

**Time and Date**

10.00 am on Thursday, 30 March, 2023

Place

Committee Room 3 - Council House, Coventry

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 6)
 - a) To agree the Minutes of the previous meeting held on 15 December, 2022
 - b) Any matters arising
4. **"Civility Matters" - Grievance and Dignity at Work Policy and Procedure** (Pages 7 - 14)

Report of the Chief People Officer
5. **Civility in Public Life and Digital Citizenship Update** (Pages 15 - 22)

Report of the Chief Legal Officer
6. **Committee on Standards in Public Life Update** (Pages 23 - 36)

Report of the Chief Legal Officer
7. **Six Monthly Review of Members' Declarations of Gifts and Hospitality** (Pages 37 - 54)

Report of the Chief Legal Officer
8. **Six Monthly Review of Officers' Gifts and Hospitality** (Pages 55 - 62)

Report of the Chief Legal Officer
9. **Code of Conduct Update** (Pages 63 - 72)

Report of the Chief Legal Officer

10. **Work Programme for the Ethics Committee 2023/24** (Pages 73 - 78)
Report of the Chief Legal Officer
11. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Julie Newman, Chief Legal Officer, Council House, Coventry

Wednesday, 22 March 2023

Note: The person to contact about the agenda and documents for this meeting is Suzanne Bennett Tel: 024 7697 2299 Email: suzanne.bennett@coventry.gov.uk

Membership: Councillors L Bigham, P Hetherington, S Nazir (Chair), D Welsh

Substitute Members: Councillors M Mutton and P Seaman

Independent Persons: S Atkinson, A Barton, R Wills and P Wiseman

Public Access

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Suzanne Bennett

Tel: 024 7697 2299 Email: suzanne.bennett@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Ethics Committee held at 10.00 am on Thursday, 15
December 2022

Present:

Members: Councillor S Nazir (Chair)

 Councillor L Bigham
 Councillor P Hetherton

Independent Members: R Wills

Employees Present:

Customer and Business I Ahmed, E Sanderson
Services

Law and Governance: J Newman (Chief Legal Officer), S Bennett, S Harriott

Apologies: Councillor D Welsh and S Atkinson, A Barton, P Wiseman
(Independent Members)

Public Business

25. Declarations of Interest

There were no disclosable pecuniary interests.

26. Minutes

The Minutes of the meeting held on 29 September, 2022 were agreed and signed as a true record.

Further to Minute 24, the Committee noted that a letter had recently been sent to Councillor G Ridley, Leader of the Conservative Group, in relation to cross party representation on the Committee.

27. Complaints to the Local Government and Social Care Ombudsman 2021/22

The Committee considered a report of the Chief Executive which indicated that the Local Government and Social Care Ombudsman (LGSCO) is the final stage for complaints about Councils, all adult social care providers (including care homes and home care agencies) and some other organisations providing local public services. It is a free service that investigates complaints in a fair and independent way; and provides a means of redress to individuals for injustice caused by unfair treatment or service failure.

Coventry City Council's complaints policy sets out how individual members of the public can complain to the Council, as well as how the Council handle

compliments, comments and complaints. The Council informs individuals of their rights to contact the LGSCO if they are not happy with the Council's decision after they have exhausted the Council's own complaints process.

Every year, the LGSCO issues an annual letter to the Leader and Chief Executive of every Council, summarising the number and trends of complaints dealt with in each Council that year. The latest letter, issued 20 July 2022, covers complaints to Coventry City Council between April 2021 and March 2022 (2021/22) and was appended to the report.

The report set out the number, trends and outcomes of complaints to the LGSCO relating to Coventry City Council in 2021/22. It focuses on upheld complaints, service areas with a high number of complaints, compliance with Ombudsman's recommendations, learning from complaints, and how the Council compare to previous years and other local authorities.

The Committee noted that the report will also be considered by the Cabinet Member for Policy and Leadership and the Audit and Procurement Committee.

RESOLVED that the Ethics Committee:-

- 1) Notes the Council's performance in relation to complaints to the LGSCO, in particular complaints that were upheld**
- 2) Notes the Council's complaints process and guidance**

28. Civility in Public Life and Digital Citizenship Update

Further to Minute 18/22, the Committee received a report of the Chief Legal Officer which provided an update on the local response to work being undertaken by the Local Government Association (LGA) programme around Civility in Public Life and Digital Citizenship. This work is in response to the increasing concern about intimidation and toxicity of debate and the impact that this has been having on the democratic processes.

The report covered:-

- Work undertaken by the LGA including a new toolkit to help combat abuse of Councillors, aimed at putting an end to the increasing intimidation being reported by Councillors. The toolkit is being reviewed by officers in line with local activity
- Work undertaken locally including a "Debate Not Hate" campaign launched in September 2022, which was open to all Councillors and Council staff and which discussed civility and respect and how people treat each other at work.
- A face to face training session for Councillors held in October 2022 on Personal Safety Awareness which was delivered by the LGA and which was well received

The Committee raised concerns regarding behaviour at recent Council meetings.

RESOLVED that the Ethics Committee:-

- 1. Notes the work undertaken by the Local Government Association on their “Debate Not Hate” campaign;**
- 2. Notes the work that has been undertaken locally in respect of the Council’s “Debate Not Hate” Campaign promoting Civility in Public Life and Digital Citizenship**
- 3. Requests that training for Councillors regarding Council Meetings be investigated, including specific training for Lord Mayors regarding chairing Council meeting: and**
- 4. Requests that this item remains on the Work Programme of the Ethics Committee for continued review and updates**

29. Member/Officer Protocol Review

Further to Minute 13, the Committee considered a report of the Chief Legal Officer which indicated that the Member/Officer Protocol has been reviewed in respect of Elected Members when they are dealing with matters that relate to their own personal interests that need to be raised with the Council. This followed a request by the Committee in light of a Standards Hearing on 8 July, 2022.

The report indicated that at the Standards Hearing, the Committee noted that it is challenging for Elected Members when they are dealing with matters that relate to their own personal interests and to raise these matters with the Council.

Following a review of the Member/Officer Protocol, it is proposed that the following additional paragraph is added under the heading of “Expectations” as follows (with subsequent paragraphs being re-numbered):-

- (j) Members may occasionally find that they have a personal interest in a matter that needs to be raised with Officers. Members should be clear about their personal interest and use appropriate language when contacting Officers in this instance. Close personal familiarity between individual Members and Officers can damage the relationship of mutual respect and prove embarrassing to Members and Officers. Members and Officers are encouraged to contact the Monitoring Officer for advice if they are concerned about this;**

The Committee noted that, as the Member/Officer Protocol forms part of the Constitution, the additional wording would need to be recommended to the Constitutional Advisory Panel and the Cabinet Member for Policing and Equalities prior to consideration by the Council.

RESOLVED that the Ethics Committee:-

- 1. Approves the proposed revisions to the Member / Officer Protocol as detailed above and in the report as a result of the Committee’s**

observations at the Standards Hearing on 8 July 2022 in respect of Elected Members, when they are dealing with matters that relate to their own personal interests that need to be raised with the Council; and

- 2. Recommends to the Constitutional Advisory Panel that it approves the additions to the Member/ Officer Protocol and that it recommends to the Cabinet Member for Policing and Equalities and full Council that they approve to its being included in the Protocol within the Constitution.**

30. Code of Conduct Update

The Committee considered a report of the Chief Legal Officer which provided an update on national issues in relation to the ethical behaviour of Elected Members, together with the local position in Coventry with regard to Code of Conduct issues.

RESOLVED that the Ethics Committee:-

- 1. Notes the position with regard to matters concerning local authorities nationally; and**
- 2. Notes the local position relating to the operation of the Council's Code of Conduct and delegates any actions arising from these to the Chief Legal Officer, in consultation with the Chair of the Ethics Committee.**

31. Work Programme for the Ethics Committee 2022/23

The Committee considered a report of the Chief Legal Officer, appended to which was the Work Programme for the remainder of the Municipal year 2022/23.

RESOLVED that the Ethics Committee Work Programme 2022/23 be noted.

32. Any Other Items of Urgent Public Business

There no items of urgent public business.

(Meeting closed at 10.50 am)



Ethics Committee

30 March 2023

Name of Cabinet Member:

Not applicable

Director approving submission of the report:

Chief People Officer

Ward(s) affected:

N/A

Title: "Civility Matters" - Grievance and Dignity at Work Policy and Procedure

Is this a key decision?

No

Executive summary:

The report outlines how HR are introducing 'Civility Matters' into two of 'people' policies and procedures as part of the ongoing work to embed the values into the organisational culture. Civility Matters is a campaign that initially began at Coventry and Warwick Hospital that has subsequently widened within the NHS and shows the benefits to service delivery that be gained from engaging positively, using appropriate language when carrying out your role/duties. There is research that shows by adopting and reinforcing such an approach it improves performance and outcomes.

The aim is that by amending these policies in particular, it will result in better outcomes for those involved in either process and led to a change in culture through changes in language and approach. The current policies have not been reviewed for several years so a reconsidering the content and approach is appropriate.

The new policies will form part of a larger roll out with the intranet pages being updated with toolkits and guides for managers. The Employee Relations Team are also creating, training and guidance for managers to give them the knowledge and skills so they can have difficult and sensitive conversations where and when issues arise with confidence. A brief overview will also be included in Managers induction for all new managers joining the organisation.

A launch is planned for May/June 2023 and further training for managers will take place across the organisation during the summer.

Recommendations:

The Ethics Committee is recommended to note the revised policy and the inclusion of Civility Matters as part of the ongoing development of the organisational culture and embedding the values.

List of Appendices included:

Attached is an overview of Civility Matters , and the details of the NHS initiative that has shown to improve the quality of care– Appendix 1

Background papers:

The Councils current Grievance and Dignity at Work Procedures
ACAS Code of Practice (Grievance)

Other useful documents

Has it or will it be considered by scrutiny?

No

Has it or will it be considered by any other council committee, advisory panel, or other body?

Yes, the policies will be required to be ratified at JCNC Joint Consultative Negotiating Committee (JCNC) where formal trade union agreement is recorded.

Will this report go to Council?

No

Report title: “Civility Matters” - Grievance and Dignity at Work Policy and Procedure

1. Context (or background)

- 1.1. Civility Matters was an initiative first introduced within Coventry and Warwick Hospitals , to highlight how a positive culture in the workplace improves patient care. This initiative has grown across the NHS and beyond. Civility Matters encourages better and kinder communication in the workplace . It supports behaviours of politeness and respect in all interactions, as research has shown that rude and hurtful actions has a detrimental impact on everyone’s health and wellbeing but also on the services provided. Using Civility Matters provides a rationale for the approach, the benefits along with a policy framework and supporting materials.
- 1.2. HR have chosen to introduce Civility Matters as part of the ongoing introduction of the values and developing an open and transparent culture. A positive example is the revision of the Councils Grievance and Dignity at Work Policies, both of which have Civility Matters as central to the revised approach. In undertaking the review, the purpose is to ensure the two policies are accurate, fit for purpose and reinforce the organisational values. To support the introduction of the new policies a toolkit has been created with supporting documentation to provide managers with training and support to address conflict arising in the workplace and clearly outline the expectations of Civility in the workplace.

2. Options considered and recommended proposal

- 2.1. The revision of the Policies is the only option that was considered as there was a need to update the current versions, so they are in date, reflect the Advisory Conciliation Arbitration Service (ACAS) code of practice and relevant employment legislation. These changes enabled the incorporation of Civility Matters which is part of the ongoing organisational development work on culture and values.

3. Results of consultation undertaken

- 3.1. Consultation is still ongoing with trade union colleagues on the toolkit and the supporting guidance.
- 3.2. During consultation it was agreed to separate the Grievance from the Dignity at Work policy for reporting purposes.
- 3.3. The Trade Unions agreed it was a bigger piece of work and we needed to include some of the framework from Civility Matters into our toolkit
- 3.4. Once the Policies are agreed in principle, they will be shared across the staff network groups for comment.

4. Timetable for implementing this decision

- 4.1. The planned consultation is due to finish during April with ratification of the policies taking place at JCNC in May 2023
- 4.2. Launching the policies along with training will take place during June 2023 and into the summer months.

5. Comments from Chief Operating Officer (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

There are no direct financial implications. All implementation costs including training will be met from within existing budgets.

5.2. Legal Implications

There is a need to ensure employment policies and procedures are operating in accordance with legislation.

6. Other implications

N/A

6.1. How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Ensuring employment policies and process are reflecting legislation and the ACAS code of conduct is an integral part of the psychological contract and necessary for a committed and valued workforce to deliver the Council Plan.

6.2. How is risk being managed?

There is minimal risk if the policy is agreed by trade union colleagues. If the policies are rejected, then the consultation process will be required to start again, and the status quo will remain.

6.3. What is the impact on the organisation?

None

6.4. Equalities / EIA?

An Equality Impact Assessment will be carried out once the policy is in the final stages.

6.5. Implications for (or impact on) climate change and the environment?

N/A

6.6. Implications for partner organisations?

N/A

Report author(s):

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors: N/A				
Suzanne Bennett	Governance Services Co-ordinator	Law and Governance	17/3/23	18/3/23
Names of approvers for submission: (Officers and Members)				
Finance: Kathryn Sutherland Approved	Lead Accountant – Business Partnering People Finance	Financial Management	15/3/2023	21/3/2023
Legal: Julie Newman	Chief Legal Officer	Law and Governance	15/3/2023	22/3/23
Director: Susanna Newing	Chief People Officer	Human Resources	15/3 2023	21/3/23
Members: Cllr S Nazir	Chair of Ethics Committee		21/3/23	22/3/23

This report is published on the council's website: www.coventry.gov.uk/meetings

Appendix 1

Civility in the Workplace – Overview

Civility in the workplace is about more than just politeness, although politeness is a necessary first step. It is about disagreeing with disrespect, seeking common ground as a starting point for dialogue about differences, listening past one's preconceptions, and teaching others to do the same.

Civil work environments matter because they reduce errors, reduce stress and foster excellence.

Incivility can be anything ranging from rude or unsociable speech or behaviour.

There are many examples of incivility:

- Shouting at someone
- Swearing
- Aggression (not necessarily towards someone),
- Belittling someone,
- Sending emails while in meetings
- Talking over others
- Being difficult over the phone
- Rolling eyes or tutting at someone
- The list goes on!

This impact of incivility has a direct impact on the recipient, and this has been measured in the office place by Christine Porath[2]. She found:

- 61% reduction in cognitive ability

There were also many other impacts:

- 80% lose time worrying about the rudeness
- 78% reduced their commitment to work
- 63% lose time avoiding the offender
- 48% reduced their time at work
- 38% reduce the quality of their work
- 25% took it out on others, including customers
- 12% leave

Having a focus on the behaviours of incivility and disrespect enables employees and employers to recognise, understand and take pro-active, targeted and informal action to address the underlying behaviour. This change in focus and language therefore helps employees to.

- Better understand and explain what they are experiencing,
- Managers to better identify and address it, and more importantly

- For all employees, including witnesses, to be able to call out the unprofessional behaviour and set expected standards of behaviour with one another.

Sample of the NHS campaign

NHS
Supporting our staff
A toolkit to promote cultures of civility and respect

Purpose
The Long Term plan and NHS People plan recognise that levels of bullying and harassment in the NHS must be tackled and it is everyone's responsibility to do so. To promote a culture of civility and respect, it is important to support our workforce to adopt behaviours and demonstrate values in everyday life, that will lead to better staff experience and patient care. The toolkit will support NHS organisations with practical guidance and resources to help tackle bullying and harassment and to create civil and respectful workplaces.

A Shift in Language
The change in language from bullying and harassment to civility and respect is purposeful. It brings focus on a broad range of negative workplace behaviours. It aims to give individuals the ability to understand their experiences more clearly and speak up when things are not right for them and for others. It can aid conversations in teams to identify and embed positive behaviour change.

Promoting Professionalism
The pyramid demonstrates a Restorative and Just approach to enable NHS organisations to take a supportive and corrective stance. The tools are intended to support staff to bring about understanding and a change in behaviour, not to blame and punish.

Civility and Respect Framework
The framework offers an evidence-based and practical overview to thinking and action. It uses the improvement approach making underlying issues easier to analyse, intervene and plan for when working towards creating civil and respectful cultures. There are four themes:
-Theme 1: Data and analysis
-Theme 2: Policy and process
-Theme 3: Staff management and support
-Theme 4: Just and restorative culture

The Analyse, Intervene and Measure (AIM) approach is used to support organisations to develop action plans aligned to the four framework themes.

- Analyse: understand the issues
- Intervene: take action to address the issues
- Measure: evaluate the impact of interventions.

Guidance on interventions will help identify and establish those which are right for the organisation:

- Primary
- Secondary
- Tertiary

For information the links below , give access to the Civility Matters website and the NHS toolkit

<https://www.civilitysaveslives.com/>



NHSi-Civility-and-Respect-Toolkit-v9.pptx

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Ethics Committee

30 March 2023

Name of Cabinet Member:

N/A - Ethics Committee

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

None

Title: Civility in Public Life and Digital Citizenship Update

Is this a key decision?

No

Executive Summary:

The Ethics Committee has been monitoring the work of the Local Government Association (LGA) programme around Civility in Public Life and Digital Citizenship. This work is in response to the increasing concern about intimidation and toxicity of debate and the impact this has been having on democratic processes. A report was last provided to the Committee on 15 December 2022.

This work remains part of the Committee's Work Programme and this report is to provide an update of the local response.

Recommendations:

The Ethics Committee are recommended to:

1. Note the work undertaken by the Local Government Association on their Debate Not Hate campaign;
2. Note the work that is being undertaken locally; and

3. Request that this item remains on the work programme of the Ethics Committee for continued review.

List of Appendices included:

None

Other useful background papers can be found at the following web addresses:

- Local Government Association's Debate Not Hate: Campaign toolkit:
<https://www.local.gov.uk/about/campaigns/debate-not-hate/debate-not-hate-campaign-toolkit>
- Local Government Association's Code of Conduct supporting guidance:
<https://www.nalc.gov.uk/our-work/civility-and-respect-project#code-of-conduct-supporting-guidance>

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Civility in Public Life and Digital Citizenship Update

1 Context (or background)

- 1.1 The Council's Ethics Committee has requested that Civility in Public Life and Digital Citizenship remains part of the Committee's work programme.

2 Work of the LGA

2.1 Debate Not Hate

- 2.1.1 A new toolkit to help combat abuse of Councillors was launched on 1 December 2022 by the LGA as part of their Debate Not Hate Campaign, which can be found at the following link: <https://www.local.gov.uk/about/campaigns/debate-not-hate/debate-not-hate-campaign-toolkit>. The toolkit is aimed at putting an end to the increasing intimidation reported by a number of Councillors.
- 2.1.2 Seven in 10 Councillors said they have either been abused or have felt intimidated within the last twelve months, with one in 10 saying that they now felt it was becoming a frequent occurrence, according to a recent LGA census.
- 2.1.3 The new toolkit offers a range of resources and actions for both individual Councillors and Councils to take forward, including digital assets and template press releases that can be used to help raise awareness of the issue locally.
- 2.1.4 The toolkit outlines different ways Councils and Councillors can support the Debate Not Hate campaign objectives and take action. The Council launched its own campaign commencing on 5 September 2022 called "Debate Not Hate". It is felt at this time that the resources from the LGA can be kept for future reference and used as required.

2.2 Code of Conduct Supporting Guidance

- 2.2.1 The Civility and Respect Project team established by the National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations has revised the Local Government Association (LGA) Code of Conduct Supporting Guidance "to better reflect the sector's needs". This can be found at the following link: <https://www.nalc.gov.uk/our-work/civility-and-respect-project#code-of-conduct-supporting-guidance> .
- 2.2.2 The LGA produced a revised code of conduct in December 2020, supported by a guidance document it first circulated in July 2021.
- 2.2.3 The Civil and Respect Project team said the supporting guidance was "a beneficial document but not tailored to the nuances of local (parish and town) councils".
- 2.2.4 The project team has worked with Hoey Ainscough Associates Ltd, with the support of the LGA, to revise the guidance "to precisely reflect the needs of and situations relevant to local councils".

2.2.5 The guidance covers the following:

- The general principles of Councillor conduct
- Application of the model Councillors' Code of Conduct

2.2.6 General obligations under the Code include:

- Respect
- Bullying
- Harassment
- Discrimination
- Impartiality
- Misuse of position

2.2.7 Protecting the reputation of the Council, including:

- Declarations of interest
- Bias and pre-determination

2.2.8 The guidance has been approved by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) and endorsed by LGA.

3 Local picture

3.1 The Council launched a campaign commencing on 5 September 2022 called "Debate Not Hate". On 27 September a virtual session entitled "Civility Saves Lives" was held, as part of National Inclusion Week, which was open to all Councillors and Council staff. The session discussed civility and respect and how people treat each other at work.

3.2 Following this work it has been identified that training for Members on Chamber Skills, rules of debate and standing orders would be beneficial, especially as new Members will be joining following the May elections. A training provider has been found who can offer the following to be held in June before the first full Council meeting after the elections:

- (a) '**Chamber Skills - Coaching for the Mayor**' to be firm, fair, efficient and effective - delivered in the Chamber with the Mayor, Deputy and support colleagues, including 'Speaking at public events' if time permits
- (b) '**Chamber skills and etiquette**' training for administration and opposition groups (separately). This would therefore be 2 x 90 minute courses. These would be tailored to prepare Members for the first full Council in June and meetings thereafter. This would cover the application of Council procedure rules, common errors, speaking and the types of behaviour expected of Members in the Chamber.

3.3 Social media training took place on 14 March 2023. 15 Members attended the 2 hour session which covered the variety of different social media platforms, separating personal and public accounts, as well as the positives of social media as well as how to address some of the negatives, including support from the

Council as well as guidance and links to the Debate Not Hate campaign.

- 3.4 As a result of this successful session, a follow-up is to be arranged looking at accessibility good practice, security settings and adapting content for different social media platforms.

4 Options considered and recommended proposal

The Ethics Committee are recommended to:

1. Note the work undertaken by the Local Government Association on their “Debate Not Hate” Campaign;
2. Note the work that has been undertaken locally in respect of the Council’s “Debate Not Hate” Campaign promoting Civility in Public Life and Digital Citizenship; and
3. Request that this item remains on the work programme of the Ethics Committee for continued review.

5 Results of consultation undertaken

- 5.1 There has been no consultation as there is no proposal to implement at this stage which would require a consultation.

6 Timetable for implementing this decision

- 6.1 Any actions arising from this report will be implemented as soon as possible.

7 Comments from Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

- 7.1 Financial implications
There are no specific financial implications arising from the recommendations within this report.
- 7.2 Legal implications
There are no specific legal implications arising from this report. The issues referred to in this report will assist the Council in complying with its obligations under section 27 of the Localism Act 2011.

8 Other implications

None

- 8.1 **How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?**

Not applicable.

8.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report.

8.3 What is the impact on the organisation?

No direct impact at this stage.

8.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

8.5 Implications for (or impact on) climate change and the environment

None

8.6 Implications for partner organisations?

None at this stage.

Report author: Sarah Harriott

Name and job title: Sarah Harriott, Deputy Team Leader (Job-Share), Regulatory – Civil, Governance and Information

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Law and Governance	10/03/23	10/03/23
Julie Newman	Chief Legal Officer	Law and Governance	10/03/23	14/03/23
Nigel Hart	Head of Communications	Corporate Communications	20/03/23	20/03/23
Gennie Holmes	Scrutiny Coordinator	Governance Services and Scrutiny	20/03/23	20/03/23
Names of approvers for submission: (officers and				

members)				
Graham Clark	Lead Accountant – Business Partnering	Finance	20/03/23	20/03/23
Councillor S Nazir	Chair of Ethics Committee		14/03/23	20/03/23

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Ethics Committee

30 March 2023

Name of Cabinet Member:

N/A- Ethics Committee

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

None

Title:

Committee on Standards in Public Life Update

Is this a key decision?

No

Executive Summary:

The independent Committee on Standards in Public Life published 'Leading in Practice', a new report which shares examples and case studies gathered from public and private sector organisations on maintaining ethical organisational practices in January 2023.

Lord Evans, Chair of the Committee on Standards in Public Life, has also published an open letter to public sector Leaders to prompt reflection and discussion on the importance of ethical leadership, dated 24 January 2023.

Recommendations:

The Ethics Committee is recommended to:

- (1) Note the content of the report and consider any points upon which it may wish to take action; and
- (2) Request the Chief Legal Officer to continue to monitor the national picture as regards standards and report back on any issue which may be of relevance to the Council on a local level.

List of Appendices included:

- A. Open Letter from Lord Evans, Chair of the Committee on Standards in Public Life, to public sector leaders to prompt reflection and discussion on the importance of ethical leadership in the UK, dated 24 January 2023:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1130797/2023-01-24_Lord_Evans_open_letter_to_public_sector_leaders.pdf

Other useful background papers:

- Agenda Item 7: Code of Conduct Update (Report of the Chief Legal Officer) for the Ethics Committee Meeting held on 15 December 2022:
<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=161&MId=12706&Ver=4>
- Committee on Standards in Public Life: 'Leading in Practice', January 2023:
<https://www.gov.uk/government/news/the-committee-on-standards-in-public-life-publishes-new-report-leading-in-practice>
- Committee on Standards in Public Life: 'Upholding Standards in Public Life', November 2021:
<https://www.gov.uk/government/publications/upholding-standards-in-public-life-published-report>

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Committee on Standards in Public Life Update

1 Context (or background)

1.1 The Committee on Standards in Public Life (the CSPL) was set up in 1994. It monitors, reports and makes recommendations on all issues relating to standards in public life. This includes not only the standards of conduct of holders of public office, but all those involved in the delivery of public services. Its purpose is to help promote and maintain ethical standards in public life and thereby to protect the public interest through:

- monitoring standards issues and risks across the United Kingdom (by invitation in the devolved areas);
- conducting inquiries and reviews and making practical and proportional recommendations that are generally implemented;
- researching public perceptions on standards issues relating to specific areas of concern, and also over time.

Its terms of reference make it clear that it encompasses all involved in the delivery of public services, not solely those appointed or elected to public office.

1.2 Whilst it is a national body, having an overarching concern about public standards, its views and recommendations can be taken in account by local government and other organisations delivering public services when designing, implementing and monitoring their own ethical standards regime.

1.3 This report gives a brief overview of

- the CSPL's new report: 'Leading in Practice' (the New Report) published in January 2023, which shares examples and case studies gathered from public and private sector organisations on maintaining ethical organisational practices; as well as
- the open letter Lord Evans, Chair of the Committee on Standards in Public Life, to public sector leaders.

2 The New Report

2.1 The New Report contains evidence and case studies from a range of organisations - in the private, charitable and public sectors – on how they try to set and embed a culture of high standards.

2.2 One of the seven Principles of Public Life, **Leadership** was seen by Lord Nolan as an overarching principle, critical to the other six – **Honesty, Integrity, Openness, Selflessness, Objectivity** and **Accountability**. The report advises that it is a personal responsibility for anyone working in the public sector to stick to the principles. However it is acknowledged that people do not operate in a vacuum; organisations can hinder or facilitate ethical behaviour, which is why organisational culture is so important.

2.3 The New Report suggest that having shared values and helping staff live up to them is critical to the success of every organisation. The approach should not just focus on compliance but Leaders should empower people to aim for high standards.

Report emphasises that standards matter – to the quality and fairness of decision making, to business success, to stable government and to our country’s reputation internationally. The case studies in the New Report indicated how a values-driven culture aids organisational risk management, attracts the highest-calibre workers and supports the delivery of public services – and that good practice can be implemented without a large budget.

- 2.4 The New Report shares examples of how different organisations have sought to build ethical values into their policies, practices and ways of working. In some cases, this came about following a crisis and in others, a realisation that new systems and processes were needed to support their employees.
- 2.5 The CSPL’s research and conversations with Leaders threw up some common themes across the range of organisations: the importance of leaders exhibiting high standards in their own behaviour and showing they are listening to and acting on concerns; that organisations require a proactive approach to ethics through induction, regular training and discussion, and the importance of good governance and policies on recruitment and performance management that have ethical values at their core.
- 2.6 The New Report stresses that rules and structures alone are insufficient. They need to be underpinned by an organisational culture that values high standards and helps people face the right way when it comes to ethical issues.
- 2.7 It was acknowledged that leadership in the public sector can be especially complex. Large projects, serving diverse populations, stewardship of public money and interaction with local and national political imperatives can make for uniquely tricky decision making and conflicting priorities – which is why the common values set out in the Nolan Principles are so important. They set out what the public expect of those who serve them.
- 2.8 The six chapters in the report covered the following:

2.8.1 Chapter 1: Values and the public sector

Public office-holders are often required to exhibit a range of values, relevant to the part of the public sector they work in, their organisation and profession. It is common for organisations to co-create values with their employees (NB Coventry City Council has developed its values with its employees). These values need to be informed by an understanding of the organisation’s wider responsibilities to the public, as encapsulated by the Principles of Public Life.

The New Report encourages organisations regularly to create opportunities to help their employees understand the relationship between the different values that they are expected to demonstrate, and how they apply to the reality of their working environments. It was noted that fast-paced operational environments with limited resources, such as policing and healthcare, can be particularly challenging for maintaining high ethical standards. In times of crisis, it is crucial that the underpinning principle to act always in the public interest is maintained, and any decisions to shortcut normal processes are clearly explained and open to scrutiny.

2.8.2 Chapter 2: Communicating expected behaviours and leading by example

Senior Leaders set the tone for their organisation and have a responsibility to communicate how they expect their workforce to behave. The insight and examples we heard from leaders can be summarised under three headings.

- **Clarity:** Leaders must be clear about the importance they attach to the values of their organisation. They must invest in explaining what the values mean in practice and look for opportunities to bring the values to life.
- **Consistency:** Leaders must exhibit their organisation's values regardless of the context and the pressure they may be under. This means role-modelling the behaviour they want to see in their own staff and making decisions that are aligned to the organisation's values.
- **Consequences:** Leaders must be willing to address behaviour that is not consistent with the values of the organisation. It is particularly important that there is zero tolerance of poor behaviour exhibited by other leaders. Leadership matters at all levels. The regular interactions that people have with their immediate and middle managers is critical to shaping organisational culture. Managers need to be supported and empowered by their own managers, and they need to understand the leadership responsibility they have.

2.8.3 Chapter 3: Encouraging a 'speak up' culture

Futility and fear can be barriers to speaking up. People doubt that action will be taken if they raise a concern and fear that if they do, it will impact negatively on their career.

Policies and schemes alone for reporting are not enough. Creating a 'speak up' culture requires leaders to listen with curiosity and appreciation, to take action where appropriate, and to provide feedback on the outcome. Leadership in this area requires a proactive approach, creating a range of informal and formal opportunities to listen to employees, and an ongoing commitment to building a culture where people are encouraged to speak up and are comfortable doing so.

2.8.4 Chapter 4: Training, discussion and decision-making

Regular training is integral to embedding high standards. Scenario-based training is particularly valuable in helping people to understand what is expected of them. Training should be informal as well as formal with managers having a responsibility to discuss the Principles of Public Life and what these mean for their team in the specific context of their roles and organisations.

Discussing ethical dilemmas increases ethical sensitivity and enhances decision-making skills.

The New Report discussed how organisations have created specific safe spaces to discuss ethical issues, including Ethics Committees, staff forums and counsellors.

2.8.5 Chapter 5: Governance

Boards have a crucial role in promoting ethical conduct and ensuring that an organisation is living up to its values. It was suggested that departmental boards should have a stronger focus on ethical issues to match corporate boards.

2.8.6 Chapter 6: Recruitment and performance management

Public sector organisations are encouraged to consider incorporating an assessment of how candidates' personal values align with the Principles of Public Life within their recruitment and selection processes, particularly for senior leadership positions. Ensuring that the values are assessed as part of the performance management process both incentivises behaviour that is aligned with the Principles and ensures that the commitment of leaders to high standards is reflected through into the decisions they make about the people they manage.

- 2.9 The report is clear that there is no one size fits all solution; context is important and building an ethical organisational culture requires consistent effort and discussion. But at a time when the public sector is facing huge challenges, change and disruption, this is not a ball that can be put down or dropped. The intention of the New Report is to prompt reflection, discussion and action.

3. Open Letter

- 3.1 Alongside the publication of the New Report, Lord Evans, Chair of the Committee on Standards in Public Life, has written to public sector leaders to prompt reflection and discussion on the importance of ethical leadership in the UK. The letter is attached at Appendix A of this report.
- 3.2 In the letter, Lord Evans asks twenty questions related to the six different areas in the New Report designed to encourage public sector leaders to reflect on whether there is more to do to prompt their workforce to think about the Principles of Public Life, otherwise known as the 'Nolan Principles'.
- 3.3 Of note to the Committee are Questions 1-8 as detailed:

Communicating values and leading by example

1. How do the people in your organisation know that you care about the Principles of Public Life?
2. What do you do to help people understand how the Principles of Public Life translate to the standards of behaviour expected in their day-to-day work?
3. How do you address behaviour that is not consistent with the Principles of Public Life?
4. How do you know that people across your organisation are hearing a consistent tone from their managers in relation to the standards of behaviour expected of them? Encouraging a 'speak up' culture
5. Are there clear and well-understood ways that people across your organisation can raise their concerns when things 'just don't feel right'? How do you know these routes are trusted?
6. What do you do to ensure that retaliation is not tolerated in your organisation?

7. How do you ensure you are listening to the concerns and suggestions of people in your organisation? Are you being open and transparent in communicating the outcome to people in your organisation, while respecting confidentiality?

8. How do you know the managers in your organisation are listening and responding well to concerns that are raised directly with them?

3.4 It is confirmed that Senior Officers in the Council are also reviewing this document and preparing answers to the twenty questions in the Open Letter. The responses will be shared with the Committee and an update provided at a future meeting.

4. Recommendations

The Ethics Committee is recommended to

- i. Note the content of the report and consider any points upon which it may wish to take action; and
- ii. Request the Chief Legal Officer to continue to monitor the national picture as regards standards and report back on any issue which may be of relevance to the Council on a local level.

5. Results of consultation undertaken

There has been no consultation as there is no proposal to implement at this stage which would require a consultation.

6. Timetable for implementing this decision

Not applicable

5 Comments from the Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

The Council's current standards regime complies fully with the Localism Act 2011. However, the implications of the Annual Report are that the Ethics Committee may wish to continue to monitor how the follow up work on the report on Local Government Ethical Standards progresses, particularly as a response from Central Government has not yet been given.

6 Other implications

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Not applicable.

6.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report, but the Ethics Committee may wish to consider the wider impact of the damage to public confidence in the elected membership of the Council if the ethical standards framework was not perceived as transparent and effective.

6.3 What is the impact on the organisation?

There is no immediate impact on the organisation.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s): Sarah Harriott

Name and job title: Sarah Harriott, Deputy Team Leader (Job-Share): Civil, Information and Governance Solicitor, Regulatory Team

Directorate: Law and Governance

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Co-ordinator	Law and Governance	10/03/23	10/03/23
Sarah Harriott	Deputy Team Leader (Job-Share): Civil, Information and Governance	Law and Governance	10/03/23	10/03/23

	Solicitor, Regulatory Team			
Names of approvers for submission: (officers and members)				
Graham Clark	Lead Accountant – Business Partnering	Finance	20/03/23	20/03/23
Julie Newman	Chief Legal Officer	Law and Governance	10/03/23	14/03/23
Cllr S Nazir	Chair, Ethics Committee		14/03/23	20/03/23

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Room G.07
1 Horse Guards Road
London
SW1A 2HQ

Committee on
Standards in
Public Life

24 January 2023

OPEN LETTER TO PUBLIC SECTOR LEADERS

We have today published our report, *Leading in Practice*. We have looked at how organisations in the public, private and charitable sectors build ethical values into their ways of working. Our report features practical case studies and poses some questions for leaders.

I recognise that the demands on you as public sector leaders are numerous and diverse. You are leading government departments and public bodies that are grappling with complex challenges and it must be tempting to focus on delivery above all else. But building an organisational culture where the Principles of Public Life are deeply embedded in policies and practices supports the delivery of public services.

Doing things in the right way and in the public interest is critical for public confidence in the bodies that operate on the public's behalf. A robust ethical culture also supports effective risk management - if people see thinking about ethical issues as part of their job and feel safe to speak up, this can highlight potential areas of concern before they escalate. A values-driven culture is also good for morale and can help to attract and retain the highest calibre staff.

Our evidence shows that an ethical culture does not emerge by accident. It requires discussion and action. There is no one-size-fits-all solution. So we have identified 20 questions for leaders (attached) to help you to take the pulse of your organisation and reflect on whether there is more you can do to support your people to think about the Principles of Public Life and to integrate them into all aspects of how your organisation operates.

We hope that you find these case studies and questions a helpful resource.

If you would like to discuss these questions and our report, please do get in touch. Our email address is: public@public-standards.gov.uk

Yours,



Lord Evans of Weardale KCB DL
Chair, Committee on Standards in Public Life

Questions for leaders

Communicating values and leading by example

1. How do the people in your organisation know that you care about the Principles of Public Life?
2. What do you do to help people understand how the Principles of Public Life translate to the standards of behaviour expected in their day-to-day work?
3. How do you address behaviour that is not consistent with the Principles of Public Life?
4. How do you know that people across your organisation are hearing a consistent tone from their managers in relation to the standards of behaviour expected of them?

Encouraging a 'speak up' culture

5. Are there clear and well-understood ways that people across your organisation can raise their concerns when things 'just don't feel right'? How do you know these routes are trusted?
6. What do you do to ensure that retaliation is not tolerated in your organisation?
7. How do you ensure you are listening to the concerns and suggestions of people in your organisation? Are you being open and transparent in communicating the outcome to people in your organisation, while respecting confidentiality?
8. How do you know the managers in your organisation are listening and responding well to concerns that are raised directly with them?

Training, discussion and decision-making

9. Is your staff training specific to the ethical risks and challenges faced by your organisation?
10. How do you encourage leaders at all levels to discuss the practical application of the Principles of Public Life in their teams?
11. Have you considered whether the people in your organisation might benefit from dedicated support for considering ethical issues, such as ethics committees or counsellors?
12. How do you know that people in your organisation are making consistently good decisions that take into account the Principles of Public Life?

Governance

13. Is your board clear on their role in relation to the ethical culture of the organisation?
14. Does your risk assessment process identify and monitor the key ethical risks for your organisation?
15. Does your board have access to the range of data needed to assess and monitor the ethical health of your organisation and to identify potential areas of concern?
16. How do you ensure your organisation takes necessary action where the data suggests that changes are needed?
17. When things have gone wrong in your organisation, could the signs have been spotted and addressed earlier?

Recruitment and performance management

18. Does your recruitment and selection process place sufficient weight on the extent to which candidates' personal values align with the Principles of Public Life?
19. How does your organisation's selection process test the ability of candidates to exercise sound judgement when faced with ethical dilemmas?
20. Do the performance management processes of your organisation give sufficient weight to how individuals deliver on their objectives, as well as the outcomes that are achieved?

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Ethics Committee

30 March 2023

Name of Cabinet Member:

N/A- Ethics Committee

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

None

Title: Six Monthly Review of Members' Declarations of Gifts and Hospitality

Is this a key decision?

No

Executive Summary:

This report sets out details of declarations of gifts and hospitality made by Members for the period 1 July to 31 December 2022. The Committee reviewed the gifts and hospitality register entries received from 1 January to 30 June 2022 at its meeting on 29 September 2022. The Committee is asked to consider the most recent declarations.

Recommendations:

The Ethics Committee is recommended to consider the gifts and hospitality register entries received from 1 July to 31 December 2022 and to make any recommendations that it considers appropriate.

List of Appendices included:

- Appendix 1: General Declarations of gifts and hospitality received between 1 July to 31 December 2022

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Six Monthly Review of Members' Declarations of Gifts and Hospitality

1. Context (or background)

1.1 The Ethics Committee has, as part of its Work Programme, decided to review on a regular basis the declarations of gifts and hospitality made by Members. Appendices 1 and 2 contain copies of all declarations received from Members from 1 July to 31 December 2022.

2. Options considered and recommended proposal

2.1 The declarations received between 1 July to 31 December 2022 are at Appendix 1 of this report. There are 11 forms received from 10 elected Members.

2.2 The Ethics Committee at its meeting on 29 September 2022, asked that the next Six Monthly Review of Members' Declarations of Gifts and Hospitality include a review of any gifts and hospitality declared following the Commonwealth Games 2022. It is confirmed that there are no declarations in respect of the Commonwealth Games.

2.3 There have been no requests by members of the public to view the register during this time.

2.2 The Committee is recommended to consider the declarations made in the last six months of 2022 and to make any recommendations that it considers appropriate.

3. Results of consultation undertaken

3.1 None.

4. Timetable for implementing this decision

Any recommendations of the Committee will be implemented within an appropriate time frame.

5. Comments from Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

Members are required to declare Gifts and Hospitality under section 4 of the Code of Conduct for Elected Members at Part 4 of the Council's Constitution. Whilst there is currently no statutory requirement for members to declare in this way, maintaining a process and register aids transparency and assists the Council in promoting and maintaining high standards of ethical behaviour as is required under section 27 of the Localism Act 2011.

6 Other implications

None

6.1 How will this contribute to achievement of the Council's Plan?

Not applicable.

6.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report, but a failure to implement and maintain a system of Declarations of Gifts and Hospitality can impact on the organisation's ethical behaviour and transparency.

6.3 What is the impact on the organisation?

The routine declaration of gifts and hospitality received should assist in protecting Elected Members from unfounded allegations of bias and facilitate good and clear transparent decision making.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

6.5 Implications for (or impact on) climate change and the environment

None

6.6 Implications for partner organisations?

None at this stage

Report author(s): Julie Newman

Name and job title: Chief Legal Officer

Directorate: Law and Governance

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Enquiries should be directed to the above person.

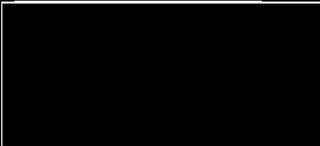
Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Law and Governance	13/03/23	13/03/23
Sarah Harriott	Deputy Team Leader (Job-Share) Civil, Information and Governance Solicitor Regulatory Team	Law and Governance	13/03/23	13/03/23
Names of approvers for submission: (officers and members)				
Graham Clark	Lead Accountant	Finance	20/03/23	20/03/23

Julie Newman	Chief Legal Officer	Law and Governance	13/03/23	14/03/23
Cllr S Nazir	Chair of Ethics Committee		14/03/23	20/03/23

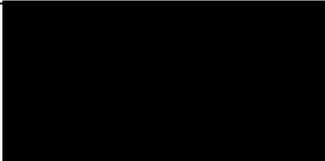
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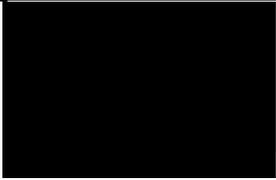
Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Cllr George Duggins
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Leader of Coventry City Council
Date on which gift or hospitality was offered and received or accepted	Friday 21 st October 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Jon Dutton, Rugby League World Cup 2021 CEO
Full details of what was received	A ticket to Australia v Scotland at Coventry Building Society Arena with hospitality
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£90
Justification for accepting the gift or hospitality	Representing the Council as the Leader of the host city.
Signature of member:	
Date:	1 st November 2022

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Cllr Kamran Caan
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Cabinet Member for Public Health and Sport Coventry City Council
Date on which gift or hospitality was offered and received or accepted	Friday 21st October 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Rugby League Cup 2021
Full details of what was received	Rugby League World Cup 2021 Match, Australia v Scotland at the CBS Arena
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£90.00
Justification for accepting the gift or hospitality	Representing CCC to showcase Coventry as the host city of an international sporting event.
Signature of member:	
Date: 12/10/22	

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Cllr Kamran Caan
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Cabinet Member Coventry City Council
Date on which gift or hospitality was offered and received or accepted	Friday 21st October 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Rugby World Cup Organisation
Full details of what was received	Australia v Scotland - Rugby League World Cup
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£75.00
Justification for accepting the gift or hospitality	Representing the Council
Signature of member:	
Date: 12/10/22	

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Cllr Jackie Gardiner
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Elected Member
Date on which gift or hospitality was offered and received or accepted	15 th November 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Clive Benfield – President of Three Spires Guildhall
Full details of what was received	VIP Ticket to Aladdin Pantomime for 5 th January 2023 – 2 Tickets
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£15.00 each
Justification for accepting the gift or hospitality	Invite sent to Cllr
Signature of member:	
Date:	23.11.22

Reviewed September 2021

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Councillor Peter Male
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Deputy Leader of the Conservative Party
Date on which gift or hospitality was offered and received or accepted	10 th November 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Belgrade Theatre
Full details of what was received	Three Spires Guildhall, Warwick Arts Centre, VIP opening – Jack and the Beanstalk. 25.11.22 at £15.00 per ticket x 2
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£15.00 per ticket – totalling £30.00
Justification for accepting the gift or hospitality	Invited to attend the event as Deputy Leader of the Conservative Group.
Signature of member:	
Date:	09.01.23

Reviewed September 2021

Declaration of Gifts and Hospitality under Members' Code of Conduct

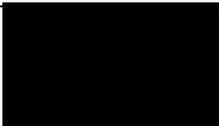
Name of Elected Member	Councillor Ridley
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Leader of the Conservative Group (Leader of the Opposition).
Date on which gift or hospitality was offered and received or accepted	10.11.22
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Belgrade Theatre
Full details of what was received	Belgrade Theatre Celebration event of Jack and the Beanstalk on 25.11.22 at 19.00pm. 2 x tickets estimated at £15.00 each with drink tokens.
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£30.00 (estimated)
Justification for accepting the gift or hospitality	Invited to attend as Leader of the Conservative Group.
Signature of member:	
Date:	09.01.23

Reviewed September 2021

Declaration of Gifts and Hospitality under Members' Code of Conduct

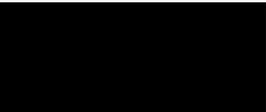
Name of Elected Member	Councillor Abdul Salam Khan
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Deputy Leader and Cabinet Member for Policing and Equalities
Date on which gift or hospitality was offered and received or accepted	30 th November – 4 th December 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Combat Antisemitism Movement
Full details of what was received	Accommodation and subsistence for 4 nights in Athens.
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£400
Justification for accepting the gift or hospitality	Representing Coventry as an attendee at the Mayors Summit Against Antisemitism and also speaking at the Summit as a panel member.
Signature of member:	
Date:	15 th December 2022

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Councillor Ram Lakha
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Chair of Audit & Committee
Date on which gift or hospitality was offered and received or accepted	15 th November 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Kevin Shaw – Albany Theatre
Full details of what was received	Christmas Carol on 8 th December at Albany Theatre
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£17.00 per ticket – 1 ticket
Justification for accepting the gift or hospitality	invite sent to Cllr
Signature of member:	
Date:	30.11.22

Reviewed September 2021

Declaration of Gifts and Hospitality under Members' Code of Conduct

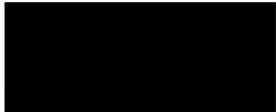
Name of Elected Member	Cllr Christine Thomas
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Elected Member
Date on which gift or hospitality was offered and received or accepted	15 th November 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Kevin Shaw – Albany Theatre
Full details of what was received	Invite to Christmas Carol on 8 th December
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£17.00 each (two tickets) -total cost £34.00
Justification for accepting the gift or hospitality	Invite sent to Cllr
Signature of member: Date:	 30 th November 2022

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Cllr John Blundell
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Elected Member
Date on which gift or hospitality was offered and received or accepted	15 th November 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Kevin Shaw – Albany Theatre
Full details of what was received	Invite to Christmas Carol on 8 th December
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£17.00 each (two tickets) -total cost £34.00
Justification for accepting the gift or hospitality	Invite sent to Cllr
Signature of member: Date:	 30 th November 2022

Reviewed September 2021

Declaration of Gifts and Hospitality under Members' Code of Conduct

Name of Elected Member	Cllr Jackie Gardiner
Position held e.g. cabinet member, shadow cabinet member, elected member etc.	Elected Member
Date on which gift or hospitality was offered and received or accepted	15 th November 2022
Person or organisation offering or providing the gift or hospitality and link to the Council if appropriate	Kevin Shaw Director
Full details of what was received	Complimentary tickets to Christmas Carol on 8 th December 2022
Actual cost or estimated cost e.g. face value of tickets, price of set menu at venue etc.	£17.00 each -2 tickets – total cost 34.00
Justification for accepting the gift or hospitality	Invite sent to Cllr
Signature of member:	
Date:	30.11.22

Reviewed September 2021

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Ethics Committee

30 March 2022

Name of Cabinet Member:

N/A- Ethics Committee

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

None

Title: Six Monthly Review of Officers' Gifts and Hospitality

Is this a key decision?

No

Executive Summary:

In its work programme, the Committee has decided to review entries in the Registers of Officers' Gifts and Hospitality every six months.

Recommendations:

The Ethics Committee is recommended to consider the entries of gifts and hospitality received by Officers for the last six months of 2022.

Appendices included:

Appendix 1: Table of Gifts and Hospitality received by Officers: 1 July to 31 December 2022

Other useful background papers:

None

Has it been, or will it be considered by Scrutiny?

No

Has it been, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Six Monthly Review of Officers' Gifts and Hospitality

1. Context (or background)

- 1.1 The Committee's work programme includes an item for this meeting to review entries on the registers of officer gifts and hospitality every six months.
- 1.2 The Code of Conduct for Employees sets out the requirements for employees when being offered or accepting gifts or hospitality. The basic rules are:
 - (a) Gifts
 - Personal gifts should never be accepted unless they are modest and are of token value (less than £50). The manager's permission must be obtained
 - Items such as coffee mugs, diaries, calendars, pens or other promotional materials can be retained if they are in use in the office and can be considered to form part of the general mailings of a company.
 - Where small gifts, such as chocolates, are given as thanks for a service provided, these can be accepted if they are shared within the Team or raffled for charity.
 - Gifts worth more than £50 should be refused. If this is not possible, the manager should dispose of them to charity and record the fact in the register.
 - (b) Hospitality
 - Hospitality consisting of light refreshments, working lunch or other meals which are part of a visit, conference, meeting or promotional exercise is acceptable.
 - Invitations to social events offered as part of normal working life, or where the Council should be seen to be represented, may be accepted if authorised in advance by the appropriate Assistant Director.
 - Invitations to other types of hospitality which are not directly linked to the City Council's functions should not be accepted.

The rules relating to gifts and hospitality were amended by the Committee in July 2016 and those changes were accepted by full Council in September 2016.

2. Options considered and recommended proposal

- 2.1 The Directorates have been asked to provide details of gifts and hospitality received during the last 6 months of 2022. The position for each directorate is set out in the Table in the Appendix to this report.
- 2.2 At its meeting in September 2022 the Ethics Committee requested a review of declarations of gifts and hospitality following the Commonwealth Games 2022 in their entirety. It is confirmed that no declarations have been received in relation to the Commonwealth Games.

3. Results of consultation undertaken

Each Directorate was asked to provide details of their registers.

4. Timetable for implementing this decision

4.1 Not applicable.

5. Comments from Interim Chief Executive (Section 151 Officer) and the Chief Legal Officer

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report. However, reviewing the gifts and hospitality offered to employees on a regular basis will help to demonstrate that the Council continues to monitor and review ethical standards within the Council.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's Plan?

Not applicable.

6.2 How is risk being managed?

Reviewing gifts and hospitality received by employees will help to reduce the risk of acceptance of inappropriate gifts or hospitality.

6.3 What is the impact on the organisation?

Keeping matters such as this under review will help to promote high standards amongst elected members and employees in accordance with the Localism Act.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance.

6.5 Implications for (or impact on) climate change and the environment

None

6.6 Implications for partner organisations?

None at this stage

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Names of approvers for submission: (officers and members)				
Graham Clark	Lead Accountant		20/03/23	20/03/23
Julie Newman	Chief Legal Officer	Law and Governance	13/03/23	14/03/23
Cllr S Nazir	Chair, Ethics Committee		14/03/23	20/03/23

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APPENDIX 1: REGISTER OF OFFICER GIFTS AND HOSPITALITY 1 JULY 2022 TO 31 DECEMBER 2022

Officer	Date	Description	G or H?	£	Provided by	Justification	Any conflict or future tender?	Approved by	Date
Senior Leadership Team									
Strategic Lead for Transformation and Change	28.09.22	Two tickets for Coventry City Football game on 1st October 2022	G	£50/£60 approx	Positive Youth Foundation (provided to them by Coventry Building Society)	Informal networking opportunity with partner organisation/s. PYF are the lead organisation for Coventry Youth Partnership, a key partner for CCC.	No as partnership already in place and no direct commissioning relationship	Interim Chief Executive	29.09.22
People									
Service Development Manager	12.10.22	RAF Cosford Air Museum had visited Central Library to talk to the public and engage with them. They are hoping to apply to heritage lottery fund to expand the reach of the museum. As a thank you to the Library Service, they offered that staff could visit RAF Cosford Air Museum have a	H	3 staff took up the offer. Car parking £6.50 per car. 3 staff = £19.50 Free tea? £3 I think the tours are free anyway	Engagement Officer RAF Cosford Museum	To build a relationship with the museum and encourage them to visit other Libraries in the City to engage with Coventry residents	No	Team Manager	13.10.22

		free cup of tea, get free parking and a free tour with a guide. I offered this to all 120 staff.							
Coventry Youth Justice Service Officers x2	20.10.22	Three miniature candle melts	G	3 x £1	Parent of a child working with CYJS	Challenging period, did not want to be rude by refusing	No	Team Manager	20.10.22



Ethics Committee

30 March 2023

Name of Cabinet Member:

N/A - Ethics Committee

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

None

Title: Code of Conduct Update

Is this a key decision?

No

Executive Summary:

This report updates the Ethics Committee on any national issues in relation to the ethical behaviour of elected Members and the local position in Coventry with regard to Code of Conduct issues.

Recommendations:

The Ethics Committee is recommended to:

1. Note the position with regard to matters concerning local authorities nationally;
and
2. Note the local position relating to the operation of the Council's Code of Conduct and to delegate any actions arising from these to the Chief Legal Officer, in consultation with the Chair of the Ethics Committee.

List of Appendices included:

None

Other useful background papers

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Code of Conduct Update

1. Context (or background)

1.1 The Council's Ethics Committee has agreed that the Chief Legal Officer will provide a regular update on cases relating to the Members' Code of Conduct on a national basis. This is to facilitate the Ethics Committee's role in assisting the Council with its duties under section 27 of the Localism Act 2011 to promote and maintain high standards of Member conduct.

1.2 The National Picture

1.2.1 Councillor D, Teignbridge District Council, Devon

The Local Government and Social Care Ombudsman has found that Teignbridge District Council's investigation into a Member's conduct was flawed. Councillor D complained to the Ombudsman that the Teignbridge failed to follow due process when investigating him, leading to him being "unfairly sanctioned" with damage to his "personal and professional reputation".

He complained that the council:

- initiated an investigation without receiving any complaint about his conduct which is contrary to the law and its own policy;
- misled him into believing such a complaint had been made;
- did not disclose details of any such complaint as might have been made; and
- did not carry out due diligence of an independent investigator appointed to investigate the complaint.

The Ombudsman found fault with a "number of aspects" of the Council's investigation. It concluded that the investigation was not prompted by a formal written complaint, contrary to the law.

The Ombudsman considered section 28 of the Localism Act 2011, which says: "to trigger any investigation of an alleged breach, the Council must receive details of that allegation in writing".

The Ombudsman revealed that during its investigation, the Council said that "it is apparent that no formal complaint was received with regards to the conduct of Councillor D". But that its Monitoring Officer did receive "written complaints/concerns/ allegations" about Councillor D which they "considered were written allegations".

The Council suggested it would be "perverse" if its Monitoring Officer then had to require a "written complaint" if they were aware of inappropriate conduct.

It suggested to the Ombudsman that "the full records of the complaints received by the Monitoring Officer may have been lost due to the passage of time", the report revealed.

The Council also did not give the Member enough information about his alleged breaches of its Code, the Ombudsman suggested.

Teignbridge introduced new allegations during the process, but the independent investigator appointed to look at the case did not make it clear to Councillor D whether these were part of the investigation, the report noted.

The Ombudsman also found that the inquiry into Councillor D's conduct was conflated with accusations levelled at another Councillor who was also being investigated at the same time.

The report revealed that the Council failed to reflect on the investigation and consider whether due process had been followed after Councillor D raised legitimate concerns about the way the investigation was being carried out.

Lastly, the Council failed to consider Cllr D's enhanced right to free speech as an elected representative, which was relevant when the Council considered his justification for certain comments he acknowledged making or posted on social media, the Ombudsman said.

The Ombudsman made a number of recommendations to improve the Council's processes following the investigation, but it has revealed the Council has "not yet agreed to accept these".

To remedy the injustice caused, the Ombudsman recommended the Council:

- apologise to Councillor D, accepting the findings of this investigation;
- rescind its decision notice of 22 July 2020 upholding the complaint Councillor D breached the Code and ensure this is no longer available on its website. In its place it should provide a statement saying the notice has been withdrawn following this investigation and provide a link to this report.

The Ombudsman also recommended that the Council should ensure it has a written procedure for Officers and Independent Investigators asked to consider standards complaints.

1.2.2 Independent investigation launched by East Devon District Council, regarding Former Councillor H

At the last meeting of the Ethics Committee on 15 December 2022, it was reported that Independent consultants had been appointed by East Devon District Council (EDDC) to carry out an independent investigation into the actions of the Council following the allegations, criminal charges and subsequent conviction of Former Councillor H.

This investigation was commissioned following a decision by the Council on 28 September 2022 to appoint an independent body to look at this. The aim of the investigation is to understand the actions of staff and Councillors in the handling of matters relating to former Councillor H, and to recommend any improvements required for the Council going forward.

Former Councillor H was a former Mayor of Exmouth and was an East Devon District Councillor from 2007 to 2019. He was imprisoned for 21 years after being convicted in August 2021 of historical sexual assault charges.

East Devon District Council (EDDC) admits an employee was told about the investigation in two safeguarding meetings held before Councillor H was arrested in 2016. But it said the individual who attended was bound by “confidentiality” rules.

Former Councillor H was first arrested for the offences in summer 2016, but he stayed on as a Councillor until May 2019 - before being made an Honorary Alderman in December that year.

An independent review into the response of Devon County Council's Local Authority Designated Officer (LADO) Service to Allegations of Abuse was published in January 2023.

It said that a LADO meeting was held in 2014 after historic allegations were made against former Councillor H, but after discussions with police no further action was taken.

Two meetings were held in 2016 - in March and April - when police were investigating allegations of abuse.

These meetings considered former Councillor H's contact with children and it was established he did not work with children and there was no allegation of abuse at that time.

A further discussion was agreed but a meeting did not take place.

The independent review found no evidence this left any child at risk.

The report makes the following recommendations:

- The service should make sure that there is clarity about the role of the LADO service both within Devon County Council and with partners so that the service has oversight only of those cases which meet the remit set out in guidance
- The service should make sure discussions are recorded sufficiently thoroughly so that the rationale behind decisions, including decisions about holding meetings and who should attend these, is clear
- The service should make sure that the discussion of allegations is fully transparent to those against whom these have been made, in line with the need to keep children safe
- The service should track work effectively to make sure this is brought to a clear conclusion and not allowed to drift or be lost

East Devon District Council was asked what actions it took to mitigate any risk that Councillor H could have posed to young people.

In a statement it said: "East Devon District Council never officially knew that Councillor H had been charged by Devon and Cornwall Police until this news was made public.

"The EDDC officer who had attended the LADO meetings mentioned in the DCC report was in attendance under the strictest condition of maintaining confidentiality."

The decision-making process that led to Councillor H being honoured as an Honorary Alderman is subject to another investigation, which the Council has declined to comment on until its findings are published.

Devon County Council said in a statement the independent review had concluded there "were no missed opportunities to safeguard children".

A spokesperson added: "We do acknowledge, however, that while the Council has been found to have responded appropriately to circumstances at the time, its oversight could have been sharper.

"Since that time much has changed with improved processes in place to respond to children's safeguarding concerns.

"We will continue to... review our procedures and strengthen our safeguarding practice."

Devon and Cornwall Police said: "The appropriate and agreed route for sharing sensitive information with relevant partners is through the LADO process.

"Once a partner has been informed of the risk, it is down to them to manage this issue internally as they see fit.

"We believe that East Devon District Council, with the support of Devon County Council, are undertaking an internal review into this process."

1.2.3 Former Councillor J, Cheshire East Council

In January 2023, Grant Thornton published a Report in the Public Interest on the impact of the Cheshire East Council's culture and governance arrangements during 2014 -2018. During this period it was under the leadership of Councillor J and entered into a subsequent period of instability lasting to 2018. It found:

"...a pattern of bullying and inappropriate behaviour on the part of the former leader, which whilst denied by him, led to distortions to good governance... This led moreover to increasing tensions between different officers, different members and the all-important relationship between the two groups."

The report found the then Chief Executive and Chief Operating Officer (COO) did too little to rein in Councillor J.

The COO at one point holidayed at Councillor J's Spanish villa, which the report said: "Indicates the closeness of the relationship between the former Leader and the former Chief Operating Officer and the extent to which the normal propriety had been distorted between the two."

A large part of the report deals with how the Council came to award a contract to a business run by Councillor J's friend - with whom he went into business after leaving the Council - and how the friendship between the two was close enough to be a declarable interest, despite his assertions that she was only his physiotherapist.

In relation to standards, Grant Thornton noted: "Given the nature of the former Leader's conduct, the matters reported here were relevant to the Council's then code of conduct for Members and also the officer/member relations protocol.

"It is of major concern to us that these standards' mechanisms played little part in addressing the issues. Certain officers and Members perceived that the local standards framework would be ineffective against an individual in the former leader's position of power."

Grant Thornton hope that their report will "encourage the ongoing debate around the effectiveness of the standards regime for local government and support mechanisms for both officers and Members facing the same intractable difficulties".

1.3 The local picture

Complaints under the Code of Conduct

- 1.3.1** The Ethics Committee has requested that the Chief Legal Officer report regularly on any complaints received relating to Members of Coventry City Council.
- 1.3.2** The Chief Legal Officer has received four complaints since the date of the last meeting (15 December 2022) as at the date this report was written. One is ongoing. In one no further action has been taken.
- 1.3.3** The Chief Legal Officer will update the Committee on any further complaints received before the meeting and progress on those already received.
- 1.3.4** All complaints are handled in accordance with the agreed Complaints Protocol. No findings have been made by the Local Government Ombudsman in relation members of Coventry City Council.

2. Options considered and recommended proposal

The Ethics Committee are recommended to:

1. Note the position with regard to matters concerning local authorities nationally;
2. Note the local position relating to the operation of the Council's Code of Conduct and to delegate any actions arising from these to the Chief Legal Officer, in consultation with the Chair of the Ethics Committee.

3. Results of consultation undertaken

There has been no consultation as there is no proposal to implement at this stage which would require a consultation.

4. Timetable for implementing this decision

Any actions arising from this report will be implemented as soon as possible.

5. Comments from the Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report. The issues referred to in this report will assist the Council in complying with its obligations under section 27 of the Localism Act 2011.

6 Other implications

None

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Not applicable.

6.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report.

6.3 What is the impact on the organisation?

No direct impact at this stage

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

6.5 Implications for (or impact on) climate change and the environment

None

6.6 Implications for partner organisations?

None at this stage

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Sarah Harriott	Deputy Team Leader (Job-Share), Regulatory – Civil, Governance and Information	Law and Governance	10/03/23	10/03/23
Julie Newman	Chief Legal Officer	Law and Governance	10/03/23	14/03/23
Names of approvers for submission: (officers and members)				
Finance: Graham Clark	Lead Accountant	Finance	20/03/23	20/03/23
Councillor S Nazir	Chair of Ethics Committee		14/03/23	20/03/23

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Public report Ethics Committee

Ethics Committee

30 March 2023

Name of Cabinet Member:

N/A- Ethics Committee

Director Approving Submission of the report:

Director of Finance

Ward(s) affected:

Not applicable

Title:

Work Programme for the Ethics Committee 2023/24

Is this a key decision?

No

Executive Summary:

This report suggests areas of work for the Ethics Committee for the Municipal Year 2023/24. The Committee is asked to consider the draft Work Programme and make any suggestions for additional or alternative reports.

Recommendations:

The Ethics Committee is recommended to review the Work Programme attached as Appendix 1 and make any changes or amendments the Committee considers appropriate.

List of Appendices included:

Draft Work Programme

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Draft Work Programme for the Ethics Committee 2023/24

1. Context (or background)

- 1.1 The Committee's Terms of Reference are set out in the Council's Constitution and include the consideration of matters which are relevant to the ethical governance of the Council, its Members or employees. This report attaches a proposed programme of work for the Committee, designed to assist the Committee to meet its objectives set out in the Terms of Reference, and to ensure that the Council complies with its obligations under section 27 of the Localism Act 2011 to promote and maintain high standards of conduct amongst elected and co-opted members.
- 1.2 The Committee's draft Work Programme takes account of the need to promote standards and addresses this in a number of ways. It is a draft Work Programme and is flexible in terms of suggestions from members of the Ethics Committee as to additional or substitute areas which they would want to consider and receive reports on.

2. Options considered and recommended proposal

- 2.1 The Work Programme includes regular items on:

- Code of Conduct/ Monitoring Officer Update
- Declarations of gifts and hospitality by Members and Officers
- Annual report to full Council
- CSPL updates
- Local Ombudsman's annual report

- 2.2 In addition it is suggested that the Ethics Committee factor into the Work Programme a number of matters where work is being, or about to be, undertaken across the Council, namely:

- Monitoring and the Government's response to the Committee on Standards in Public Life's Report (including any legislative changes arising from the CSPL's report and / or recommendations of January 2019)
- Monitoring, and responding to, the Local Government Association's work on Civility in Public Life and Digital Citizenship.
- The work of a Member/Officer group which is developing a local response to the LGA's guidance on intimidation in public life

2.3 Recommendation

The Ethics Committee is recommended to review the Work Programme attached as Appendix 1 and make any changes or amendments the Committee considers appropriate.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

- 4.1 Not applicable

5. Comments from the Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report, as there is no statutory obligation on the Committee to adopt a work programme. However, the Council must comply with its obligations under section 27 of the Localism Act 2011 and the continuation of a clear programme of work would assist in compliance for the Council as a whole, in its duty to promote high standards of ethical conduct.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's Plan?

Not applicable.

6.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report.

6.3 What is the impact on the organisation?

If implemented, the work programme will facilitate the promotion of high standards amongst elected members in accordance with the Localism Act.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

6.5 Implications for (or impact on) climate change and the environment

None

6.6 Implications for partner organisations?

None at this stage

Report author(s): Julie Newman

Name and job title: Chief Legal Officer

Directorate: Law and Governance

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Finance: Graham Clark	Lead Accountant	Finance	20/03/23	20/03/23
Cllr S Nazir	Chair: Ethics Committee		14/03/23	20/03/23

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Appendix 1

Work Programme for the Municipal Year 2023/24

Meeting no. and date	Topics
2023/4	
1. July 2023	
	Monitoring Officer/Code of Conduct/ Members Complaints Update
	Annual Report of the Committee
	Work Programme 2023/24
2. September 2023	
	Monitoring Officer/Code of Conduct/ Members Complaints Update
	Officers Gifts and Hospitality -Inspection of Registers for first 6 months of 2023
	Members Gifts and Hospitality -Declarations for first 6 months of 2023
	Civility in Public Life and Digital Citizenship Review
	Work Programme 2023/24
3. December 2023	
	Monitoring Officer/Code of Conduct/ Members Complaints Update.
	Local Government Ombudsman Annual Report
	Committee on Standards in Public Life Annual Report
	Work Programme 2023/24
4. March 2024	
	Monitoring Officer/Code of Conduct/ Members Complaints Update.
	Officers Gifts and Hospitality -Inspection of Registers for last 6 months of 2023
	Members Gifts and Hospitality -Declarations for last 6 months of 2023
	Work Programme 2023/24