
19 December 2014

Name of Cabinet Member:
Ethics Committee

Director Approving Submission of the report:
Executive Director for Resources

Ward(s) affected:
Not applicable

Title:
Work programme for the Ethics Committee

Is this a key decision?
No

Executive Summary:

At its meeting on 20 February 2014, the Ethics Committee approved a work programme for the new Municipal Year 2014-15. This report provides the Committee with an opportunity to review the work programme and make any changes/amendments.

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:

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

1. Context (or background)

- 1.1 The Committee met and approved the work programme for 2014/2015 at its meeting on 20 February 2014 and reviewed and updated it at its last meeting on 29 August 2014.
- 1.2 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 the approved programme of work for the Committee, designed to assist the Committee meet its objectives set out in the Terms of Reference and ensure 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.
- 1.3 There is a standing item for each meeting, by way of a Monitoring Officer / Code of Conduct update, which will incorporate a review of complaints to date and an update on any national issues on the subject of elected member conduct which may be of interest. This is flexible and can cover additional areas which the Committee is particularly concerned about, as they arise.
- 1.4 Secondly it was also agreed that the Ethics Committee have an overview of Gifts and Hospitality for both officers and members, in order that it may review how the two Codes of Conduct are working a day to day basis, and suggest amendments as it may consider to be appropriate. Separate reports are being brought to this meeting which look at the current position with regard to gifts and hospitality received by the Lord Mayor and by employees. Depending on the Committee's decisions on these reports, further reports may need to be made to the last meeting of the Committee in this municipal year.
- 1.5 The work programme for this meeting originally included an item on the review of the operation of the Employees Code of Conduct. Officers suggest that this be moved back to the March 2015 meeting because the Committee already has a number of reports to consider on 19 December whereas there is currently a lighter work programme for the March meeting. This would allow the Committee more time for a thorough review of the Code. In addition, recommendations of the Committee on Officer Gifts and Hospitality may affect the content of the Code of Conduct and so it would be logical to consider any proposed changes to that section of the Code at the next meeting.

2. Options considered and recommended proposal

The Committee is asked to consider the work programme and agree its contents together with any other recommendations.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

- 4.1 Not Applicable

5. Comments from Executive Director, Resources

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 key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

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) the environment**

None

6.6 **Implications for partner organisations?**

None at this stage

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Director: Chris West	Executive Director Resources	Resources	10.12.14	11.12.14

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Appendix

Work Programme for the Municipal year 2014/2015

Meeting no. and date	Topics	Verbal or written	Lead officer
2014/2015			
3. 19th December	Officers Gifts and Hospitality - Inspection of Registers for first 6 months of 2014/2015	Written	Christine Forde
	6 monthly review of Register of DPIs and Parish compliance with Localism Act 2011	Written	Christine Forde
	Monitoring Officer/Code of Conduct / members Complaints Update/ consideration of training needs of elected members on ethical standards issues	Written	Christine Forde
	Standards in Public Life- update from national body usually published in August each year	Written	Christine Forde
	Review of Parish Councils ethical standards regime	Written	Christine Forde
4. 27th March	Monitoring Officer/Code of Conduct/ members Complaints Update	Written	Christine Forde
	Review of Members' Gifts and Hospitality declarations for second 6 months of 2014	Written	Christine Forde
	Initial Consideration of Work Programme for 2015/16	Written	Christine Forde
	Code of Conduct for Employees- review of its operation over the last 12 months and any review recommendations	Written	Christine Forde