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9 December 2016

**Name of Cabinet Member:**

N/A- Ethics Committee

**Director Approving Submission of the report:**

Executive Director, Resources

**Ward(s) affected:**

**Not applicable**

**Title:**

Work programme for the Ethics Committee 2016/17

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**Is this a key decision?**

No

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**Executive Summary:**

This report suggests areas of work for the Ethics Committee for the remainder of the Municipal Year 2016/17. The Committee is asked to consider the 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:**

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: Work Programme for the Ethics Committee 2016/17**

### **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 the agreed 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 work programme takes account of the need to promote standards and addresses this in a number of ways. It 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. However, certain items have been included which will help the Committee focus on its key aim to promote high standards of conduct for all members and employees of the Council.

### **2. Options considered and recommended proposal**

- 2.1 As agreed by the Committee, there continues to be a standing item for each meeting, by way of a Monitoring Officer / Code of Conduct update, which incorporates 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.
- 2.2 Secondly the Ethics Committee continues to review declarations of Gifts and Hospitality by both officers and members at six monthly intervals. Reports on both these topics appear elsewhere on the agenda for this meeting together with an update on progress in reviewing the policy on officer gifts and hospitality. This will assist the Committee in reviewing how the two Codes of Conduct are working a day to day basis.
- 2.3 Thirdly, items have been included to ensure an annual review of the position of the parish councils (to be considered at this meeting), a review of the Register of Disclosable Pecuniary Interests (already considered at the July meeting) and a review of the Annual Report from the Committee on Standards in Public Life (also on this agenda). Items had been included for this meeting on the review of the Code of Conduct Complaints Protocol and the draft Member/Officer, and Monitoring Officer, Protocols. These have been moved to the March meeting to allow time to consult with officers and trade unions on the drafts.
- 2.4 Other items that may be included in the work programme as when appropriate include consideration of the Solace Code of Ethics for senior managers and an update on progress on the review of the Whistleblowing Policy.
- 2.5 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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**Directorate:** Resources

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Suzanne Bennett	Governance Services Officer	Resources	30.11.16	30.11.16
<b>Names of approvers for submission:</b> (officers and members)				
Finance: Kathryn Sutherland		Resources	28.11.16	01.12.16
Legal: Helen Lynch	Legal Services Manager Place and Regulatory	Resources	28.11.16	29.11.16
Director: Chris West	Executive Director Resources	Resources	28.11.16	01.12.16
Councillor Walsh	Chair, Ethics Committee		18.11.16	18.11.16

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## Appendix

### Revised Work Programme for the Municipal year 2016/2017

Meeting date	Topics	Lead Officer
<b>15 July 2016</b>		
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Helen Lynch
	Annual review of Register of DPLs.	Helen Lynch
	Review of Gifts and Hospitality Section of Employee Code of Conduct	Helen Lynch
<b>16 September 2016</b>		
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Helen Lynch
	Officers Gifts and Hospitality -Inspection of Registers for first 6 months of 2016.	Helen Lynch
	Members Gifts and Hospitality -Inspection of Registers for first 6 months of 2016.	Helen Lynch
	Recruitment of Independent Persons	Helen Lynch
<b>9 December 2016</b>		
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Helen Lynch
	Standards in Public Life- update from national body usually published in August each year.	Helen Lynch
	Annual review of Parish Councils ethical standards regime.	Helen Lynch
<b>17 March 2016</b>		
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Helen Lynch
	Officers Gifts and Hospitality –inspection Inspection of Registers for last 6 months of 2016.	Helen Lynch
	Members Gifts and Hospitality -Inspection of Registers for last 6 months of 2016.	Helen Lynch
	Member Officer Protocol	Helen Lynch
	Monitoring Officer Protocol	Helen Lynch
	Review of Complaints Protocol	Helen Lynch