
20 July 2017

Name of Cabinet Member:

N/A- Ethics Committee

Director Approving Submission of the report:

Deputy Chief Executive, Place

Ward(s) affected:

Not applicable

Title:

Work Programme for the Ethics Committee 2017/18

Is this a key decision?

No

Executive Summary:

This report summarises the agreed programme of work for the Ethics Committee for the Municipal Year 2017/18. The Committee is asked to consider the approved 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: Draft Work Programme 2017/18

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 approved 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 First there continues to be 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.
- 2.2 Secondly the Ethics Committee will continue to review declarations of Gifts and Hospitality by both officers and members at six monthly intervals. This will assist the Committee in reviewing how the two Codes of Conduct are working a day to day basis.
- 2.3 Items have been included to ensure an annual review of the position of the parish councils, a review of the Register of Disclosable Pecuniary Interests and a review of any Annual Report from the Committee on Standards in Public Life. Separate items have been included concerning the production of a Member Officer Protocol and a Monitoring Officer Protocol.
- 2.4 The review of the Complaints Protocol has been removed from the work programme as it was considered and approved by the Committee at its last meeting in March 2017. The Review of the Register of DPs has been altered from a six monthly review to an annual review as it is felt that the longer period between reports gives a clearer picture of trends than a shorter timescale. Responsibility for production of reports for the September meeting onwards has been moved from the Acting Monitoring Officer to the current Deputy Monitoring Officer.
- 2.5 Finally, the Committee has decided to produce an annual report on its activities during the previous municipal year. It was agreed that the annual report be considered by the Committee at its first meeting of the year with a view to it being considered at the first available Council meeting. The report will help to highlight the work of the Committee and ensure that ethical standards have a high profile within the Council.

Recommendation

- 2.6 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 Deputy Chief Executive, Place

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?

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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Barry Hastie on behalf of Martin Yardley	Executive Director Place	Place	5.7.17	10.7.17
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Appendix 1

Work Programme for the Municipal year 2017/2018

Meeting no. and date	Topics	Verbal or written	Lead officer
2017/18			
1. July 2017			
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Written	Helen Lynch
	Annual Report of the Committee	Written	Helen Lynch
	Annual review of Register of DPIs.	Written	Helen Lynch
	Work Programme	Written	Helen Lynch
2. September 2017			
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Written	Julie Newman
	Officers Gifts and Hospitality - Inspection of Registers for first 6 months of 2017.	Written	Julie Newman
	Members Gifts and Hospitality - Inspection of Registers for first 6 months of 2017.	Written	Julie Newman
	Member /Officer Protocol	Written	Julie Newman
	Work Programme	Written	Julie Newman
3. December 2017			
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Written	Julie Newman
	Standards in Public Life- update from national body usually published in August each year.	Written	Julie Newman
	Annual review of Parish Councils ethical standards regime.	Written	Julie Newman
	Monitoring Officer Protocol	Written	Julie Newman
	Work Programme	Written	Julie Newman
4. March 2018			
	Monitoring Officer/Code of Conduct/ Members Complaints Update.	Written	Julie Newman

	Officers Gifts and Hospitality - Inspection of Registers for last 6 months of 2017.	Written	Julie Newman
	Members Gifts and Hospitality - Inspection of Registers for last 6 months of 2017.	Written	Julie Newman
	Work Programme	Written	Julie Newman