
Ethics Committee

26 June 2019

Name of Cabinet Member:
N/A- Ethics Committee

Director Approving Submission of the report:
Director of Finance and Corporate Services

Ward(s) affected:
Not applicable

Title:
Work Programme for the Ethics Committee 2019/20

Is this a key decision?
No

Executive Summary:

This report suggests areas of work for the Ethics Committee for the Municipal Year 2019/20. The Committee is asked to consider the draft work programme and make any suggestions for additional or alternative reports. The Work Programme also includes a separate table showing the actions to be taken in connection with the CSPL's Best Practice Recommendations for local authorities contained in its report which the Committee has previously discussed at its meeting in March 2019.

Recommendations:

The Ethics Committee is recommended to review the work programme attached as Appendix 1 and the Table of Best Practice Recommendations at Appendix 2 and make any changes or amendments the Committee considers appropriate.

List of Appendices included:

Appendix 1: Work programme

Appendix 2: Table of Best Practice Recommendations

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 2019/20

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, at Appendix 1, the 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. It also includes, at Appendix 2, a table setting out the Best Practice Recommendations of the Committee on Standards in Public Life annotated to show current progress.

1.2 The Committee's work programme takes account of the need to promote standards and addresses this in a number of ways. Beyond the regular reports which the Committee receives each year, no additional topics have been included at this stage to allow work on the Best Practice Recommendations to proceed as set out in the table at Appendix 2. The work programme is, however, 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
- Ethical standards in parish councils
- Annual report to full Council
- CSPL annual report

2.2 In addition the two reviews of members' gifts and hospitality and declaration of interests have been included in the work programme for the Committee's meeting in December.

2.3 Recommendation

The Ethics Committee is recommended to review the work programme attached as Appendix 1 and the Table of Best Practice Recommendations at Appendix 2 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 Director of Finance and Corporate Services

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

Report author(s): Carol Bradford

Name and job title: Corporate Governance Lawyer, Regulatory Team, Legal and Democratic Services

Directorate: Place

Tel and email contact: 024 7697 7271 carol.bradford@coventry.gov.uk

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	Place	14.06.19	17.06.19
Names of approvers for submission: (officers and members)				
Finance: Graham Clark		Place	12.06.19	12.06.19
Legal: Julie Newman	Legal Services Manager	Place	12.06.19	13.06.19
Director: Barry Hastie	Director of Finance and Corporate Services	Place	12.06.19	13.06.19
Cllr Walsh	Chair: Ethics Committee		14.09.19	18/06/2019

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Appendix 1: Work Programme for the Municipal year 2019/2020

Meeting no. and date	Topics
2019/20	
1. 26 June 2019	
	Monitoring Officer/Code of Conduct/ Members Complaints Update.
	Annual Report of the Committee
	Officers Gifts and Hospitality -Inspection of Registers for second 6 months of 2018. (Held over from 2018/19)
	Members Gifts and Hospitality -Inspection of Registers for second 6 months of 2018. (Held over from 2018/19)
	Work Programme 2019/20
2. 12 September 2019	
	Monitoring Officer/Code of Conduct/ Members Complaints Update.
	Officers Gifts and Hospitality -Inspection of Registers for first 6 months of 2019.
	Members Gifts and Hospitality -Inspection of Registers for first 6 months of 2019.
	Standards in Public Life- update from national body usually published in August each year.
	Work Programme 2019/20
3. 5 December 2019	
	Monitoring Officer/Code of Conduct/ Members Complaints Update.
	Review of Members' Gifts and Hospitality policy and guidance
	Review of Declaration of Interests guidance for Members
	Work Programme 2019/20
4. 19 March 2020	
	Monitoring Officer/Code of Conduct/ Members Complaints Update.
	Officers Gifts and Hospitality -Inspection of Registers for last 6 months of 2019.
	Members Gifts and Hospitality -Inspection of Registers for last 6 months of 2019.
	Work Programme 2020/21

Appendix 2: Best Practice Work Programme

	Best Practice	Action	Status
1	Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.	<p>Add Newcastle – Upon-Tyne definition into code of conduct</p> <p>Consider whether a paragraph could be inserted into the Employee’s Code of Conduct as well</p>	<p>New code to be drafted</p> <p>Confirmed is within policy - completed</p>
2	Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.	<p>Include statement in code must comply</p> <p>Check prohibition on trivial or malicious allegations</p>	<p>New Code to be drafted</p> <p>Covered through the sifting process at Stage 1. - completed</p>
3	Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.	<p>Ensure easily available to public</p> <p>Include on work programme for cttee annually</p> <p>MO to take local MO groups to share codes across neighbouring authorities</p>	<p>Is on intranet – completed</p> <p>Taken to Heads of Legal Group WMCA and agreed - completed</p>
4	An authority’s code should be readily accessible to both councillors and the public, in a prominent position on a council’s website and available in council premises	<p>Check web editors re prominence on website – see where the relevant forms are & whether easy for members of the public to use</p> <p>Customer service to be advised as how can access on website to provide to any customers who call</p>	<p>Prominence improved - completed</p> <p>Customer Services advised - completed</p>

5	Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.	6 monthly reports on gifts and hospitality currently published on modern.gov Investigate hosting registers on modern.gov	
6	Councils should publish a clear and straightforward public interest test against which allegations are filtered.	Publish on website	
7	Local authorities should have access to at least two Independent Persons.		Completed
8	An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.	Amend complaint process to include this stage	
9	Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.		Completed
10	A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.	Check accessible on website Review timescales and include in process	Completed
11	Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances	Write to Parish Councils and offer assistance in reviewing their codes to include this action and best practice actions	
12	Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.		Completed
13	A local authority should have procedures in	Raise at Heads of Legal	Completed

	place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.	WMCA group to seek agreement can call on neighbouring authorities when there is potential conflict.	
14	Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.	Consider as part of next annual governance statement - 19/20	
15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	Set up quarterly meeting with group leader, Deputy Leader and whips. CEO, S151 officer and MO.	