

12.00 – 13.15

### Lunch



Hall 3

13.15 – 14.30



### Breakout sessions

Please note that in this part of the conference the session *Anything to declare? Understanding interests* has been replaced by a new session, *Striking a balance: Disclosure and public interest*.

**Delegates can choose to attend one of the following session options.**



### Key case review

A detailed review of key cases which have had a significant impact on procedure and application of the Code. Delegates gain an insight into how the lessons learned from the cases can be applied to their work. **Useful for all delegates.**



### State of independence

This session helps independent chairs and members build the key skills they need to respond effectively to the challenges of the local filter, including chairing successful meetings, dealing with complaints, problem solving and effective communication skills. **Particularly useful for independent members of standards committees.**



### Positive about towns and parishes

Delegates hear a series of short presentations identifying positive ways to improve engagement with town and parish councils. The session focuses on key issues including how to maximize the role of town and parish representatives, the most effective techniques for training and building a useful and productive dialogue with town and parish councils and the benefits of working with County Associations. **Particularly useful for officers and members working closely with town and parish councils.**



### Engaging leaders

The local filter system positions local authorities as the foundation of the ethical framework, making an engaged leadership more vital than ever. Speakers share their experiences, suggesting practical measures to help delegates ensure that their own council leader and chief executive are fully prepared to take the lead and meet the challenges of greater local ownership. **Useful for all delegates.**



### **Striking a balance: Disclosure and public interest**

A practical session giving delegates the opportunity to build a sound knowledge of the key changes to the Code relating to public disclosure. Delegates hear a series of short scenarios and debate whether they constitute disclosure in good faith, or are examples of disclosure in the interests of political gain. **Useful for all delegates.**



### **Message received? Managing communications**

As the local filter comes into play, local authorities will be the first point of call for local media enquiries on complaints, investigations and case outcomes. This session uses practical examples to reveal the detail of how and why we deal with press interest in cases before giving delegates the opportunity to discuss the implications of possible differing approaches. **Useful for all delegates.**



### **Practical mediation skills**

A useful companion session to 'Talking it over'. Mediation can be a valuable tool in resolving disputes and reducing the potential of a complaint leading to a full investigation. This practical training session focuses on key mediation skills, equipping delegates with the competencies to mediate in disputes between individuals. **Useful for all delegates.**



### **Monitoring officer open house Q&A**

An open house for monitoring officers to ask questions on any topic to representatives from the Standards Board for England. **Useful for monitoring officers.**

**14.30 – 14.45**

**Comfort break**

## **C**losing plenary

Hall 1

**14.45 – 15.00**

### **All clear**

Sir Anthony Holland, Chair, the Standards Board for England  
A review of the conference.

**15.00 – 15.30**

### **The next step**

David Prince, Chief Executive, the Standards Board for England  
The conference has provided delegates with a wealth of knowledge and the confidence to make local regulation work. What happens next?

**15.30**

### **Networking**

Refreshments available



**16.00**

### **Close of conference**

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