

**ASHFIELD DISTRICT COUNCIL**



Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## **Agenda**

### **Standards and Personnel Appeals Committee**

Date: **Wednesday, 8th December, 2021**

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Time: **7.00 pm**

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Venue: **Committee Room, Council Offices, Urban Road,  
Kirkby-in-Ashfield**

For any further information please contact:

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01623 457317

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# Standards and Personnel Appeals Committee

## Membership

**Chairman:** Councillor Lee Waters

**Councillors:**

Chris Baron

Christian Chapman

Warren Nuttall

Jim Blagden

David Hennigan

Helen-Ann Smith

## FILMING/AUDIO RECORDING NOTICE

This meeting may be subject to filming or audio recording. If you have any queries regarding this, please contact Members' Services on 01623 457317.

## SUMMONS

You are hereby requested to attend a meeting of the Standards and Personnel Appeals Committee to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



**Theresa Hodgkinson**  
**Chief Executive**

If you require an adjustment to enable you to participate or access the meeting, please contact the Democratic Services team at least 48 hours before the meeting.

## **AGENDA**

## **Page**

1. **To receive apologies for absence, if any.**
2. **Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.**
3. **To receive and approve as a correct record the minutes of the meeting of the Committee held on 30 June 2021.** 5 - 10
4. **Member Development Strategy Update.** 11 - 30
5. **Use of Resources Policy.** 31 - 42
6. **Ethical Governance Update.** 43 - 56

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# Agenda Item 3

## STANDARDS AND PERSONNEL APPEALS COMMITTEE

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Wednesday, 30th June, 2021 at 7.00 pm

**Present:** Councillor Lee Waters in the Chair;

Councillors Chris Baron, Jim Blagden,  
David Hennigan, Warren Nuttall and Helen-  
Ann Smith.

**Apology for Absence:** Councillor Christian Chapman.

**Officers Present:** Lynn Cain, Ruth Dennis, Mike Joy and  
Shane Wright.

**In Attendance:** Vicky Heslop (Annesley & Felley Parish Council  
representative).

### **SP.1 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests**

Councillor Chris Baron and David Hennigan both declared a Non-Registrable Interest in relation to Agenda No. 5 (Ethical Governance Update). Their interests arose from the fact that they were both involved with a current standards complaint, as detailed in the Quarterly Update of Complaints attached to the report, that had yet to be resolved.

The meeting adjourned at 7.06pm and reconvened at 7.12pm.

### **SP.2 Minutes**

RESOLVED

that the minutes of the meeting of the Committee held on 24 March 2021, be received and approved as a correct record.

### **SP.3 Standards and Personnel Appeals Committee Work Plan 2021 - 2022**

Members were asked to consider the proposed Standards and Personnel Appeals Committee Work Plan for the next municipal year and consider the inclusion of any additional items as required.

The Director of Legal and Governance (and Monitoring Officer) advised that the Work Plan included standard items which were considered by the Committee annually but also included additional, one-off, items that required particular consideration as the need arose:

Quarterly Complaint Update  
Standard Item.

Report of the Committee on Standards in Public Life

This item would be worked on in the next couple of months through an Informal Working Group with a detailed report being submitted to Committee in September 2021.

The new Members' Code of Conduct, a hybrid version of the Council's last version and the Local Government Association's new Member Code, had now been approved by Council and a review of the Council's process for handling Code of Conduct Standards Complaints was due to commence imminently.

Members Training Policy and Programme

A report was due to be considered later on the agenda.

Politically Restricted Posts

Approval was sought to review and update the list of politically restricted posts following an agreed consultation.

Use of Resources Policy

A previously drafted (but not finalised) Policy was due to be revisited in October 2021 in light of the revised Code of Conduct.

Review of the Nottinghamshire Authorities Protocol with Nottinghamshire Police

Having been delayed due to the pandemic, the Protocol which dealt with the reporting of potential breaches of the Code of Conduct relating to Disclosable Pecuniary Interests was due to be reviewed in December 2021.

Whistleblowing Policy

Standard Item.

Annual Review of the Workplan

Standard Item.

Constitution Review

Standard Item.

Members took the opportunity to debate the proposed Workplan as follows:

- acknowledgement that very few Members received gifts or hospitality over £50 but in any event were all au fait and committed to the reporting process
- the ongoing lobbying of Government regarding the cessation of temporary Covid-19 legislation regarding virtual meetings and the operational difficulties being experienced by local authorities to conduct Council and Committee meetings face to face as the pandemic continued

- examples of when a Member may breach the Code of Conduct relating to Disclosable Pecuniary Interests and how the Police handle any complaints of such nature
- the usefulness of the Informal Working Groups and how they enable work to be expedited in an efficient and timely manner.

#### RESOLVED

that the Standards and Personnel Appeals Committee Work Plan for 2021/22, as appended to the report, be approved.

### **SP.4 Ethical Governance Update**

(In accordance with the Members' Code of Conduct as contained in the Council's Constitution, Councillors Chris Baron and David Hennigan had previously declared Non-Registrable Interests in relation to this item. Their interests were such that they remained in the room and took part in the discussion and voting thereon.)

As part of the Ethical Governance framework, the Director of Legal and Governance (and Monitoring Officer) gave an update regarding Gifts and Hospitality, Politically Restricted Posts and Members' Code of Conduct Complaints.

#### Gifts and Hospitality

Following on from the Committee on Standards in Public Life best practice recommendation 5, which stated that local authorities should update their gifts and hospitality register at least once per quarter and should publish it in an accessible format, the Committee had previously agreed the following:

- to develop a Register on the Council's Website.
- to introduce quarterly reporting through Committee
- produce a Guidance Note for Members (in line with the annual reminder).

In relation to the register, the Council 'Modern.gov' report management software was currently being upgraded and would feature a facility to enable Gifts and Hospitality to be recorded on it and published in a similar way to the Register of Members' Interests. It was envisaged that the upgrade would be completed by the end of August and Committee would receive a summary update thereafter.

#### Politically Restricted Posts

The Council was required to hold a list of designated politically restricted posts which included Chief Officers, Service Managers and officers falling under the 'politically sensitive' designation. The list should be reviewed regularly to ensure it remains up to date with the last review being undertaken by the Council in June 2018. Members were advised that work would commence shortly with HR to update the list and once formalised, consultation would be undertaken with the Council's Corporate Leadership Team (CLT) and its Trade Unions as per the agreed process.

### Members' Complaints

There had been 8 new complaints since the last update and 6 previous complaints had now been completed. In accordance with the schedule attached to the agenda, any outstanding complaints were still going through due process and would be reported on in due course. It was acknowledged by Committee that there was often an upsurge in complaints following an election and these would be dealt with by officers as soon as practicable.

A Members asked why a particular complaint was still not concluded after 2 years and Committee were advised that the case was complicated and had proved difficult due to the status of the complainant and the fact that various solutions had been suggested but not furthered.

During a short discussion Members expressed their concerns that many of the complaints were frivolous and politically motivated and were wasting officers' time. It was agreed that it was an opportune time to review the complaints process to consider if any changes could be made to speed up the process and equip officers with options to disregard any such complaints more swiftly.

It was also acknowledged that some complaints from the public about Members were just frustrations following service requests not being expedited quickly enough by the Council. These types of complaints needed to be fed back into their appropriate Directorates and expectations managed accordingly.

RESOLVED that

- a) the update regarding Committee on Standards in Public Life best practice recommendation 5 regarding gifts and hospitality, be noted;
- b) the Monitoring Officer (being the appointed proper officer for the purposes of maintenance of the list) be authorised to carry out a review of the existing list of politically restricted posts with the support of HR and thereafter consult with the Trade Unions in respect of the revised list before reporting back to the next meeting of the Committee with any changes, deletions or additions for approval;
- c) the updated position in respect of Members' Code of Conduct complaints as set out in Appendix 2, be also noted.

### **SP.5 Member Training and Development**

The Service Manager, Scrutiny and Democratic Services, presented the current Member Development Strategy which was approved by Council on 16 February 2017. A number of changes had taken place since its adoption which included the introduction of new Members following the District Elections in May 2019 and developments in online training and digital interaction following the Covid-19 pandemic.

It was imperative that Members had continued access to appropriate training opportunities (both discretionary and mandatory) and it was therefore time the strategy was reviewed and updated to ensure it remained viable and fit for purpose.

Members had previously expressed their preference for targeted training as necessary rather than intensive training over a long period of time. This focussed format was adopted for the introductory training for Members following the 2019 District Elections and it proved to be a success. A subsequent self-assessment exercise however, for Members' ongoing training requirements, did not prove to be so successful with very little useful information regarding individual training needs being garnered at the time.

Following this, the Covid-19 pandemic began in March 2020 and training opportunities were severely restricted and only delivered by virtual means if required. In conjunction with this current position, Members were advised that the Council's External Auditors, Mazars, had recently also commented regarding ongoing/refresher audit training being offered to Members and how the Council might address this situation going forward.

To inform the review process, Members were asked to consider what types of training opportunities they would welcome, both discretionary and mandatory, and the following comments were made:

- to incorporate regular, focussed training, as an agenda item on individual Committees as required or to be held prior to a Committee meeting taking place to make best use of Members' time
- to arrange for training to be delivered in a 'workshop' style to enable Members to learn in a more informal, practical environment
- to provide additional training for Chairman and Vice Chairman with a focus on role-play scenarios rather than just text-based learning
- to enable easy access to online training via Members' iPads
- to facilitate combined training with other local authorities to achieve value for money on more expensive learning opportunities as appropriate
- for Members to engage more in the training process and take responsibility for their own training needs and requirements including the methods best suited to their style of learning
- to acknowledge that 'learning on the job' was invaluable for Members and should not always be side-lined in favour of text-based training
- a desire for training to be more interesting thus encouraging Members to participate more fully in any arranged training sessions/programmes.

#### RESOLVED

that having taken on board the views and comments from Members regarding future training methods and requirements, the review of the Member Development Strategy be undertaken through the Standards Informal Working Group over the next few months with a report back to Committee in due course.

The meeting closed at 8.40 pm

Chairman.

<b>Report To:</b>	<b>STANDARDS AND PERSONNEL APPEALS COMMITTEE</b>
<b>Date:</b>	<b>8 DECEMBER 2021</b>
<b>Heading:</b>	<b>MEMBER DEVELOPMENT STRATEGY UPDATE</b>
<b>Portfolio Holder:</b>	
<b>Ward/s:</b>	<b>N/A</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

## Purpose of Report

The Member Development Strategy sets out a commitment from Ashfield District Council regarding training and development for Elected Members. It aims to provide guidance on how members will be supported with learning and development opportunities to develop the skills and knowledge necessary to undertake their roles as community leaders and representatives of the Council.

The draft update has been reviewed at two informal meetings of the Standards Committee in August and November 2021. The objective of reviewing the Strategy was to ensure that it continued to meet the needs of Ashfield Members in carrying out their role as a Councillor.

The draft Strategy update includes a focus on identifying the training needs of Members, ensuring that training is designed to enhance Members skills to carry out their role and clear evaluation methods both pre and post training.

## Recommendation(s)

Members of the Committee are asked to;

- Consider the information contained in this report
- Approve the Strategy update attached as Appendix A,
- Recommend to Council for approval.

## Reasons for Recommendation(s)

This Strategy is designed to provide an overall framework for member development that reflects best practice, Members development needs and skills enhancement and effective evaluation.

## **Alternative Options Considered**

Alternative Member development methods were considered as part of the two informal meetings. This included:

- Member induction
- Greater access to officers
- 1 on 1 training

Member induction will be considered as part of a wider induction programme for 2023, greater access to officers and 1 on 1 training have resource and capacity implications that will continued to be monitored and reviewed when considering Member development.

## **Detailed Information**

Ashfield District Council recognises that continuous member development is key to Councillors carrying out their role both within the district and as community representatives at meetings of the Council and its partners.

All Councillors have a responsibility to learn new skills in line with the ongoing changes in local government. The overarching aim of the strategy is, therefore, to ensure that there is support for all members to enable them to acquire sufficient knowledge and a full range of skills to maximise their ability and capacity.

All members need to understand the scope and scale of the role in order to be able to identify the personal development needs that will enable them to fulfil the ever increasing individual and political demands.

This strategy sets out how the overarching aims for skilled, informed Elected Members will be achieved using the four identified principles of:

- Members will be offered opportunities to acquire the knowledge, skills and expertise they need to perform their roles effectively.
- Members will be encouraged to take responsibility for and actively seek opportunities for their own learning and development.
- Training and development applies to all members, even those that have been members for some time and feel that there is nothing new to learn.
- Members who take advantage of the opportunities available will be actively encouraged and supported.

This Strategy further sets out the main objectives for Member development and the methods that will be used to suit the diverse needs of Councillors.

## **Evaluation**

A key element of the Strategy is evaluation. This will be used both in identifying training needs and evaluating how effective training is. Evaluation of learning and development activities will seek to assess the impact of the training in relation to achieving Members' priority training needs and the impact on the Council in achieving the aims of the Corporate Plan. Following the conclusion of events, Members will be asked to complete a feedback form, which will be issued by the Service Manager.

Where appropriate, follow-up feedback forms, giving Members an opportunity to reflect on how they have put the learning into practice, may be given to Members to complete a few months following a learning and development event, either on paper or electronically.

The Strategy update is attached as Appendix A for consideration.

## Implications

### Corporate Plan:

The Council will strive to ensure effective community leadership through training, good governance, transparency and accountability.

### Legal:

There are no legal implications contained within this report.

### Finance:

The cost of training and future Member development is to be met from the existing Training & Development budget for Members.

Budget Area	Implication
General Fund – Revenue Budget	As above
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

### Risk:

Risk	Mitigation
Insufficient Member training and development carries risks regarding decision making, debate and representation.	An effective Member Development Strategy will ensure Members have the necessary skills to carry out their role both within the district and representing their constituents at Council and other partner meetings.

## **Human Resources:**

In recognition of the varying development needs and preferred learning styles, the Member Development Strategy will include a range of delivery methods including workshops, presentations, written resources, and e-learning. Ongoing work will be undertaken with Human Resources regarding the effective implementation of the Strategy to ensure that it meets the needs of all Members in carrying out their role.

## **Environmental/Sustainability**

Environmental / Sustainability considerations will be considered on a case by case basis with regards to methods of training.

## **Equalities:**

Member learning and development activities are open and accessible to all Councillors. It is intended that all development activities should be equally accessible and meet the Council's equal opportunities policy and practice.

## **Other Implications:**

*None*

## **Reason(s) for Urgency**

*N/A*

## **Reason(s) for Exemption**

*None*

## **Report Author and Contact Officer**

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# Member Development Strategy 2021



Ashfield

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# INTRODUCTION

Ashfield District Council recognise that to succeed in delivering high quality, cost effective services to the people of Ashfield, it needs well motivated, proactive Councillors with the skills and expertise to drive forward the Council's agenda.

Continuous member development is key to achieving this as all Councillors have a responsibility to learn new skills in line with the ongoing changes in local government. The overarching aim of the strategy is, therefore, to ensure that there is support for all members to enable them to acquire sufficient knowledge and a full range of skills to maximise their ability and capacity.

Arising from this overarching aim the Council has identified the following principles that will underpin how member development is delivered.

- *Members will be offered opportunities to acquire the knowledge, skills and expertise they need to perform their roles effectively.*
- *Members will be encouraged to take responsibility for and actively seek opportunities for their own learning and development.*
- *Training and development applies to all members, even those that have been members for some time and feel that there is nothing new to learn.*
- *Members who take advantage of the opportunities available will be actively encouraged and supported.*

This strategy sets out how the overarching aim will be achieved using these principles as the basis for doing so, for example in how access to learning will be ensured.

# AIMS OF STRATEGY

This Strategy is designed to provide an overall framework for member development that reflects best practice and achieves the following objectives:

- *Provide a range of learning opportunities linked to skills required by Councillors for them to carry out their varied duties;*
- *Support and enhance the skills of all Elected Members through learning and development;*
- *Provide equality of opportunity and access to training and development for all Councillors;*
- *Encourage all members to take advantage of the learning and development opportunities available;*
- *Ensure that all newly elected members are properly inducted into the Council.*
- *Raise the profile of Ashfield by ensuring each member has access to training and development which will improve the quality of their role and the service they give to the public;*
- *Provide training and development at different times and in different ways to suit the diverse needs of Councillors;*

## Role of Elected Members

Councillors have personal, individual and collective responsibilities for their council's activities. In addition, as members of political groups or as independents, Councillors will express political values and support the policies of the group to which they belong.

Councillors who are Committee/Panel Chairs or Portfolio Holders have more specialised roles in promoting particular policies, representing the council while at the same time working with other agencies to tackle issues. Members roles include;

## Representing the ward

The primary role of a member is to represent their ward and the people who live in it. They also have a responsibility to communicate Council policy and decisions to people in the ward.

## Decision-making

Members have a central part to play in making decisions that impact on their ward and across the whole area covered by the Council. They will be involved in decision-making through:

- Council
- Cabinet (Cabinet Members only)
- Regulatory committees such as Planning or Licensing
- Sitting on boards and other groups as appointed to outside bodies

## Policy and strategy development and review

Members influence and determine the development and review of the Council's policies and strategies. They also monitor the Council's performance. They contribute to this through their:

- Role in Overview and Scrutiny
- Involvement in advisory groups and partnerships
- Interaction with Cabinet Members
- Role as a representative on local community groups
- Case work
- Membership of a political group.

## Overview and Scrutiny

The Overview and Scrutiny role of Members includes:

- Monitoring and reviewing policy formulation and implementation
- Policy development
- Quality review
- Scrutiny of external bodies and agencies
- Providing a check on the activities of the Cabinet through call-in powers

## Regulatory Duties

Local authorities also act as regulators within certain functions and Members may be appointed to special committees that carry out these functions, such as standards, planning and licensing committees. In these roles, members are required to act independently and are not subject to the party group whip. Regulatory committees require Members to undertake mandatory training to carry out the regulatory function of those committees.

Currently Members are required to undertake the following mandatory training;

- Planning
- Licensing (and its sub-committees)
- Standards and Personnel Appeals Committee (and its hearing sub-committee)
- Chief Officers sub committee
- Safeguarding
- Code of Conduct
- Ethical Governance
- Equalities and Diversity
- **Any other training that the Council deems as required**

## Community Leadership and Engagement

Community leadership is at the heart of modern local government and councils are taking on new responsibilities for working in partnership with other organisations, including the voluntary and community sector, to improve services and the quality of life of citizens.

# Identifying Member Development Requirements

The process for identifying Members' development needs and priorities will be Member-lead with officers bringing to Members' attention any training which is beneficial in carrying out their role. Learning and development priorities will also be assessed collectively in relation to the needs of specific committees and legislative and regulatory requirements.

**Note for Members:** Members could be asked to complete a Training Needs Questionnaire (attached as Appendix A) each year to identify what priorities they have for learning and development in the next year. This will then be used to develop and deliver the Member Development Training Plan.

In identifying their priority learning and development needs, Members will be asked to consider outcomes they would like to achieve in relation to the requirements of the Council and achieving the Corporate Plan, personal aspirations and developing core skills.

## How Will Training Be Delivered

Training will be delivered in a variety of forms, including in-house Member Seminars, briefings training at Committee / Panel meetings, E Learning, PowerPoint presentations and by sharing experiences with each other. Bespoke training will be provided by a mixture of internal Officers and external providers as and when necessary.

Additionally, Members can identify themselves external training that may enhance their knowledge and improve their skills in carrying out their role. In these instances Members should notify the Democracy Manager of the training, including details of nature of the course, location and cost.

**Note for Members Consideration:** It may be useful to identify and agree requirements / evaluation method needed to assess relevance of the course and contribution it will make to enhancing Members skills to carry out their role. **Please see Appendix B**

The suggested Training Needs Questionnaire will also be used to develop and deliver a Member Development Training Plan.

# Resources and Support

The Service Manager, Scrutiny and Democratic Services will monitor the budget for Member training and development and evaluate whether it meets the objectives identified within this strategy for Member Development. The 2021/22 budget for Member training and development is £10,000. This incorporates internal, external courses and conferences and seminars.

Courses requiring expenditure must be booked by the Democratic Services Team and reported to the Service Manager. Member Development has dedicated support from the Democratic Services Team. It is the role of the Service Manager to coordinate the Member Development Program, arrange facilitators, collate feedback and promote Member Development across the Council.

All Councillors are aware of this support and are encouraged to contact the team should they wish to go on a course or look to develop an area of skills but are unsure as to how to go about it.

## Delivering Development Training

Member learning and development activities are open for all Members to attend and it is intended that all such activities should be equally accessible and conform to the Council's equal opportunities policy and practice.

In recognition of the varying development needs and preferred learning styles, the member development programme will include a range of delivery methods including workshops, presentations, written resources, and e-learning.

## **Timing of in-house Training**

Meeting arrangements are flexible in order to provide sessions to accommodate the needs of Members. When additional training or briefing sessions are organised, consideration will be given to the best time of day to schedule the meeting and Members will be consulted where appropriate.

## **Access to Information and Resources**

All presentations and other materials from development activities and briefing sessions will be made available to all members, including those who could not attend.

Information about up-coming events is provided in writing and by email. Flyers may also be placed in the Members Rooms.

## **Working in Partnership**

The Council may work with Mansfield District Council to share best practice and deliver training locally to members in the two authorities. The Council will look to share training opportunities with its partners and other local councils such as parish and town councils, as appropriate.

Members' attendance on external training courses is supported where the course is relevant to the member's learning and development needs and is cost-effective. Details of courses and development opportunities will be circulated to all Members to ensure they are available on an equal basis.

Requests for external training will be determined by the Service Manager. Requests for training or development which have significant financial or policy implications will be submitted to the Director of Legal and Governance (Monitoring Officer).

# Evaluating Member Development

All learning and development activities should be evaluated to provide information on effectiveness and value for money. Evaluation of learning and development activities will seek to assess the impact of the training in relation to achieving Members' priority training needs and the impact on the Council in achieving the aims of the Corporate Plan. Following the conclusion of events, Members will be asked to complete a feedback form, which will be issued by the Service Manager.

Where appropriate, follow-up feedback forms, giving Members an opportunity to reflect on how they have put the learning into practice, may be given to Members to complete a few months following a learning and development event, either on paper or electronically.

## Additional Support

The Council recognises that effective member development includes support and opportunities in addition to training. The Council will, therefore, provide the following to Members;

- *Advice and support within the Democratic Services Team*
- *Access to IT equipment, information, stationery and office space in the Members' Room / Group Rooms*
- *Access to relevant Council and other information electronically through the Members Briefing*

## Appendix A - Training Needs Questionnaire

This questionnaire is designed to identify the learning and development needs of Ashfield District Councillors. The information gathered will be collated and will assist in the identification of the most significant needs of Councillors in relation to member training and development.

### Questionnaire

The information gathered from the questionnaire will be collated and recorded on your individual training record.

### Rating

You are asked to reflect on your current role to identify any skills or knowledge gaps that you may have. A training and development need could be something you feel you have but need to improve. It could also be something that you feel you already do well, but would like to further develop.

Please use the rating scale below to assist you in deciding if these skills and knowledge are low, medium or high development need.

Development Need	
Low	Low level of priority - training is not required to fulfil current role
Medium	Moderate level priority - although training will assist in fulfilment of current role it is not an immediate priority.
High	High level priority - training as soon as practicable would assist fulfilment of current role.

## Analysis

1. Once completed information within the questionnaires will be analysed.
2. If there are any queries in relation to the completed questionnaire you will be contacted, in the first instance, via email.
3. Findings from completed questionnaires will be collated and used to assist with relevant training and development activities for you and other Councillors.
4. If you would prefer a one-to-one interview to go through the questionnaire or require any further information relating to the questionnaire please contact Mike Joy, Service Manager - Scrutiny and Democratic Services.

### Personal Training Requirements

Name.....

Length of Service (as a Councillor).....

#### Current Role

	(Please Tick)	Would you Welcome Refresher Training in this Area? (Please Tick)
Cabinet Member		
Chairman		
Vice Chairman		
Panel/Committee Member		

#### Please Indicate Skills Areas That You Require Training / Development (Please Tick)

	(Tick)	L/M/H
Information Technology		
Finance		
Planning		
Scrutiny		
Audit		
Licensing		
Standards / Governance / Ethics		
Local Government		
Chief Officers		
Housing		
Benefits		
Environmental Issues		
Communications		

Presenting/Facilitation		
Monitoring Performance		
Risk		

**Any Other Areas?**

.....

.....

.....

.....

**Preferred Method Of Training (Please Tick)**

<b>Face to Face</b>	
Online	
Internal (Council)	
External (Can travel)	
1-2-1	
Group	

**Any Other Areas that you Feel Should be Addressed**

.....

.....

.....

.....

Thank you very much for completing the questionnaire. Please note training and development is not always undertaken through a training course and other learning solutions may be advised. All training is subject to the usual approvals. **Please return to Mike Joy, Service Manager - Scrutiny and Democratic Services**

## Appendix B, Pre-Course Evaluation Form

To be completed by Councillor and returned to the Service Manager, Scrutiny & Democratic Services prior to the booking of any training / seminars / courses. This form is designed to help assess the added value of courses in carrying out your role as a Councillor for both constituents and the Council.

<p><b>Course?</b></p>	
<p><b>Cost Of Course?</b></p>	
<p><b>Position?</b></p>	<p>Leader / Portfolio Holder / Chairman / Opposition / Scrutiny Member etc etc</p>
<p><b>How will this course assist you in carrying out your Member role?</b></p>	

<b>How does this course contribute to the Councils priorities</b>	

<b>Report To:</b>	<b>STANDARDS AND PERSONNEL APPEALS COMMITTEE</b>
<b>Date:</b>	<b>8 DECEMBER 2021</b>
<b>Heading:</b>	<b>USE OF RESOURCES POLICY</b>
<b>Portfolio Holder:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>NOT APPLICABLE</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

The purpose of this report is to recommend the adoption of the draft Use of Resources Policy by Council as an appendix to the Members' Code of Conduct.

### **Recommendation(s)**

Members of the Standards and Personnel Appeals Committee are recommended to:

- a. Recommend that Council adopt the Use of Resources Policy appended to this report as an appendix to the Members' Code of Conduct.

### **Reasons for Recommendation(s)**

A Hearing Sub-Committee of the Standards and Personnel Appeals Committee recommended the adoption of a Members' Use of Resources policy to provide clear guidance to Members regarding the appropriate use of Council resources.

### **Alternative Options Considered**

Committee Members could consider any amendments to be made to the draft Use of Resources Policy. Committee Members could also consider not recommending the draft Use of Resources Policy to Council; however, this would be contrary to the previous recommendation of the Hearings Sub-Committee.

## **Detailed Information**

The draft Use of Resources Policy is appended to this report as **Appendix 1**. The purpose of the Policy is to provide Members with clear guidance and rules on the use of Council resources.

### **MEMBERS' CODE OF CONDUCT**

The Members' Code of Conduct states:

7. *As a Councillor, when using or authorising the use by others of the resources of the Authority:*
  - 7.1. *You act in accordance with the Authority's reasonable requirements, including the requirements of the Council's ICT Policy, a copy of which has been provided to you and which you are deemed to have read;*
  - 7.2. *You make sure that such resources are not used improperly for political purposes, unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Authority or of the office to which you have been elected or appointed; and*
  - 7.3. *You have regard to any applicable Local Authority Code of Publicity Made under the Local Government Act 1986.*

*You may be provided with resources and facilities by the Authority to assist you in carrying out your duties as a Councillor. Examples include:*

- *Office support;*
- *Stationery;*
- *Equipment such as phones and computers;*
- *Transport;*
- *Access and use of local authority buildings and rooms.*

*These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Authority's own policies regarding their use.*

### **USE OF RESOURCES POLICY**

The key principle of the draft Use of Resources Policy is that public office and public resources should not be used to further purely private or party-political purposes. All Councillors must comply with the provisions of the adopted Members' Code of Conduct regarding the use of Council resources.

Council resources should be used exclusively for the purposes of Council business or to enable Councillors to carry out their Councillor role. Failure to comply with the rules set out with the Use of Resources Policy is likely to result in a breach of the Members' Code of Conduct.

The draft Use of Resources Policy has been considered at two informal meetings of the Standards and Personnel Appeals Committee with Members making suggestions on numerous aspects of the Policy, including:

- Use of Council buildings and rooms

- Council issued clothing
- Printing
- Incoming and outgoing mail
- What constitutes “Council Business”

Members have suggested that the draft Use of Resources Policy should be appended to the Members’ Code of Conduct which has recently been reviewed, with an updated Code approved by Council.

## **LGA GUIDANCE**

Guidance from the LGA has also been considered by Members during development of the draft Use of Resources Policy. *Guidance on Local Government Association Model Councillor Code of Conduct* was published in July 2021 to accompany the Model Members’ Code of Conduct released by the LGA earlier in the year.

Within the guidance, there is a section focused on use of resources, titled *Misuse of Resources and Facilities*, that has been used by Members to inform the development of the draft Use of Resources Policy. The guidance sets out the importance of adopting a use of resources policy, explaining what “resources of the local authority” means, what constitutes using resources “improperly or for political purposes”, and what a typical use of resources policy should cover. The guidance also offers a useful practical example of a councillor misusing resources.

The guidance can be accessed through the following link:

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#misuse-of-resources-and-facilities->

## **Implications**

### **Corporate Plan:**

The Council will strive to ensure effective community leadership through good governance, transparency, accountability, and appropriate behaviours.

### **Legal:**

In accordance with Section 2 of the Local Government Act 1986 and the Local Authority Publicity Code:

*“A local authority shall not publish, or arrange to publish, any material which, in whole or in part, appears to be designed to affect public support for a political party.”*

Section 6 of the Local Government Act 1986 states that:

*“Publicity refers to any communication, in whatever form, addressed to the public at large or to a section of the public.”*

**Finance:**

There are no financial implications associated with recommending the adoption of the draft Use of Resources Policy. Any financial issues relating to the provision of specific resources as set out in the policy which will be contained within existing budgets.

Budget Area	Implication
General Fund – Revenue Budget	
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

**Risk:**

Risk	Mitigation
There are no risk associating with recommending the adoption of the draft Use of Resources Policy.	

**Human Resources:**

There are no HR implications associated with recommending the adoption of the draft Use of Resources Policy.

**Environmental/Sustainability:**

There are no environmental/sustainability implications associated with recommending the adoption of the draft Use of Resources Policy.

**Equalities:**

There are no equality issues associated with recommending the adoption of the draft Use of Resources Policy. Protected characteristics would be taken into account when considering any adjustments in the resources provided to Members on an individual basis.

**Other Implications:**

None.

**Reason(s) for Urgency**

None.

**Reason(s) for Exemption**

None.

**Background Papers**

None.

**Report Author and Contact Officer**

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# Ashfield

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DISTRICT COUNCIL

## **Protocol for Use of Resources by Councillors**

**Version:**

**Approved by Council:**

## 1. INTRODUCTION

- 1.1 This protocol provides rules on the use of Council resources in relation to your role as a Councillor. The key principle underlying this protocol is that public office and public resources should not be used to further purely private or party-political purposes.

The Council provides a range of support services and facilities to enable Councillors to carry out their duties.

All Councillors must comply with the provisions of the adopted Members' Code of Conduct regarding the use of Council resources.

Council resources should be used exclusively for the purposes of Council business or to enable Councillors to carry out their Councillor role. Failure to comply with the rules set out within this protocol is likely to result in a breach of the Members' Code of Conduct.

- 1.2 As set out within the Members' Code of Conduct, as a Councillor, when using or authorising the use by others of the resources of the Council:
- 1.2.1 You act in accordance with the Authority's reasonable requirements including the requirements of the Authority's ICT policy.
- 1.2.2 You make sure that such resources are not used improperly for political purposes unless that use could reasonable be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Authority or of the office to which you have been elected or appointed.
- 1.2.3 You have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 1.3 You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a Councillor. Examples include:
- Office support
  - Stationery
  - Equipment such as phones, computers
  - Transport
  - Access and use of local authority buildings and rooms
- 1.4 These are given to you to help you carry out your role as a Councillor more effectively and not to be used for business or personal gain. They are to be used in accordance with the purpose for which the have been provided as set out within this Protocol.

1.5 The rules regarding the use of these resources are set out in the Schedule within this protocol.

## 2. WHEN THIS PROTOCOL APPLIES

2.1 Councillors may use Council facilities and resources in connection with the following Council business:

- Matters relating to the decision-making process of the Council, e.g., Council, Cabinet, and committee meetings
- Representing the Council on an outside body
- Holding ward surgeries
- Meeting, communicating, and dealing with correspondence from residents, other Councillors, Officers, Government officials, MPs etc. in connection with Council business
- Matters for discussion by a political group of the Council, so long as it relates mainly to the work of the Council and not your political party or group

## 3. PRINCIPLES FOR USE OF RESOURCES

3.1 Councillors must be mindful of Council resources and must always seek to conduct business in the most cost-effective way. Councillors must have regard to the need to ensure prudent and reasonable use of resources and value for money.

Party political activities or individual campaigning **do not** form part of Council business and the Council's resources must **not** be used for these activities. This includes Council email addresses. The Council is prohibited by law from publishing any material which, in whole or in part, appears to be designed to affect public support for a political party or an individual Councillor.

Use of resources for the purpose of representing individuals or small groups of residents is acceptable. However, high volume use of resources including sending out circulars and conducting wide-scale consultation exercises is not acceptable, even though these may involve Council business.

In the interests of economy and the environment, Councillors are requested to use e-mail, or to hand-deliver, instead of using post wherever possible.

The Standards and Personnel Appeals Committee is responsible for oversight of use of resources.

## **SCHEDULE**

### **4. IT EQUIPMENT**

- 4.1 Each Councillor is provided with appropriate equipment for their full term of office. This currently consists of an iPad tablet device and keyboard.
- 4.2 On receipt of equipment, Councillors are required to confirm that they have read the Councillors' ICT Acceptable Use Guidance.
- 4.3 Technical support for the ICT equipment provided to Councillors by the Council is available through the Council's ICT helpdesk.
- 4.4 IT user training is available on request.
- 4.5 Councillors are required to return the supplied equipment if they cease to be a Councillor or at the end of their full term in office.

### **5. COUNCILLOR WEBPAGES**

- 5.1 The Council's website includes contact details, photograph, committee memberships, attendance information, political affiliation, and register of interests.

### **6. SECURITY PASS**

- 6.1 Each Councillor is issued with a photo security pass to be worn at all times when in the Council Offices.
- 6.2 Each card is individually programmed to provide access to particular areas in the Council Offices.
- 6.3 Each card is programmed to enable Councillors to scan, copy, and print from the multi-function devices situated around the Council Offices.

### **7. COUNCIL BUILDINGS AND ROOMS**

- 7.1 Council buildings and rooms should only be used for the purpose of carrying out your role as a Councillor in relation to Council business.

This includes:

- Dealing with casework
- Meeting constituents or local partners
- Preparing for and attending Council meetings
- Meeting with Council Officers

## **8. INCOMING MAIL**

- 8.1 Each Councillor has a pigeonhole/post tray located within relevant group areas, or within the Democratic Services Office, for Council paperwork or any incoming mail received by the Council.
- 8.2 Pigeonholes/post trays should be checked and items within collected regularly.
- 8.3 If Councillors are not expected to be at the Council Offices for some time, they should discuss any specific requirements with Democratic Services.

## **9. OUTGOING MAIL**

- 9.1 In the interests of economy, Councillors are encouraged to use email or hand-deliver mail where possible.
- 9.2 Councillors who wish to send outgoing mail by post should hand the mail to Democratic Services.
- 9.3 The Council's pre-printed windowed envelopes **must** be used in order to enable mail to be processed in accordance with the Council's contractual arrangements with Royal Mail.
- 9.4 Unless there are exceptional circumstances, outgoing mail will be sent second class.

## **10. STATIONERY**

- 10.1 A limited range of stationery is available from Democratic Services.
- 10.2 Stationery must not be adapted to include political logos.
- 10.3 The multi-function devices are regularly restocked with printer paper, Democratic Services should be contacted to re-stock if necessary, rather than taking paper from other locations in the Council Offices.
- 10.4 Electronic versions of Councillor letterheads are available from Democratic Services.

## **11. PRINTING**

- 11.1 Security passes enable Councillors to print, scan, and photocopy from the multi-function devices located around the Council Offices, including in the Members' Room. These are the only printing facilities available.

- 11.2 Councillors should be economical in their use of print.
- 11.3 Due to the costs associated with colour printing, Councillors should always print/copy in black and white unless colour is required to enable the document to be understood.
- 11.4 Each Councillor has a monthly print limit of £10.

## **12. BUSINESS CARDS**

- 12.1 Councillors can request a supply of 250 business cards through the Council's Communications Team.

## **13. CONFERENCES, SEMINARS AND TRAINING**

- 13.1 Attendance at conferences, seminars, and training events for which a fee is payable or which will incur mileage or subsistence claims must be approved in advance by the Service Manager – Scrutiny and Democratic Services in accordance with the Members Development Policy and Members' Allowances Scheme.

## **14. CLOTHING**

- 14.1 Members may occasionally be required to wear Council clothing such as Council branded coats, high visibility items, or other protective clothing when attending events or outside locations. In these circumstances, as set out within the Council's Provision of Corporate Clothing and Personal Protective Equipment Policy:

*"Members will be provided with appropriate corporate clothing and PPE on an 'as needs' basis as required by the particular circumstances and duties/functions being undertaken. All items of corporate clothing and PPE issued to Members shall be returned to the Council upon completion of the relevant duty/function."*

- 14.2 Council branded clothing must not be worn for political campaigning or personal activities. Council branded clothing must only be worn at Council arranged events/photoshoots in relation to Council business.



<b>Report To:</b>	<b>STANDARDS AND PERSONNEL APPEALS COMMITTEE</b>
<b>Date:</b>	<b>8 DECEMBER 2021</b>
<b>Heading:</b>	<b>ETHICAL GOVERNANCE UPDATE</b>
<b>Portfolio Holder:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>NOT APPLICABLE</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

The purpose of this report is to provide the Standards and Personnel Appeals Committee with updates on the following:

- Politically Restricted Posts
- Code of Conduct guidance documents
- Gifts and Hospitality – revised guidance and reporting arrangements
- Code of Conduct complaints

### **Recommendation(s):**

**Committee is asked to:**

- 1. Note the updates provided regarding the review of the Politically Restricted Posts list, the Code of Conduct documents and outstanding complaints; and**
- 2. Approve the revised Gifts and Hospitality guidance and declaration form and note the new reporting arrangements.**

### **Reasons for Recommendation(s)**

Update in respect of Gifts and Hospitality – relates to a best practice recommendation from the Committee on Standards in Public Life – as part of ongoing work of the Committee.

Politically restricted posts - to comply with the requirements of the Local Government and Housing Act 1989.

Code of Conduct complaints update - to reflect good practice. To enable Members to monitor the volume and progress of complaints.

### **Alternative Options Considered**

Guidance relating to Gifts and Hospitality – there is a duty under the Code of Conduct to declare gifts and hospitality; it is good practice to assist Members when making decisions and declarations regarding gifts and hospitality by providing guidance. Members may consider amending the draft documents attached to the report.

Politically restricted posts - none considered. The Council is under a duty to comply with the legislation and review the list regularly.

Code of Conduct complaints update and update regarding Code of Conduct Guidance – none considered. The updates are for noting.

### **Detailed Information**

#### **Politically Restricted Posts**

Members will recall at the last meeting that authority was given for the Monitoring Officer to review the existing list of Politically Restricted Posts in conjunction with HR before consulting with the Trade Unions and Corporate Leadership Team. It was agreed that, following this exercise, a revised list would be reported to the next meeting of this Committee.

During consultation with the Trade Unions, a number of posts have been queried regarding their inclusion in the list – the posts identified meet the remuneration level criteria, but the Trade Unions consider that the postholders on the grounds that they do not influence policy or speak on behalf of the authority to journalists or broadcasters.

#### **Procedure on Appeal**

Employees included in the list on either remuneration-related or duties-related grounds can appeal against their inclusion, if they feel that they cannot influence policy, or that the local authority has incorrectly applied the duties-related criteria.

All such appeals require a letter from the applicant formally seeking exemption and a full job description of the post (a 'certificate of opinion' from the authority will also be required in the case of a post holder at or above the remuneration ceiling).

The Monitoring Officer is now working with the Trades Unions regarding the process for appealing to the Committee.

**Committee is asked to note the progress made regarding politically restricted posts and what will happen next.**

#### **Gifts and Hospitality**

The Committee has committed to continuing to consider and implement the best practice recommendations of the Committee on Standards in Public Life.

Best practice recommendation 5 states:

Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

The Committee has previously agreed to:

- Develop a Register on the Council's Website.
- Introduce quarterly reporting through Committee (albeit that Members were concerned this is disproportionate to the number of declarations made on an annual basis).
- Produce a Guidance Note for Members (in line with the annual reminder).

A revised declaration form for Gifts and Hospitality is attached to the report as Appendix 1 together with a revised Guidance for Members which is attached as Appendix 2. Declarations of gifts and hospitality can now be publicly reported through modern.gov.

The revised declaration form and guidance has been developed alongside guidance released by the LGA in relation to registration of gifts, hospitality, and interests. In this guidance, the LGA sets out how declaring gifts and hospitality is a mechanism to protect councillors and the reputation of a local authority. Caution should be exercised when accepting any gifts or hospitality. The guidance expands on what hospitality means, how much detail should be included in a declaration, and what action to take if a gift or hospitality has not been accepted.

No declarations of gifts and hospitality have been received since the last report to Committee in June; the last declaration was made in January 2020.

**Committee is asked to approve the revised Gifts and Hospitality Guidance and Form and to note the update regarding reporting arrangements.**

### **Code of Conduct Guidance**

The Local Government Association has recently published detailed guidance regarding the Members' Model Code of Conduct. The full guidance document may found at:

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>

All Members were e-mailed a link to the guidance. Members of the Committee were given the opportunity to consider the guidance document at recent informal meetings of the Committee. Members endorsed the suggestion to create a series of guidance notes for Members, Officers and the public incorporating elements from the Council's Code of Conduct and the LGA's guidance document so that the information was more manageable. Permission is being requested from the LGA to use its guidance document in this way. If permission is given, it is hoped that a series of guidance documents will presented to the next meeting of this Committee.

**Committee is asked to note the LGA's Guidance for the Model Code of Conduct.**

### **Code of Conduct Complaints Update**

This report outlines in Appendix 3 the number of complaints of alleged Member misconduct which remain outstanding and a summary overview of the status of ongoing complaints.

Since the last update to the Committee:

- 5 complaints relating to District Councillors has been concluded with summary details contained in the report.
- There have been 3 new formal complaints in this period regarding District Councillors.

**The Committee is requested to note the updated position in respect of Members' Code of Conduct complaints.**

## **Implications**

### **Corporate Plan:**

To ensure we deliver high-quality public services we have adopted a set of corporate values which underpin the successful delivery of our priorities. How we work is as important as what we do. The Council's values are: People Focussed; Honest; Proud; Ambitious.

### **Legal:**

Politically restricted posts are governed by legislation set out in the body of the report and the draft list has been developed taking the statutory criteria into account.

### **Finance:**

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	The Authority incurs costs in investigating complaints of alleged Member misconduct if investigations are carried out externally, and these charges are borne by the General Fund. The Council investigates complaints in house as far as possible to reduce costs. Where complaints need to be investigated externally these costs are expected to be contained within existing budgets.
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
The Council has recognised the following Corporate Risk:  Ethical Governance – failure/delay to implement changes to the Members' Code of	Ongoing work by the Standards and Personnel Appeals Committee in relation to the Committee on Standards in Public Life – report on Local Government Ethical Standards

<p>Conduct and recommendations of the Committee on Standards in Public Life (CSPL) and Peer Challenge (CR003)</p> <p>Significant resource to deal with implications of proposed Code of Conduct changes.</p> <p>Significant resource to deal with implications of implementing the recommendation of the CSPL.</p> <p>Potential for negative perception of the Council which impacts upon the Council's reputation.</p> <p>Potential for adverse impact upon the workings of the Council.</p> <p>Without new legislation does not provide holistic response to the recommendation of the CSPL.</p>	<p>Present Quarterly Complaint Monitoring reports to Standards and Personnel Appeals Committee</p> <p>Members received training regarding the Code of Conduct, their behaviours and roles and responsibilities as part of the induction in May 2019. In line with the Corporate Peer Challenge recommendation and the adoption of a new Code of Conduct at the AGM on 20 May 2021 further training will be organised.</p>
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**Human Resources:**

The review of politically restricted posts will be undertaken with Human Resources.

**Environmental/Sustainability**

There are no Environmental/Sustainability implications in the report.

**Equalities:**

The review of politically restricted posts will be carried out in accordance with legislation and consideration of the Council's commitment to equality and diversity implications.

**Other Implications:**

Trades Unions and Corporate Leadership Team will be consulted on the list of politically restricted posts before reporting back to the Standards and Personnel Appeals Committee at their next meeting.

**Background Papers**

None

**Report Author and Contact Officer:**

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 Monitoring Officer  
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## GIFTS AND HOSPITALITY - MEMBERS

<b>NAME:</b>	
I have been offered a gift/hospitality in excess of an estimated value of £50.00 (fifty pounds) and the details are as follows:-	
1.	The gift/hospitality was offered by:
2.	The gift/hospitality was:
3.	the organisation/person has an interest in a permission or work from the Council as follows:-

### PLEASE NOW COMPLETE EITHER PART A OR PART B

<b>PART A</b>	
I have accepted/intend to accept the offer which is in accordance with the Members' Code of Conduct AND I have obtained the following certification from a senior officer within the Authority.	
Member's Signature:	Date:
<b><u>Certification by Chief Executive, Chief Finance Officer or Monitoring Officer</u></b>	
Officer's Signature:	Date:
Designation:	

<b>PART B</b>	
I have decided to decline the offer made.	
Member's Signature:	Date:

Please complete and submit the form to the Democratic Services Team as soon as possible following receipt of the offer. Once received and verified, details of the gift/hospitality (whether accepted or declined) will be entered into the central Gifts and Hospitality Register and published on your individual Councillor page on the Council's website.

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### **Guidance to Members: Gifts and Hospitality**

In accordance with the Council's adopted Member Code of Conduct and if you should receive an offer of a gift or hospitality in excess of an estimated value of £50, you will need to complete a Gifts and Hospitality Form and submit it to the Democratic Services Team.

There is obviously a delicate balance between acceptance and refusal of hospitality or tokens of goodwill on certain occasions. A judgement must be made between causing offence by refusal and risking improper conduct by acceptance.

Once you have decided whether to accept or decline the gift or hospitality you are required under the Code of Conduct to declare it and will need to obtain a Gifts and Hospitality Form from the Democratic Services Team (shown at Appendix A).

Once the Form has been completed (either Part A or B), Members are asked to return it to the Democratic Services Team who will arrange for the form to be countersigned by the Monitoring Officer, the Chief Finance Officer or the Chief Executive.

Once received and verified, details of the gift or hospitality (whether accepted or declined) will be entered onto the central Gifts and Hospitality Register and published on your individual Councillor page on the Council's website.

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## QUARTERLY UPDATE OF COMPLAINTS – AS AT 30 NOVEMBER 2021

REFERENCE	DATE COMPLAINT RECEIVED BY MONITORING OFFICER	COMPLAINANT TYPE	COMPLAINT ABOUT A DISTRICT OR PARISH COUNCILLOR	ALLEGED BREACH	PROGRESS UPDATE	OUTCOME
ADC2019-12	14 June 2019	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. 2.7 Disrepute	Draft report circulated to parties for comments. Responses received and being considered.	
ADC2020-03	26 June 2020	Public District Councillor	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. 2.5 Confidentiality	Discussed complaint with complainant and Independent Person, discussions to be arranged with subject members – seeking informal resolution	
ADC2020-04	26 June 2020	Public District Councillor	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct.	Discussed complaint with complainant and Independent Person, discussions to be arranged	

				2.5 Confidentiality	with subject members – seeking informal resolution	
ADC2021-05	29 May 2021	Public	District Councillor	Failure to declare an interest	COMPLETE	No further action. No breach of the Code identified.
ADC2021-06	29 May 2021	Public	District Councillor	Failure to declare an interest	COMPLETE	No further action. No breach of the Code identified.
ADC2021-07	29 May 2021	Public	District Councillor	Failure to declare an interest	COMPLETE	No further action. No breach of the Code identified.
ADC2021-08	5 April 2021	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	COMPLETE	No further action. No breach of the Code identified. Appeared to be a service complaint.

ADC2021-09	8 May 2021	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	COMPLETE	No further action. No breach of the Code identified. Appeared to be a service complaint.
ADC2021-10	6 March 2021	District Councillor	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	Initial gathering of information underway in order to assess.	
ADC2021-11	6 March 2021	District Councillor	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	Initial gathering of information underway in order to assess.	
ADC2021-12	11 November 2021	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	Exploring potential to resolve this locally	

ADC2021-13	13 October 2021	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	Initial gathering of information underway – does not currently appear to be a breach of the Code.	
ADC2021-14	13 October 2021	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. Incorrect declaration of interest.	Initial gathering of information underway - does not currently appear to be a breach of the Code.	
<b>REFERENCE</b>	<b>DATE COMPLAINT RECEIVED BY MONITORING OFFICER</b>	<b>COMPLAINANT TYPE</b>	<b>COMPLAINT ABOUT A DISTRICT OR PARISH COUNCILLOR</b>	<b>ALLEGED BREACH</b>	<b>PROGRESS UPDATE</b>	<b>OUTCOME</b>
SPC2021-01	11 January 2021	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. 2.7 Disrepute	Assessment underway	