

# **STANDARDS COMMITTEE AGENDA**



**Tuesday 24<sup>th</sup> January, 2006**

**at 4 pm**

**in Committee Room A**

**MEMBERS: STANDARDS COMMITTEE:**

Councillors Ferriday, Griffin, Iseley, J Marshall, Preece, Shaw and Wallace

Co-opted Members: Mr K Fisher, Mr B Gray, Parish Councillor Mrs P Campbell,  
1 Vacancy

Parish Councillor Mrs M Pearson (For Information Only)

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

- 3.1 To confirm the minutes of the meeting held on 4<sup>th</sup> October 2005 (attached)

**4. ITEMS FOR DISCUSSION/DECISION**

- 4.1 Standards of Conduct in English Local Government: The Future – *Chief Solicitor*  
4.2 Business Report – *Chief Solicitor*  
4.3 Ethical Standards Officer's Findings of Breach of Code of Conduct –  
*Chief Solicitor*

**5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

**6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

# REPLACEMENT AGENDA

## EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

### 7. ITEMS REQUIRING DECISION

7.1 None

### 8. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

# **STANDARDS COMMITTEE**

## **MINUTES AND DECISION RECORD**

4<sup>th</sup> October 2005

**Present:**

Councillors Doug Ferriday, Sheila Griffin, Arthur Preece and Jane Shaw

Independent Member: Mr Keith Fisher

Officers: Tony Brown, Chief Solicitor  
David Cosgrove, Principal Democratic Services Officer  
Jo Wilson, Democratic Services Officer

### **14. Appointment of Vice-Chair**

Mr Keith Fisher was appointed Vice-Chair of the Committee.

**(Mr Keith Fisher in the chair)**

### **15. Apologies for absence**

Apologies for absence were submitted on behalf of Mr Barry Gray and Councillor Bill Iseley

### **16. Declarations of interest by members**

None

### **17. Confirmation of the minutes of the meeting held on 14<sup>th</sup> June and 9<sup>th</sup> August 2005**

Agreed.

### **18. Independent Member – Appeal Panels** *(Chief Solicitor)*

The Chief Solicitor reported that at the meeting on 9<sup>th</sup> August 2005 the Committee considered the appointment of independent members to the Council's social service and education appeals panels and Standards Committee.

Two applications had been received for a post on the Social Services and Education Appeals Panels. One of the applicants, Mr De'Ath, attended the meeting and was interviewed by the members present. Due to the absence of quorum the matter was referred for decision to the Standards Committee at their next meeting. The members present did, however, recommended approval of Mr De'ath's application.

The second applicant, Mr Ward, had been unable to attend the 9<sup>th</sup> August meeting and was therefore invited to attend this meeting and was given the opportunity to put forward his views, knowledge and experience. Following completion of the interview the Committee thanked Mr Ward for his participation in the process and following his departure gave detailed consideration to the merits of his application.

The Chief Solicitor also reported that there had still been no applications for the independent member's position on the Standards Committee. It was hoped that details of a possible nominee may be received in the near future. Members were also requested to put forward any appropriate nominees they were aware of to the Chief Solicitor.

### **Decisions**

- i) Mr De'Ath's appointment to the Social Services Complaints Review Panel and the Education Appeals Panel be approved
- ii) Mr Ward's appointment to the Social Services Complaints Review Panel and the Education Appeals Panel be approved

## **19. Ethical Standards National Conference** *(Chief Solicitor)*

The Chief Solicitor gave members details of a future Ethical Standards National Conference to be held on 24<sup>th</sup> November 2005 in York. An agenda was issued to members and the Chief Solicitor suggested that two members of the Committee attend together with himself as Monitoring Officer. As the conference was not on the Council's approved list, approval to the attendance would be needed.

### **Decision**

That subject to the necessary approval the Chief Solicitor and Councillors Preece and Shaw (or another member of the Standards Committee should they be not available to attend) attend the Ethical Standards National Conference.

KEITH FISHER

CHAIRMAN

**STANDARDS COMMITTEE**  
24TH JANUARY 2006



**Report of:** Chief Solicitor

**Subject: STANDARDS OF CONDUCT IN ENGLISH LOCAL GOVERNMENT: THE FUTURE**

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**1. PURPOSE OF REPORT**

The purpose of this report is to acquaint the Committee with the Governments proposals as set out in their discussion paper “Standards of Conduct in English Local Government: The Future” and to invite comments from members.

**2. BACKGROUND**

The Committee have previously examined and commented on consultation papers issued by the Office of the Deputy Prime Minister and the Standards Board for England regarding both review of the Code of Conduct for Councillors and the form of a code of conduct for employees.

The ODPM has now issued a discussion paper entitled paper “Standards of Conduct in English Local Government: The Future”. Copies of the ODPM covering letter and the discussion paper are attached at Appendices 1 & 2. The discussion paper provides the Government’s proposals regarding changes to the Code of Conduct for Councillors and for a code of conduct for employees.

**3. CONCLUSION**

Members are invited to note the discussion paper and comment as they consider appropriate.

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15 December 2005

The Clerk:  
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Council of the Isle of Scilly  
Combined Fire and Rescue Authorities  
Fire and Civil Defence Authorities  
Police Authorities in England and Wales

The Clerk:  
Parish Councils in England

Dear Colleague

## **STANDARDS OF CONDUCT IN ENGLISH LOCAL GOVERNMENT: THE FUTURE**

I am writing to inform you that the Government has today published the enclosed Discussion Paper which sets out its vision for a future comprehensive conduct regime for local authority members and employees.

Earlier this year, the Committee on Standards in Public Life (Graham Committee) made recommendations about the local government conduct regime including the role of the Standards Board for England, in Chapter 3 of its 10<sup>th</sup> report *Getting the Balance Right*. The ODPM Select Committee also made recommendations following its Inquiry into the *Role and Effectiveness of the Standards Board for England*. Subsequently, this Autumn, the Standards Board presented recommendations to the Office following its review of the code of conduct for members which Ministers had asked the Board to conduct.

This Discussion Paper reflects the Government response to the Graham and Select Committees, as well as having regard to the Standards Board's recommendations for amending the code of conduct for members.

The Paper also indicates the approach the Government is minded to follow on the conduct of employees, in particular on the political restrictions which apply to local government employees, the pay of political assistants and a code of conduct for employees. In reaching these views, the Government has had regard to the responses received to the consultation that the Office undertook on these issues last year.

The overall approach to conduct set out in the Paper would involve the following principal changes to current arrangements:

#### Conduct regime for local councillors

- Initial assessment of all misconduct allegations to be undertaken by standards committees, rather than the Standards Board;
- Local standards committees to be responsible for investigating and determining most cases;
- The Standards Board to adopt a more strategic, advisory and monitoring role, but retaining responsibility for investigating the most serious misconduct allegations;
- Improvements to the operation and composition of local standards committees, with independent chairs and committees to include independent members with a balance of experience; and
- A clearer, simpler code of conduct, including changes to the rules relating to personal and prejudicial interests.


#### Conduct regime for local government employees

- Issue a code of conduct for local government employees;
- Retain the current principle that senior and sensitive posts should be politically restricted, but to ensure that only the most senior and sensitive posts *are* covered;
- Discontinue the post of the Independent Adjudicator, and provide for authorities' standards committees to make decisions on posts exempt from restrictions;
- Uprate the current rate of pay for political assistants by Statutory Instrument, and provide for future increases to be permanently linked to local government pay scales.

The Government believes that such an approach would both deliver a clearer and more proportionate conduct regime for local government members and employees, and ensure that the public can continue to have confidence in those who serve them. We now intend to work with the Standards Board and other stakeholders to carry forward the changes identified in the Paper, having regard to any comments and debate the Paper itself generates. The Government recognises that certain of these changes would require primary legislation and it intends to seek this at the next convenient opportunity Parliamentary time allows.

Any queries or comments you may have on this Discussion Paper should be directed to William Tandoh (tel 0207 944 8765) [william.tandoh@odpm.gsi.gov.uk](mailto:william.tandoh@odpm.gsi.gov.uk), or Cathryn Evans (tel 0207 944 4262).

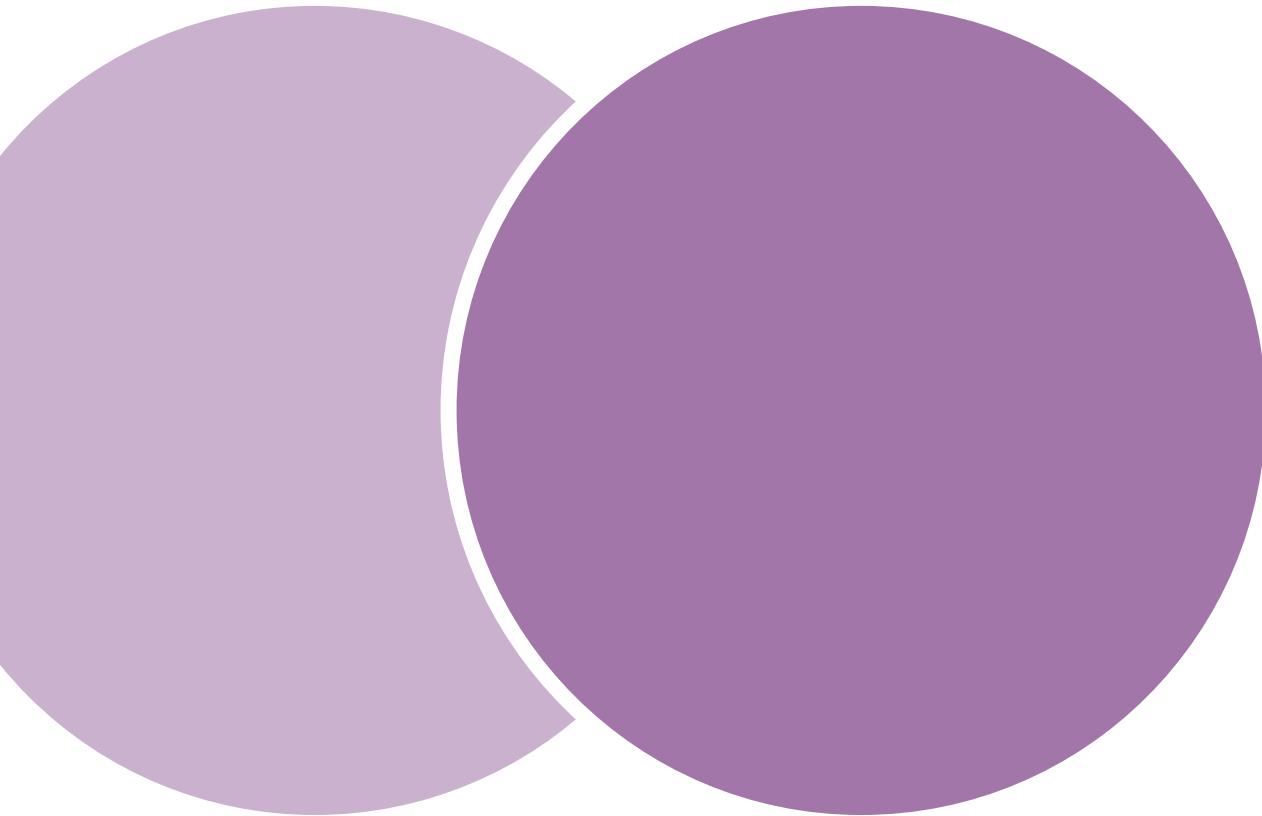
Yours sincerely



**PAUL ROWSELL**



# Standards of Conduct in English Local Government: The Future







Office of the  
Deputy Prime Minister  

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Creating sustainable communities

# Standards of Conduct in English Local Government: The Future

December 2005

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# CONTENTS

## **Chapter 1**

Introduction	5
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## **Chapter 2**

Conduct of Members	8
--------------------	---

## **Chapter 3**

Conduct of Local Government Employees	16
---------------------------------------	----

## **Chapter 4**

The Way Forward	22
-----------------	----

## **Annex A**

The Government's response to the recommendations in Chapter 3 of the 10th report of the Graham Committee on Standards in Public Life	23
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## **Annex B**

The Government's response to the recommendations of the ODPM Select Committee's report on the role and effectiveness of the Standards Board for England	33
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## **Annex C**

The Standards Board's recommendations for changes to the code of conduct for members	42
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# CHAPTER 1

## Introduction

### The Paper

1. This Paper draws together the Government's current views on the future of the conduct regime for local government in England. It sets out a vision for the future regime and provides a coordinated response to a series of recent recommendations, reviews and consultations relevant to conduct issues in local government.
2. In particular, this Paper incorporates the Government's response to:
  - Chapter 3 of the tenth report of the Committee on Standards in Public Life (Graham Committee) – Getting the Balance Right – Implementing Standards in Public Life – January 2005; and
  - The Role and Effectiveness of the Standards Board for England – Report of the ODPM Select Committee – April 2005.
3. This response to the Graham Committee has been published as part of the overall Government response to the tenth report. The response to the ODPM Select Committee has been published as a memorandum to the Committee. Full texts of these responses are reproduced respectively as annex A and annex B to this Paper.
4. This Paper also provides a response to:
  - Recommendations following consultation on the code of conduct for members – by the Standards Board for England – Published as annex C to this Paper.
  - Review of the Regulatory Framework Governing the Political Activities of Local Government Employees – An ODPM consultation paper – August 2004.
  - A Model Code of Conduct for Local Government Employees – An ODPM consultation paper – August 2004.

### Principles applied in considering options for change

5. The Government's responses to these reviews and recommendations reflect that, as recognised by the Graham Committee, English local government has a strong track record of high standards of conduct, and are based on the continuing need:

- to maintain high standards of conduct for local authority members and employees,
- to define effectively what standards of conduct are expected of members and officers, and for such rules to be fair and clear,
- for an effective means of taking action when breaches of the rules occur, and for such means to be fair, clear, proportionate, rigorous and thorough, and
- to ensure measures are in place to guarantee public confidence in the appropriateness of the ethical regime.

## The future – an integrated regime

6. Our vision is for the different elements of the conduct regime – including the members' code of conduct, the Standards Board and local standards committees – to work effectively together, and be an integrated whole.
7. We consider that local ownership of the conduct regime would best be achieved by a move to a more locally-based decision-making process, with equity and independence being ensured both by:
  - the retention of a central, strategic and investigatory role for the Standards Board for England, and
  - improvements to the operation and effectiveness of standards committees.
8. We also propose to simplify and clarify the code of conduct for members, so that it better reflects the way modern councils work and is easier for members and others to understand and use. We take the view that these changes, taken together, would ensure public confidence in giving standards committees powers to make initial assessments of all allegations.
9. In parallel, we envisage the conduct regime relating to local authority employees will be made more systematic, in particular, by the introduction of a code of conduct for employees, taking into account lessons learnt in the operation of the code for members. We are minded, however, to retain the current rules requiring senior local authority posts to be politically restricted, but for changes to be made to uprate the pay of political assistants and to ensure that pay increases to them will no longer require the Secretary of State's approval.

10. We believe this approach will provide the conduct regime that local government will need in future as it develops the kind of strategic role encouraged in our Discussion Papers<sup>1</sup> published this year and last year as part of the local:vision debate. A number of the ideas for change in this Paper require legislation. Subject to any further views and debate prompted by this Paper, our intention is to seek this legislation at the next convenient opportunity that Parliamentary time allows. Any comments or views on this Paper should be sent to:

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<sup>1</sup> The future of local government: Developing a 10 year vision;  
Local Area Agreements: a prospectus;  
Citizen Engagement and Public Services: Why Neighbourhoods Matter;  
Vibrant Local Leadership;  
Securing better outcomes: developing a new performance framework.

# CHAPTER 2

## Conduct of Members

### Introduction

1. The conduct of members of local authorities is regulated by the ethical framework for local government, established by the Local Government Act 2000. The key features of this framework are
  - A statutory code of conduct for local authority members, setting out the conduct which is expected of members;
  - The Standards Board for England, an independent NDPB, funded by ODPM, whose officers investigate allegations that members have breached the code of conduct, and also promotes high standards of conduct in local government by providing advice and guidance to authorities and members;
  - Statutory standards committees for each principal local authority, responsible for promoting high standards locally. Local monitoring officers are responsible for investigating less serious cases, which are then referred for determination to standards committees.
  - The Adjudication Panel for England, a separate independent body, to which Standards Board's ethical standards officers refer the more serious cases for determination.
2. Our vision for the future has implications for all elements of the conduct regime, which we will consider in turn. We will start with consideration of the code of conduct.

### **THE CODE OF CONDUCT FOR MEMBERS**

3. The code of conduct is central to the ethical framework. By May 2002 local authorities and other relevant bodies were required to adopt a code of conduct to include all the items included in the model code of conduct, setting out required standards of behaviour, issued by the then Department for Transport, Local Government and the Regions in November 2001. In September 2004, Nick Raynsford invited the Standards Board to undertake a review of the code, and to consider lessons learnt over the three years of the operation of the code. Detailed recommendations arising from the Board's consultation on this review were presented to the Office in October 2005. The Board's recommendations are at Annex C, enclosed.

## Government response to the recommendations of the Standards Board for England's review of the code of conduct for members

4. The Government welcomes the recommendations the Board has presented, arising from its consultation on the review of the code of conduct for members. We appreciate the hard work the Board has put into this review, the detailed recommendations it has formulated, and the advice and support it has given the Office on how it sees its future role developing as a strategic regulator.
5. We agree that amendments to the code should be made along the lines suggested by the Board, including:
  - making the code clearer and simpler, but
  - maintaining a rigorous approach to the identification of serious misconduct,
  - amending the regime for declaring interests and speaking at council meetings particularly for members who also serve on other public bodies,
  - making changes to the arrangements for determining whether conduct in private life should fall within the ambit of the code, and
  - amending the rules on the reporting of allegations by members to reduce the number of vexatious complaints.
6. The amendments will take into account the lessons learnt during the first three years of operation of the code, and make it a simpler and more proportionate document that makes judicious relaxations in areas where the need for relaxations have been identified (particularly to support councillors' advocacy role for their constituents and the public bodies on which they serve), and provide a clearer focus on the issues that really matter. We will also consider amendments to clarify the intention of the code in certain areas such as unlawful discrimination, where inconsistencies or concerns about the jurisdiction of the conduct regime have been identified by the Board's review.
7. We also accept the Board's recommendation that a clearer balance needs to be set between the need for an authority to protect genuinely confidential information and members' rights to make information available in the public interest, in the light of the provisions of the Freedom of Information Act. In addition, we accept the Board's recommendation that a specific provision should be added to the code to clarify that bullying behaviour constitutes a breach of the code. We agree with the Board that bullying should play no part in the local government world.



8. The Government's responses to particular detailed recommendations have been included as appropriate into our responses to various of the recommendations proposing changes to the code of conduct by the Graham Committee on Standards in Public Life and the ODPM Select Committee.
9. The Office will work closely with the Board in agreeing the detail of the proposals for inclusion in a statutory instrument to implement amendments to the code of conduct. The Board's detailed proposals are set out at Annex C.

### **LOCAL STANDARDS COMMITTEES AND THE STANDARDS BOARD FOR ENGLAND**

10. Following careful consideration of the recommendations of both the Committee on Standards in Public Life and the ODPM Select Committee, we have come to the conclusion that there would be considerable benefits in the introduction of more local decision-making.
11. In order to ensure independence and thoroughness on which public confidence in such a locally-based system depends, we consider there is a fundamental need to improve the independence of standards committees and encourage the building up of the capacity and capability of the committees to undertake their new role. The changes will also mean the evolution of the Standards Board into a strategic, arm's-length body dealing only with the most serious cases nationally, and ensuring capacity is increased at local level through increased support, advice and guidance. The effects of the changes will therefore have impacts on the roles of the standards committees, the local authority officers who support the committees (particularly monitoring officers), and the Standards Board for England.

#### *Standards committees*

12. We consider that the standards committees should be at the heart of decision-making within the conduct regime. Standards committees are in the lead in ensuring high standards of conduct at the local level, and are increasingly taking on a greater role in the determination of cases. We wish to continue this development, and we consider that it would be a logical step to extend their role further to take on the initial assessment of all allegations. Monitoring officers would undertake the investigation of most allegations, and committees would make determinations of most cases. Only the most serious cases would be referred to the Standards Board for investigation.
13. A more locally-based regime would provide an appropriate way for local knowledge of the authority and its members to be fed into the decision-making process. It would enable the experience and skills of the monitoring officer to be used more effectively, including potentially allowing more opportunity for local mediation or other intervention falling short of investigation, which might allow disagreements to be defused

before they turn into full-blown allegations. Such a regime might also give an opportunity for standards committees to spot politically inspired or vexatious complaints, which might mean that unworthy cases could be rejected as soon as possible, but handled with an understanding of local pressures and sensitivities.

14. Monitoring officers and committees would need to become central not only in investigating but also in promoting and championing high standards, and ensuring that standards become embedded as an intrinsic part of the local culture. In taking ownership of this issue in this way, committees would become the main means of increasing councils' awareness of standards issues.
15. There is a need for capacity building measures and support to be provided to standards committees between now and the coming into effect of the new regime to enable authorities to be ready to take on their new responsibilities. The Government will work closely with the Standards Board to ensure that guidance is provided on the role and responsibilities of monitoring officers and standards committees and they are ready to take on their new roles. We attach importance to such guidance and the Board's support of monitoring officers and standards committees. This is essential to deliver the consistency of approach we expect across all local authorities.
16. However, authorities will also need to do more than at present to ensure that monitoring officers and standards committees are:
  - properly supported,
  - are of the appropriate quality and
  - are able to promote high standards of conduct throughout each authority, so that concern for conduct issues is embedded in every aspect of councils' work.
17. We accept the Graham Committee's strong view that to retain public confidence in the independence and rigour of a more locally-based regime, standards committees should be required to have an independent chair. However, we do not accept that committees should be required to have a majority of independent members. In our view, it is essential to ensure the inclusion in committees of independent members who reflect a balance of experience, but not that a majority of members should be independent.
18. The Board has stressed the need to retain the rules requiring committees to include parish members where appropriate, so that parish interests continue to be properly represented. We also acknowledge the value there would be, as stressed by the Board, in committees sharing their experiences and expertise and possibly joining forces in recruiting independent members, or in the provision of monitoring officer services.

*Standards Board for England*

19. A shift in emphasis in the system from central to increased local decision-making, will have a consequential effect on the role carried out by the Standards Board for England. We consider that the Board should continue to have a central role in the conduct regime for local government. The Board's remit under the Local Government Act 2000 is already to provide advice and guidance to authorities and assist in the creation of a culture of high standards of conduct in authorities. Starting in November 2004, the Board's officers have referred increasing numbers of less serious allegations for local investigation and determination. Currently about 50% of cases referred for investigation are being referred for local action. We propose that this trend towards a more locally-based system should continue and increase, so that the revised conduct regime should develop out of trends already well under way.
20. The Board is already a champion and promoter of consistently high standards of conduct across local government. We wish the Board to continue in this role, and with the referring of cases for local action now part of the conduct regime, the Board needs to continue to adjust the focus of its work away from the investigation of cases and towards the provision, maintenance and monitoring of a national framework of support for authorities to ensure high standards locally.
21. We see the Board as developing a role where it
  - defines what people should expect the standards regime to deliver, including the roles expected of monitoring officers and standards committees, and then
  - ensures the effectiveness of their performance.

The Board would issue guidance on roles and responsibilities, and would then need to ensure that authorities carried out these roles effectively and provide support to them through the increased availability of guidance and training.

22. Arrangements need to be put in place for committees to report to the Board on how they have been undertaking their role, which could be done through the submission of annual reports, in a common format, and for the Board effectively to monitor their performance, by taking a proportionate, risk-based approach to ensure they are acting effectively, with particular focus on perceived poorer performers.
23. Standards committees would refer only the most serious cases for investigation by the Board. The Board must have powers to refuse to take on referred cases if it believes they are better handled locally and that the authority merely wishes to avoid dealing with the allegations.

24. However, to ensure that action is taken in cases of unacceptable performance by standards committees, and where it is thought they are not operating in the public interest, there will be a need for the Board to be able to withdraw committees' powers to deal with cases and for those cases instead to be handled by the Board itself. There will be need for clear criteria for the basis of taking away an authority's powers to deal with cases, and to minimise the risk of challenge to the Board's decision to step in because of its concerns about the authority's performance.
25. The support and guidance from the Board will be aimed at preventing misconduct happening in the first place by
- ensuring that members are aware of their responsibilities and that
  - authorities have systems in place to reduce the potential for misconduct to occur.

The Board will set a framework of training requirements, producing guidance material to trainers, setting minimum requirements for monitoring officers and standards committees and supporting self-assessment by authorities.

### *Summary*

26. To summarise, the headline issues on which changes are proposed and whether amendments will be brought into effect by primary or secondary legislation are as below.

Issues for secondary legislation	Issues for primary legislation
All chairs of committees to be independent and committees to include independent members who reflect a balance of experience.	Initial assessment of all allegations of misconduct to be undertaken by standards committees, rather than the Standards Board.
Monitoring/reporting requirements for standards committees, so the Standards Board can check on progress.	Local monitoring officers to investigate most cases, and standards committees to determine most cases.
	The Board only to investigate the most serious cases. The Board's role to be redefined as supporting, monitoring and overseeing authorities' performance in dealing with allegations.
	Intervention powers for the Board when they consider committees are not operating effectively.
	New provisions providing powers for standards committees to impose higher penalties to reflect the need to address the more serious cases.

27. The possible timing of primary and secondary action to put the proposals into effect is referred to in chapter 4, below.
28. The detailed consequence of these decisions for the Government's response to the recommendations of the Graham Committee and the ODPM Select Committee are set out in annexes **A** and **B**, enclosed.

## Capacity building measures needed to make the changes effective

29. The Government appreciates the assistance provided by the Standards Board in considering the consequences of a move to a more locally-based conduct regime. We appreciate the willingness they have shown in cooperating with us in shaping the new regime. The Board has drawn our attention to a number of issues which must be addressed to ensure that the changes are implemented effectively.

### *Independent members and cooperative working*

30. The Board has supported the proposal to increase the contribution made by independent members on standards committees but has drawn attention to its concerns about the variability of capacity and experience of such members and the fact that some authorities are already having difficulty in recruiting sufficient numbers. A requirement for more members to be independents will mean these difficulties will deepen.
31. In addition, local decision-making will mean some areas having a greater workload than others, particularly in those district councils with large numbers of parishes. The Board has therefore proposed allowing standards committees to combine, for example, to have county-wide committees to assess parish cases, so as to share the burden between authorities. There may also be circumstances where it would be advantageous for unitary authorities to share standards committees.
32. We appreciate the benefits there would be for authorities to work closely together, for example, to share information or to combine forces in achieving economies of scale in joint recruitment exercises for independent members, or the sharing of monitoring officers' services. We will consider with the Board the most effective way to promote such joint working and cooperation, so that authorities will be able to carry out their roles, including whether a statutory requirement should be imposed for standards committees to cooperate, or even to require them to work together jointly.
33. It will be important that the skills and knowledge of independent members are appropriate for their increasingly demanding role. We accept there may be a valuable role for the Board in setting guidelines for the recruitment of independent members and in some way overseeing the effectiveness of the recruitment process.

*Role of monitoring officers*

34. We accept that the quality of service from monitoring officers to members and their authorities will be crucial to the operation of the system, and the perception of fairness and effectiveness of the overall conduct regime. The Board has expressed concerns about the capacity of some monitoring officers to carry out their new investigatory role. Some monitoring officers, for example, feel they are under-resourced and isolated from the centre of decision-making in their authorities. We will invite the Board to provide guidance on the role and responsibilities of monitoring officers, setting out the requirements they will need to attain to do their job. Training and support need to be provided to equip monitoring officers for their role, which need to be locally-driven by standards committees, as part of their ownership of standards issues locally, with the Board assisting in ensuring that high standards are being achieved.

*Role of political leaders and senior managers*

35. We accept that a revised regime can only be successful if political leaders and senior managers have the right skills and are committed to making the system work. The Board will undertake work with other key stakeholders to support leaders and chief executives of authorities to ensure that concern about standards is embedded as crucial to a well-run authority, including the provision of better and earlier induction of members and staff into their roles. The Board will also liaise with political parties to underline to them the effect which politically-inspired allegations can have in damaging the public perception of local government.

*Application of the code of conduct to other bodies*

36. The Board has suggested a need to consider whether the code of conduct should apply to members of partnership boards and other public sector bodies responsible for spending public money, in addition to the authorities and bodies already subject to the conduct regime. The Government is not currently persuaded that this is the right approach, but we would welcome views on this issue.
37. We invite the Standards Board to develop further the Government's proposals for the implementation of the revised conduct regime outlined above, in consultation with its stakeholders, including arrangements to tackle the issues it has identified as requiring attention in advance of the revised regime being fully implemented.

# CHAPTER 3

## Conduct of Local Government Employees

### Review of Political Restrictions

#### *What the review covered*

1. In 2004 ODPM consulted on a review of the regulatory framework governing the political activities of local government employees set out in the Local Government and Housing Act 1989. These rules provide for certain senior posts to be 'politically restricted' and for an Independent Adjudicator to consider applications for exemption from political restrictions. They also provide arrangements for the employment of political assistants, including provisions relating to their pay.
2. 411 responses were received to the consultation. The responses received were as below.

### 1989 Act restrictions

3. Many felt that the existing rules were working, were well understood, were not unduly onerous to administer, and provided the basis of the current level of trust between members and staff, and that there was therefore no need to make changes to the rules.
4. The most frequent qualification made by those who felt that no radical change was needed was that there was clear scope for reducing the number of staff covered by the rules. Some felt that more emphasis could be placed on considering the specific duties of each post, and not purely the salary threshold, but others considered that this would be unduly onerous for authorities to administer. Narrowing the scope of the restrictions to senior posts only was also a popular view from those in favour of retaining the political restrictions framework.
5. Some suggested that a suitably framed code of conduct for officers was capable of delivering the appropriate degree of neutrality and propriety, negating the need for any further safeguards in the form of specific provisions restricting activities.

6. *Options for inclusion in conduct package*

*Either*

- Retain the framework of restrictions, but amend so that the rules are more narrowly applied, eg to most senior posts or certain categories of posts based on closely defined job descriptions

*Or*

- Do away with political restrictions altogether, possibly replacing them with a suitably framed code of conduct for officers

*The Government's response*

7. The Government is committed to the principle of the political neutrality of local government employees. To ensure that this principle is retained, we are currently minded to retain the existing framework which restricts the political activities of certain senior staff. We will, however, consider amendments to the existing rules to ensure the restriction only applies to the most senior, or the most sensitive, posts.

## Independent Adjudicator

8. In considering the best way to handle exemptions from political restrictions, opinion was roughly divided on whether or not the Independent Adjudicator's current role could instead be undertaken by local standards committees or monitoring officers, perhaps backed with suitable central guidance. Some felt that it was important to retain the impartial scrutiny of the Independent Adjudicator. This also had the benefit of providing consistency across the country.

9. *Options for inclusion in conduct package*

- Abolish post of Independent Adjudicator
- Delegate to local standards committees or monitoring officers, with suitable central guidance

*The Government's response*

10. The Government believes that, within the overall legislative framework, local authorities should take ownership as much as possible for the operation of the rules at local level. We are currently minded, therefore, to abolish the post of Independent Adjudicator, and delegate his role in the making of decisions on applications for exemption from political restrictions to standards committees.



## Political assistants' pay

11. We also consulted on whether political groups should contribute to the funding of political assistants and on changing the method of uprating assistants' pay. Responses were received from political parties, MPs and representative bodies for local authorities and political assistants.
12. Respondents were divided on whether political groups should contribute to the funding of assistants, although most of the political parties and representative bodies considered there should no change to the current arrangements. Those not in favour of contributions being made by political parties were largely the principal authorities, most of which said that the current arrangements worked satisfactorily. Many felt that there was a need to maintain the fairness which the current system provided to each political group, and that any change could undermine openness and transparency.
13. Most respondents also expressed support for some uprating of assistants' pay and there was a firm consensus in favour of linking their pay rate to local government scales rather than, as now, following a fixed rate set by central government by means of a Statutory Instrument. The majority favoured a link to the NJC Spine Points. Spine Point 44, which was the reference point for previous increases by SI, was a popular level, with others suggesting Spine Point 49 as a more suitable peg.
14. In addition, those who expressed a view generally felt that rules governing Mayoral political assistants should be in line with those for local authorities. However, those authorities which have Mayors considered the current rules should be retained.
15. *Options for inclusion in conduct package*
  - Uprate future pay of political assistants to appropriate local authority scales set by the National Joint Council Spine Point – between 44 (the current equivalent Spine Point), and 49.
  - Make an interim increase by issuing a Statutory Instrument.
  - Bring rules governing Mayoral political assistants in line with those for local authorities.

### *The Government's response*

16. The Government appreciates the concerns felt by many about the delays in the uprating of the pay of political assistants arising from the current ad hoc arrangements for increasing their pay by means of a Statutory Instrument. We are currently minded, therefore, as an interim measure, to issue an Instrument as soon as possible increasing the pay rate to Spine Point 44, and to pursue primary legislation to fix permanently the rate to a scale between Points 44 and 49.

17. We are not currently minded to make any further changes to the rules relating to political assistants.

## Rules relating to employees acting as elected members

18. Most people who commented on these rules relating to the right of employees to have time off to carry out public duties as elected members, and prohibiting councillors from being officers of the same authority, thought the current rules should remain in place.

### *The Government's response*

19. In view of the responses received, the Government is currently minded not to make any changes to the rules relating to employees acting as elected members.

## **CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES**

### *What the proposed code covered*

20. We also consulted last year on a draft code of conduct for local government officers. The draft was broadly in line with the provisions of the code for members, setting out standards of behaviour to be expected of employees.
21. 640 responses were received. Opinion was roughly split for and against introducing a code for officers. There was no strong endorsement of the merits of introducing a national code – particularly for staff who were not in senior posts. In fact, many comments pointed to the need to allow for adaptation to local terms and conditions. Many also pointed out that certain groups and professionals were already subject to codes of conduct which were directly applicable to, and already proven to be effective in guiding the conduct of, their duties.
22. There may be a case for not enshrining the officers' code in legislation; instead issuing it as guidance, which authorities can adapt to their terms and conditions for staff. Some consultees thought there was a case for introducing a code as a means of dispensing with the framework of political restrictions.
23. *Options for inclusion in the conduct package*

### *If we proceed with model code for employees*

- Augment it to the extent that political restrictions legislation can be repealed

- Agree to exclude certain categories of employees who have their own code, ie school governors, police authority workers (thereby meeting concerns from some consultees). Also exclude professionals who have their own codes of conduct
- Amend the draft to make the code clearer and more tightly defined
- Make changes which reflect relevant amendments agreed for the members' code, where appropriate

*If we do not proceed with code for employees*

- Acknowledge that too much local adaptation is necessary, and that this negates the purpose and benefits of a national model code for officers; therefore, publish it in the form of guidance, which local authorities can adapt to their own local terms and conditions.

*The Government's response*

24. The Government considers that it is important to maintain high standards of conduct for local authority employees. To ensure that such standards are defined effectively and consistently, we are currently minded to issue a code of conduct which all employees should follow. The intention would be that the code would set out only general principles of conduct, and that authorities should take ownership of the operation of those principles locally. We are currently minded therefore that the code should be incorporated into each employee's contract of employment, with decisions on detailed interpretation a matter for each authority.
25. To ensure that the lessons learnt from the operation of the code of conduct for members are fed into the employees' code, further consideration of the content of the code for employees will be needed following on from detailed amendments to the members' code in the light of the Standards Board's review.

## Summary

26. To summarise, the changes we are minded to pursue, and the action needed in terms of primary and secondary legislation, are as below:

Issues for secondary legislation	Issues for primary legislation
Issue a code of conduct for local government employees.	Retain current rules requiring senior and sensitive posts to be politically restricted, but ensure the restriction only applies to the most senior or most sensitive posts.
	Abolish the post of Independent Adjudicator – Provide for local standards committees to make decisions on posts exempt from political restrictions.
Uprate current rate of pay of political assistants by Statutory Instrument to Spine Point 44.	Amend the 1989 Housing and Local Government Act to allow for the pay rate to be permanently linked to a scale between Spine Point 44 and 49, with no further need for Statutory Instruments to be issued each time to increase the rate.

# CHAPTER 4

## The Way Forward

1. This Paper sets out the Government's thinking on the general direction of travel for the development of the conduct regime for local government. Any comments on the Paper would be welcome.
2. We recognise that some of the provisions which we are minded to implement will require primary legislation. Subject to any views and debate which this Paper might provoke, we intend to seek primary legislation at the next convenient opportunity as Parliamentary time allows.
3. Some of the proposals can, however, be put into effect through secondary legislation, which should allow these to be implemented potentially in quicker time. There would be benefits in providing for a phased introduction of the measures, since, as we have indicated in respect of the conduct regime for members, there is a need for capacity building measures to be put in place, so as to prepare monitoring officers and standards committees for their roles in the revised regime, and allow for change to evolve organically.
4. We now intend to work with the Standards Board and other stakeholders to carry forward the changes identified in this Paper, having regard to comments and debate the Paper itself generates. We will wish to agree with stakeholders a realistic timetable for implementing those changes that we decide to adopt.

# ANNEX A

## GOVERNMENT RESPONSE TO THE RECOMMENDATIONS IN CHAPTER 3 OF THE 10th REPORT OF THE GRAHAM COMMITTEE ON STANDARDS IN PUBLIC LIFE – GETTING THE BALANCE RIGHT – IMPLEMENTING STANDARDS OF CONDUCT IN PUBLIC LIFE

### Introduction

The Government welcomes the recommendations in Chapter 3 of the 10th report of the Committee on Standards in Public Life, and the contribution which the Committee has made to the development of thinking on the future of the conduct regime for local government members. The Committee will be aware of the recent recommendations of the ODPM Select Committee on the role and effectiveness of the Standards Board for England, as well as the recommendations flowing from the Board's recent review of the code of conduct for members. The detailed response below reflects the Government's conclusions following consideration of the recommendations arising from all of these reports.

We agree with the general view the Graham Committee took that there would be benefits in moving towards the promotion of more locally-based decision making in conduct issues, which would encourage local ownership of standards within local authorities. We consider this should take place within a national framework and with a strong continuing role for the Standards Board at the heart of the regime in providing guidance and support and promoting best practice on the handling of allegations by local authorities. We consider this is necessary to ensure public confidence in the fairness and independence of the system. We share the Committee's vision of a Board with a strategic role in championing high standards of conduct and ensuring the effectiveness of the regime.

We also agree that confidence would be enhanced by strengthening the capacity and capability of standards committees to undertake a more active role by increasing the contribution made by independent members serving on committees and a simplification and clarification of the code of conduct for members, so that it is easier to understand and operate at local level. We will work closely with the Standards Board on the detailed proposals for amendments to the code of conduct, and implement changes as soon as practicable. Where these require primary legislation, our intention is to seek this at the next convenient opportunity that Parliamentary time allows.

The Government's detailed responses on each of the Committee's proposals are set out below:

#### **The Committee proposed:**

**R16. Parish councils should remain within the ethical framework for England: the same principles of conduct should apply to all locally-elected representatives, irrespective of the size of authority (or the powers of that authority) to which they were elected.**

The Government's response:

We accept that parish councillors should continue to be subject to the conduct regime for local government, reflecting the importance of the role of parish councils in the local government world.

**The Committee proposed:**

**R17. The Government should announce its intention to amend Part III of the Local Government Act 2000 in the Parliamentary session 2005/06 to enable the sifting of complaints to be undertaken by local Standards Committees.**

The Government's response:

We accept in principle that the Local Government Act 2000 should be amended to provide for more locally based decision-making. We will aim to make the necessary amendments as soon as Parliamentary time allows.

In advance of the introduction of the revised regime, the Government wants the Board to work closely with local authorities so that standards committees and monitoring officers are properly supported, and have the capacity and capability to do their jobs.

**The Committee proposed:**

**R18. The amendment to Part III of the Local Government Act 2000 should:**

**Place a duty on the Standards Board for England to delegate the responsibility for initial sifting of complaints to individual local Standards Committees. The delegation should be subject to the operation within a national framework prescribed by the Standards Board (and based upon criteria used by the Standards Board in sifting and referrals) by which local Standards Committees can decide:**

- (i) whether to investigate a complaint or not (and if not whether mediation or conciliation between parties or general action in relation to awareness and understanding of the Code is appropriate);**
- (ii) which complaints are of such potential seriousness they should be referred for national investigation;**
- (iii) whether, following a local investigation, a complaint should be referred to the Adjudication Panel; or**
- (iv) to hear and determine the case, with an appropriate penalty where necessary; or**
- (v) accept that no breach has occurred; or**

**(vi) to instruct the monitoring officer and/or Standards Committee chair to instigate mediation or conciliation between parties or general action in relation to awareness and understanding of the Code.**

**Introduce a requirement for Standards Committees to report annually to the standards Board and full Council on the operation of the ethical framework.**

**Introduce a requirement for each Standards Committee and the Standards Board to determine and publish targets for the completion of each stage in the complaints-handling process they are responsible for and to report on these as part of their respective annual reports; and**

**Provide a power for the Standards Board to audit the operation of the framework by a local Standards Committee and, if necessary following the audit, to remove the delegation until satisfied that necessary remedial action has been taken.**

The Government's response:

We accept the principle that the initial assessment of allegations against local authority members should be undertaken by local authorities. We also accept that the exercise of this provision should be within a framework operated by the Standards Board, and that the Board should provide advice and guidance to committees on the operation of the assessment process. There should also be provision for the Standards Board to investigate in certain cases, including allegations of a particularly serious nature or cases which might have a national significance or set an important precedent.

We accept that the powers provided to standards committees should be broadly in line with those suggested by the Committee. We will give further consideration to the detail of the provisions, for example, on the circumstances when a case should be referred by a committee back to the Standards Board for investigation.

We accept in principle the need to have appropriate reporting arrangements in place, so that the performance of standards committees can be effectively monitored and for the Board to be able to take appropriate action, for example, in terms of providing advice and support, or otherwise intervening, in cases where improvements in performance might be made.

**The Committee proposed:**

**R19. The Government should introduce, as a matter of urgency, secondary legislation to require a majority of independent members and an independent chair for Standards Committees and sub-committees in England. This is a critical element of our proposals to improve the existing system and to lay the ground for the subsequent introduction of the locally-based system.**



The Government's response:

We accept that more locally-based decision making needs to be supported by an increase in the capacity and capability of standards committees to deal with the increased numbers of cases and their new filtering role, so as to ensure the fairness and independence of decision-making, on which public confidence in the system depends. We accept that this will be assisted by requiring that all chairmen of standards committees should be independent and committees should include independent members who reflect a balance of experience, but not that a majority of members should be independent since we consider it important to ensure the local ownership of standards by all members.

**The Committee proposed:**

**R20. Prior to the introduction of the locally-based system, all complaints assessed by the Standards Board as not requiring any investigation should also be sent to the local monitoring officer and Standards Committee so that they:**

- (i) are fully aware of complaints made within their jurisdiction;**
- (ii) can become familiar with the criteria used to decide whether an investigation is justified or not; and**
- (iii) judge whether the complaints indicate that some informal mediation between members or parties might be required or general awareness raising or training.**

The Government's response:

We accept that, in advance of the introduction of legislation to provide for more locally-based decision taking, it would be sensible for the Board to liaise closely with standards committees, including sharing experience of case handling, so that committees can develop their knowledge and skills in this area. It has always been the Board's practice to notify monitoring officers of complaints not requiring investigation, together with the reasons why that decision was made. The Board will work to ensure that all monitoring officers share that information with their standards committees so they can consider any lessons which might be learnt.

**The Committee proposed:**

**R21. That the Standards Board should take steps to communicate more robustly and publicly to complainants, members and the public more generally, those minor, trivial, vexatious and politically-inspired complaints which are inappropriate to be dealt with under the ethical framework (following the example of the Local Government Ombudsman for Wales).**

The Government's response:

We accept that it is important for the Board to continue to respond publicly and robustly in the case of minor, trivial or vexatious complaints. It is important that the message is given to potential complainants that vexatious allegations will not be investigated and will be rejected straightaway, so as to discourage any inclination to make unfounded allegations. The Board is already active on this issue. At its suggestion, the provision in the code requiring members to report to the Board all allegations of breaches of the code by other members will be deleted, which should discourage some trivial complaints. In addition, the Board has identified a need to work with political parties further to reduce politically-inspired tit-for-tat complaints which can damage the public perception of local government.

**The Committee proposed:**

**R22. The Committee welcomes the steps taken by the Standards Board to resolve delays and backlogs in investigations. These measures should be further bolstered by taking full advantage of the new s66 regulations to refer to a local level a steadily increasing proportion of complaints judged worthy of investigation. In light of our recommendations to enable initial complaints-handling to be done at the local level, the experience of operating the s66 regulations over the next two years should be used by the Standards Board to develop the framework within which local Standards Committees will decide whether to refer a complaint for investigation by the Standards Board.**

The Government's response:

The Government appreciates the Committee's support for the steps the Board has taken to tackle backlogs and delays in case handling. We accept that the numbers of cases dealt with at local level should be increased. Following the issuing of regulations under section 66 of the Local Government Act 2000 last year, the Board has been referring increasing numbers of cases for local investigation and determination. It should be possible to use the Board's experience of operating the rules on the referral of cases locally to inform the development of procedures for standards committees to make decisions on how cases should be dealt with.

**The Committee proposed:**

**R23. The Standards Board should review its Human Resource Management policies, including pay scales, to ensure that it puts a priority on secondments and transfers from local authorities to the referral and investigations units, thereby increasing and refreshing the level of local government experience.**

The Government's response:

The Standards Board has actively sought secondments and permanent recruitment from the local government world. The Board's investigators have between them over 200 years of local government experience. Case managers

in the Board's Referral Unit have a combined total of over 40 years of employment in local authorities. The Board will continue to ensure that its management policies put an appropriate emphasis on the recruitment and retention of staff with local government experience.

**The Committee proposed:**

**R24. The general principles, currently contained in a separate order, should be incorporated into the Model Code. This will add clarity about the fundamental purpose of the Code and help provide a context for members behind some of the more detailed provisions in the Code. It will also make the Model Code more relevant to members of the public and assist in providing a route into the Code when considering making a complaint.**

The Government's response:

The Government accepts that there would be benefits in incorporating the ten general principles of public life as a preamble or an annex to the code of conduct, where the principles would provide extra context for understanding the code. Following its review of the code of conduct, the Standards Board has proposed the inclusion of the principles as a preamble to the code. We intend to make amendments to allow for the principles to be published alongside the code.

**The Committee proposed:**

**R25. The phrase 'in any other circumstance' should be removed from the Model Code in England (paragraphs 4 and 5 of schedule 1) so as to add clarity to the distinction between private and official conduct.**

The Government's response:

We believe that councillors should set an example of leadership to their communities, and that they should be expected to act lawfully even when they are not acting in their role as members. We do not agree therefore that the code should be amended so as only to refer to actions by members in their official capacity and not their private lives. Following its review of the code, the Standards Board has, however, recommended that the current rule should be amended to provide that certain behaviour outside official duties should continue to be regulated, but that this should be restricted only to matters that would be regarded as unlawful. We accept this proposal, since it would balance the need for members to continue to set an example to their communities, and the need to exclude from proscription actions of which certain people might merely disapprove.

**The Committee proposed:**

**R26. Failure to register an interest (financial or other) should normally be treated as a matter for local investigation and determination. This should be reflected in the operation of the new s66 regulations, and in the new locally-based system.**

The Government's response:

We accept that in many such cases it would be appropriate for a failure to register an interest to be referred for local investigation and determination. However, we consider that each case should continue to be treated on its merits, and that a blanket approach for all cases would not be the right approach. For example, a case where a member wilfully and knowingly refuses to complete the register because he disagrees with the principle of registration would be likely to be viewed differently to a case where the member had overlooked or forgotten the need to fill in the register.

**The Committee proposed:**

**R27. The following principles should apply where members are appointed, or nominated, to an outside body by their local authority (or have their membership approved by their local authority); are a member of another relevant authority; or are a member of another public body in which they hold a position of general control or management. They should be free to speak but not vote, subject to:**

- (i) the declaration of a personal interest;**
- (ii) the matter before the Council/Committee does not relate to an application by the outside body for any licence, consent or an approval or any objection to such matters or to any statutory order or regulation to be made by the local authority; and**
- (iii) any representations must be made in an open and transparent manner.**

The Government's response:

Following its review of the code, the Standards Board has proposed something similar to this proposal. Members frequently hold appointments to other public bodies and the current code places an onerous responsibility on members to declare membership of other public bodies, and withdraw from meetings when issues relating to these bodies are raised. We accept the fact that in some circumstances a discussion can involve the public body with which the member is concerned without the member's judgement of the public interest being prejudiced. We recognise that it is necessary to balance the need to give public reassurance that decisions are being taken in the public interest, and enable members to represent the concerns of public bodies on which they serve and use the experience and knowledge they have gained from their membership of those bodies.

We intend to make amendments to the code which will adopt a solution involving the member making a declaration of personal interest at the time when he speaks on a relevant issue (rather than at the start of the meeting). In addition, even where the member has a prejudicial interest in the matter relating to the body he represents (eg where the matter has a direct impact on

the body concerned, or where the member is involved in regulatory matters in a decision-making capacity such as in respect of planning and licensing), he should be allowed to remain in the meeting to speak on behalf of the body, or on behalf of a campaign that he supports, but should withdraw before the vote.

**The Committee proposed:**

**R28. In planning decisions the ability of elected members to represent constituents' interests where they have personal and prejudicial interests has been unnecessarily diminished. This should be changed to give any elected member the right to speak (but not vote) for their constituents at a planning committee meeting or any other quasi-regulatory meeting, provided:**

- (i) a declaration of personal interest is made, including the nature of the interest;**
- (ii) the representations are made in an open and transparent manner; and**
- (iii) the member making the representations (whether a member of the Committee or not) withdraws at the completion of their representations.**

The Government's response:

As in the case of the response to recommendation R27, following its review of the code, the Standards Board has proposed something similar to this proposal. We accept there would be benefits in a more proportionate approach which recognises more clearly the need for members to act as local advocates, as well as the need for public reassurance that decisions are being made in the public interest.

We intend to make amendments to the code which will adopt a solution including the narrowing of the definition of personal interests which members are required to declare, a requirement for the member to declare his or her interest at the point where he or she speaks on a relevant issue, and, when the member has a prejudicial interest in a matter, he or she should be able to speak at the meeting but withdraw before the vote.

**The Committee proposed:**

**R29. The three principal regulators (Standards Board for England, Local Government Ombudsman for Wales, and Standards Commission for Scotland) should put in place formal arrangements for the sharing of experiences and best practice. This should be extended to include the body with designated responsibility for enforcement of a new statutory framework in Northern Ireland.**

The Government's response:

The Standards Board hosts regular meetings with the Local Government Ombudsman for Wales and the Standards Commission for Scotland for the sharing of experience and good practice. The Board will continue to maintain these contacts and will seek ways of working closer and consider the extension of these arrangements, as appropriate. ODPM, the Audit Commission, the Local Government Ombudsman and IDeA also attend these Joint Working Group Meetings to ensure that conduct issues are seen in the wider context of corporate governance more generally.

**The Committee proposed:**

**R30. Prior to the introduction of the locally-based system consideration should be given as part of the Code of Conduct to amend the duty to report a possible breach of the Code so that it becomes a 'duty to report a possible breach to the monitoring officer and Standards Committee chair' who would then be responsible for deciding whether a formal complaint to the Standards Board should be made.**

The Government's response:

Following its review of the code, the Board has proposed that the requirement in the code for members to report to the Board any breach of the code by other members should be deleted. They take this view because of the encouragement some members feel this provision gives to the reporting of trivial or vexatious complaints. We intend to accept this proposal.

Following the introduction of a locally-based system, it will be a matter for standards committees to make decisions on whether cases should be referred to the Standards Board for action. However, prior to the introduction of that revised regime, and in advance of advice and guidance from the Board, it would be premature straightaway to give standards committee chairs a filtering role. Before local filtering is introduced, the Board will continue to copy information on all local allegations to local monitoring officers, so as to share experience on how such cases might be effectively dealt with, and will be working with authorities on the development of their knowledge of the issues and their capacity to deal with cases.

**The Committee proposed:**

**R31. All local authorities should consider using the Audit Commission/Standards Board Ethical Governance Audit tool and facilitated workshop to self-assess their arrangements for ensuring ethical standards.**

The Government's response:

We welcome the Committee's support for the ethical governance toolkit, which the Board has developed in partnership with the Audit Commission and IDeA. The Joint Working Group Meetings referred to in the response to R29 monitor the development and progress of the dissemination of the toolkit.

**The Committee proposed:**

**R32. The Standards Board should develop model training and development materials that can be used to provide monitoring officers and Standards Committee members with the key competences required to sift, investigate and determine complaints under the ethical framework. All monitoring and Standards Committee members should have undertaken training using this material by January 2007.**

The Government's response:

The Board will continue to develop training materials for monitoring officers and standards committee members. It recognises that a move towards the initial assessment of allegations by local authorities will mean a redirection of the Board's efforts towards the provision of advice and support to equip monitoring officers and standards committees for their new role in making initial assessments of all complaints, as well as investigating and determining most allegations. The Board will ensure that appropriate guidance and training materials are in place in advance of the introduction of the new arrangements for more locally-based decision making. Work will also be needed by the Board to build capacity and capability at local level, including having regard to recruitment practices, so the right skills and resources are available for monitoring officers and standards committees to be able to do their job.

**The Committee proposed:**

**R33. The Standards Board should develop further the concept of regional forums to facilitate regional support networks for monitoring officers and Standards Committee members.**

The Government's response:

The Standards Board has undertaken a considerable amount of work to foster forums and regional support networks for monitoring officers and standards committee members. It has hosted four annual national assemblies for standards committee members, and has supported the development of regional forums of independent standards committee members. It will continue to provide speakers for such forums where requested, and attend regional meetings of the Association of Council Secretaries and Solicitors. It has developed and is continuing to support networks of monitoring officers and standards committees around the country, for example, through the provision of training materials and the circulation of newsletters giving information on issues of mutual interest to members and officers. The Board will continue to support and maintain these networks, with the aim of sharing knowledge and good practice. We will consider ensuring these regional networks develop more formal structures, which might include regional 'primus inter pares' monitoring officers and chairs.



# ANNEX B

## GOVERNMENT RESPONSE TO THE RECOMMENDATIONS OF THE ODPM SELECT COMMITTEE'S REPORT ON THE ROLE AND EFFECTIVENESS OF THE STANDARDS BOARD FOR ENGLAND

### Introduction

The Government welcomes the report of the Select Committee and the contribution the Committee has made to the consideration of the role of the Standards Board for England and its place in the development of the conduct regime for local government.

The Committee will be aware that its report coincides with the recommendations of the recent report of the Committee on Standards in Public Life covering similar issues, and the Standard's Board's recommendations to the Office flowing from its recent review of the code of conduct for members. The detailed response to the Select Committee, below, reflects the Government's conclusions following consideration of the recommendations arising from all three of these reports.

#### **The Committee proposed:**

- 1. We recommend that the Government and the Standards Board make all aspects of their relationship readily transparent and that the basis of that relationship is promulgated widely.**

The Government's response:

In communicating with the public, both the Government and the Standards Board will continue to distinguish between the role played, and the views expressed, by each of them. We accept that the remit of the Government in providing the framework of rules within which the conduct regime operates, is separate from that of the Board, which is an independent NDPB with a distinct statutory role provided by Parliament under the Local Government Act 2000.

#### **The Committee proposed:**

- 2. We recommend that the Standards Board and the Audit Commission monitor closely the impact of their new working arrangements and be prepared to make further revisions should it become apparent that their policies or activities are or appear to be inconsistent at a local level.**

The Government's response:

The Government welcomes the Committee's support for the Board's working arrangements with the Audit Commission. One outcome of the Board's collaboration with the Commission is the ethical governance toolkit, which the



Board has developed in partnership between the Commission and IDeA. The Board has also worked with the Commission in developing a Key Line of Enquiry for the Comprehensive Performance Assessment process, in order to test the robustness of standards arrangements at local level as part of wider consideration of effective corporate governance. The Board will develop its relationship further with the Commission on these and other issues, and will seek to consolidate its links with the Commission, as appropriate.

## Investigation and Enforcement

### **The Committee proposed:**

- 3. Rather than being a unique weakness of the current system, we believe that central initial assessment of complaints by experienced officers applying a consistent set of criteria is one of its unique strengths.**

The Government's response:

The Government appreciates the Committee's support for the role the Board has undertaken in making initial assessments of all allegations of misconduct, and the importance of applying a consistent set of criteria to allegations. However, we accept the view taken by the Committee on Standards in Public Life that there would be benefits in promoting more locally-based decision making, by giving powers to local standards committees to make initial assessments of allegations. We consider that this move would encourage local ownership of standards and allow local knowledge and sensitivities to be more easily reflected in the handling of cases.

At the same time, as a guarantee of the application of consistent standards, which the Committee has rightly identified as necessary to guarantee the independence and robustness of the system, we consider there is a need to retain a strong central role for the Standards Board in providing a national overview, guidance and risk-based assessment for authorities, and to bolster the capacity and capability of standards committees so they will be able to undertake their new role.

### **The Committee proposed:**

- 4. It is regrettable that the Government allowed a four year delay between the introduction of the new ethical framework for local government and the completion of the statutory measures required to make it work effectively. It was unreasonable to expect the Standards Board to function well within an incomplete statutory framework and without the necessary resources and powers.**

The Government's response:

The Government accepts that there was a delay between the coming into force of the Local Government Act 2000 and the introduction of regulations in 2003 and 2004 to provide for the local investigation and determination of less

serious allegations. This delay was largely a result of the need to consult on the detail of the regulations, and to consider difficult issues raised by the consultation. We accept that this caused a delay in the completion of the full ethical regime, and a consequent high workload for the Board, since, until the regulations were put in place, it was not able to refer cases for action at local level. The statutory framework for the ethical regime is, however, now fully in place, and the necessary powers and resources are available to allow the regime to operate effectively.

**The Committee proposed:**

- 5. We congratulate the Standards Board on the progress that has been made in reducing the average time taken between the receipt of a complaint and the completion of any associated investigation.**

The Government's response:

The Government appreciates and fully endorses the Committee's recognition of the impressive improvements in case handling which the Board has achieved over the last year and a half, and which are recognised in the progress made towards achieving its performance indicators recorded in its annual report for 2004/05.

**The Committee proposed:**

- 6. We recommend that the impact of the s66 Regulations on the time taken to complete investigations is monitored closely. If the Standards Board does not meet its target of completing within six months 90 per cent of its investigations by the end of the 2005-06 financial year, further measures to improve efficiency will be required. Continuing inordinate delays are counter-productive and unacceptable.**

The Government's response:

We accept the need to monitor the impact of the provisions introduced in November 2004 for the local investigation and determination of less serious allegations at the discretion of the Board's ethical standards officers. The Board is monitoring this impact closely.

We accept the Committee's concern that undue delay in the completion of cases is not acceptable, and that justice delayed is justice denied. We and the Board are working, and will continue to work, closely together to monitor the progress of more locally-based decision making and will consider the implementation of further measures to improve efficiency, as appropriate, to ensure that decision making is undertaken in a timely but thorough way.

**The Committee proposed:**

- 7. We welcome the June 2003 regulations enabling some cases to be referred to local standards committees for determination.**

The Government's response:

The Government welcomes the Committee's support for the introduction of these regulations.

**The Committee proposed:**

- 8. We recommend that members against whom a complaint has been made be informed of the complaint by the Standards Board as soon as it is received and that the relevant monitoring officer be made aware of the complaint at the same time.**

The Government's response:

The Government does not accept this recommendation. The Board's current approach is to concentrate its resources on making speedy initial decisions on whether or not to refer cases for investigation. The Board currently rejects some 75% of allegations received and aims to make decisions and inform the parties concerned, including the member accused, within 10 days of receipt of the complaint. We are discussing with the Standards Board the practicalities of ensuring this information is brought to the attention of those concerned as soon as practicable.

**The Committee proposed:**

- 9. We do not support the proposal that the names of the complainants should be made public.**

The Government's response:

The Government accepts the Committee's recommendation, and considers that naming complainants publicly on a website could act as a disincentive to people with legitimate complaints from coming forward with their allegations.

**The Committee proposed:**

- 10. We welcome the Standards Board's commitment to review practice on the publication of case details on its website during 2005 and recommend a reduction in the duration of time for which the names of those exonerated remain on the Standards Board's website.**

The Government's response:

The Government appreciates the Committee's concern about the potential effect of publicity about cases arising from the naming of members subject to allegations on the Board's website, specially in the case of members who are found not to have breached the code. However, many members who have been found not to have breached the code may equally wish this information to be made public. The Board has reviewed its policy on the publication of information on cases on its website in the light of the Committee's concerns,

and has amended its practice on the publication of case details. Its current policy is for summary information on cases where members have been found not to have breached the code of conduct to be removed from the website after six months (rather than after two years for other cases). The Board believes this strikes a balance between exonerating the member in public and ensuring that his name does not remain in the public eye for too long.

**The Committee proposed:**

**11. We support the recommendation of the Committee on Standards in Public Life that all parish councils remain within the ambit of the ethical framework for local government.**

The Government's response:

The Government accepts that parish councillors should continue to be subject to the conduct regime for local government, reflecting the importance of the role of parish councils in the local government world.

**The Committee proposed:**

**12. We strongly condemn the activities of those who knowingly make vexatious, malicious or frivolous complaints.**

The Government's response:

The Government welcomes the Committee's condemnation of those who make vexatious or trivial complaints. The Board will continue to respond publicly and robustly in the case of such complaints, so as to give the clear message that vexatious and trivial complaints will not be investigated and will be rejected straightaway, and so that any inclination to make unfounded complaints will be discouraged. However, other people and bodies, such as members, local authorities and political parties, have vital roles in reducing the incidence of vexatious complaints. Local authorities, in taking ownership of conduct issues, need to understand that the making of vexatious complaints can have a corrosive effect on the way councils are perceived by the public, so it does not benefit anyone in the long term.

**The Committee proposed:**

**13. We do not believe that that the imposition of penalties on those making malicious complaints would be beneficial in the long term. The additional burden it would impose on the Standards Board and its Ethical Standards Officers could not be justified and we are conscious that taking such an approach may act as a disincentive to those with legitimate complaints to raise.**

The Government's response:

The Government agrees with the Committee's view that the imposition of penalties on people making malicious complaints would not be beneficial to

the overall regime, given the disincentive effect it would be likely to have on those with legitimate complaints from coming forward with their allegations.

## Promotion, Guidance and Training

### **The Committee proposed:**

**14. The Standards Board acknowledged a growing demand for its training and guidance materials. We welcome the Standards Board's assurances that further resources would be deployed to respond to this demand and recommend that in doing so that it pay particular attention to producing advice and guidance in a timely and accessible fashion.**

### The Government's response:

The Government appreciates the Committee's recognition of the increasing importance of the provision of guidance and training materials by the Board. The Board will deploy increasing resources into the provision of guidance and training, so as to meet the growing demand for support. The importance of this will be underlined as a result of our intention to give standards committees powers to make initial assessments of allegations, which will mean that local authorities will need to be provided with support and guidance for their new role in advance of the new provisions coming into effect.

### **The Committee proposed:**

**15. We advocate an approach whereby training on the Code of Conduct and ethical governance for newly elected members becomes embedded within the culture of local government organisations.**

### The Government's response:

The Government appreciates the stress the Committee places on the importance of the provision of training on the code of conduct as an intrinsic part of local government culture. It is the responsibility of local authorities to ensure that officers who are investigating cases and members who are making determinations on them understand what is expected of them. The Board will increase the effort it is devoting to improving the presence of training provision as a central part of the local government world. As part of its wider remit, the Board will work to ensure that it is able to assess the effectiveness of training in improving local cultures.

### **The Committee proposed:**

**16. We recommend that the Standards Board include monitoring levels of attendance for training as part of its annual programme of research and the Audit Commission take account of attendance levels as part of the Comprehensive Performance Assessment.**

The Government's response:

The Government appreciates the importance the Committee places on the role of ethical issues within the Comprehensive Performance Assessment process. The Board will consider conduct issues arising from the management of the CPA process with the Audit Commission, including any possible assessment of the take-up of training, as appropriate. The Board will seek to measure the impact which training is having, alongside CPA and the ethical governance toolkit, in embedding conduct issues at the centre of the local government world.

#### **The Committee proposed:**

**17. We recommend that the Board concentrate further resources on communications with and promotion of compliance with the Code of Conduct to parish councils. In this regard we welcome the Board's undertaking to consider delivering training directly at a local level and would urge it to do so quickly.**

The Government's response:

We appreciate the Committee's concern about the need to support parish councils in the management of their role regarding the code of conduct. Although the Board is not in a position to deliver training themselves at local level, given the sheer number of parishes and the Board's limited resources, it is seeking ways of building capacity to promote high ethical standards in parish councils, and to assist the local delivery of training and support for parishes, particularly through supporting the work of county associations and attending regional training events for parishes.

## **The Code of Conduct**

#### **The Committee proposed:**

**18. We recommend that the general principles of standards of conduct in public life, as set out in the Relevant Authorities (General Principles) Order 2001, should be incorporated into the Code of Conduct as this would provide greater context for the Code itself and assist in interpretation.**

The Government's response:

The Government accepts that there would be benefits in incorporating the ten general principles of public life into the code of conduct, or as an annex or preamble to it, since these principles provide extra context for understanding the code. Following its review of the code of conduct, the Standards Board has proposed the inclusion of the principles as a preamble to the code. We intend to make amendments to allow for the principles to be published alongside the code.

**The Committee proposed:**

**19. We agree with the Committee on Standards in Public Life in their statement that “the principle that the Code should support an organisational culture that encourages the reporting of wrongdoing by others is at the heart of ensuring high standards in public life”.**

The Government’s response:

The Government appreciates the Committee’s view that the code should support the reporting of wrong-doing by members. However, we also consider there is a need, as the Committee has also accepted, to reduce the incidences of vexatious or trivial complaints. Following its review of the code, the Standards Board has proposed that the requirement in the code to report to the Board any breach of the code by others should be deleted. They take this view because of the encouragement some members feel this provision gives to the reporting of trivial or vexatious complaints. We intend to accept this proposal.

However, in order to support the encouragement of a culture where members feel able to report cases where they have serious and genuine allegations to make, we also agree with, and will implement, the Board’s proposal for a specific provision making it a breach of the code to seek to intimidate a complainant or a witness. We believe that this will provide appropriate protection to encourage the reporting of serious allegations of misconduct.

**The Committee proposed:**

**20. There should be scope within Clause 7 of the Code of Conduct for members to exercise judgement in distinguishing between rumours and well-founded suspicions. The Code, and any guidance produced on interpretation, should reflect this.**

The Government’s response:

The Government appreciates the Committee’s concern that where allegations are put to the Board they are well-founded, and not based on rumour. As indicated in our response to the Committee’s 19th recommendation, we have concluded that the requirement for members to report to the Board any breach of the code by other members should be deleted, in response to the concern by some that this provision gives encouragement to the reporting of trivial or vexatious complaints.

Support for members who do wish to make well-founded complaints will be provided by making it a breach of the code to seek to intimidate a complainant or a witness.

**The Committee proposed:****21. We do not support the proposal that knowingly raising false allegations should be a specific breach of the Code of Conduct.**

The Government's response:

The Government agrees with the Committee's view that a specific provision should not be added to the code to provide that raising false allegations should be a breach of the code, given the effect such a measure would be likely to have in discouraging members from bringing forward substantive allegations.

**The Committee proposed:****22. We recommend that Clause 7 be amended to reduce its scope to include only complaints arising from members' activities in public life.**

The Government's response:

The Government believes the councillors should set an example of leadership to their communities, and that they should be expected to act lawfully even when they are not acting in their role as members. We do not agree therefore that the code should be amended to refer only to complaints arising from members' activities in public life. Following its review of the code, the Standards Board has, however, recommended that the current rule should be amended to provide that only certain behaviour outside official duties should continue to be regulated, but that this should be restricted only to matters that would be regarded as lawful. We accept this proposal, since it would balance the need for members to continue to set an example to their communities, and the need to exclude from proscription actions outside of official duties of which certain people might merely disapprove.



# ANNEX C

## THE STANDARDS BOARD'S RECOMMENDATIONS FOR CHANGES TO THE CODE OF CONDUCT FOR MEMBERS

### Introduction

1. The Standards Board for England has been in existence for nearly five years and in that time has developed a wealth of experience in handling cases and interpreting the model Code of Conduct for Councillors. To that end, the Board was invited by Government to review the Code as part of the Government's consideration of the further development of the ethical framework for local government.
2. The Board believes that the proposals set out in this document will ensure that the Code becomes better focussed on important and serious issues of misconduct which need to be addressed to raise public confidence in local government; and will help to reduce further the number of minor, vexatious and frivolous complaints which have arisen in the past.
3. The Board therefore urges Government to adopt these proposals quickly, as representing a consensus of views both from the regulators at national and local level and the regulated community.
4. The recommended changes will work together with the strategic shift already made by the Board towards a greater emphasis on local case handling. Increasingly only the most serious cases will be investigated nationally. The Board has also placed a greater emphasis on support, advice and guidance for councillors and their advisers. These initiatives – together with progress already made in embedding the ethical regime in local government and in raising standards – will be enhanced, thereby increasing public confidence that misconduct is being dealt with and that councillors are acting in the best interests of the communities they represent.
5. In reviewing the Code, the Board carried out an extensive consultation with all key stakeholders between February and June 2005. The Board received over 1200 responses. An independent analysis of the responses was carried out on the Board's behalf by researchers from the University of Teesside.
6. Accompanying the consultation, the Board also hosted 11 regional roadshows to discuss the Code with standards committee members and monitoring officers and conducted face-to-face meetings with representatives of all the key national organisations. In carrying out its review, the Board has also considered the reports of both the Committee on Standards in Public Life and the Parliamentary Committee on the Office of the Deputy Prime Minister. Above all the Board has also drawn on its experience as the regulatory body charged with working with and overseeing the Code since May 2002.

7. In carrying out this review the Board has had a number of key principles at the forefront of its mind, foremost of which is the Code's purpose in setting standards which the public have a right to expect from their democratically-elected representatives. The Board also wanted to ensure that the Code, while fulfilling the primary role of increasing public confidence in local democracy, supports councillors in doing the job for which they have been elected to the best of their abilities and in line with the ten general principles.
8. In reaching its conclusions on proposed modifications, the Board's overriding aim is to consider how provisions can be simplified, clarified or, in certain cases, liberalised while remaining true to the principles underpinning the Code.
9. A key theme of the consultation was the need for a consistent application of the rules across the country and for clear advice so that all members can understand their duties under the Code. While simplification of the Code will go some way to achieve this, it is not the only way in which consistency can be achieved. The Board is therefore committed to continue to work in partnership with national bodies and with local standards committees and monitoring officers to ensure there is clear, consistent and unambiguous advice and guidance to help councillors do their jobs more effectively.
10. This is in line with the Board's developing role as a body which will deal only with the more serious cases and which will spend more of its resources on advice, guidance and support in line with Ministerial priorities.
11. The following report sets out the Board's recommendations on how the Code should be amended to improve its effectiveness. It sets out the questions raised in the Board's consultation and the Board's recommendations, supported by reference to the independent analysis of consultation responses and case examples drawn from its own experience.

## Executive summary/General conclusions

- The headline recommendations from the consultation are as follow:
- The Code should be clearer, simpler and more positive.
- How the Code is enforced, nationally and locally, is as important as its content.
- The ten general principles set out in the *Relevant Authorities (General Principles) Order 2001* should be a preamble to the Code setting out the standards to be attained by members.
- The regime for declaring interests should be urgently addressed.
- The duty to report potential misconduct should be removed.
- The Code should be clearer in ensuring that, where private conduct is regulated, it should only be for unlawful activities.
- The Code should include a new provision to address bullying.
- The public interest defence should be explicitly included in the Code and its provisions on confidential information reconsidered and clarified in the light of the Freedom of Information Act.

## Introduction

12. The Board recommends that the Government seeks ways to simplify and clarify the Code wherever possible. There is particular need to clarify and reframe the rules around declarations of interests and to ensure that the Code is seen in a more positive light as promoting effective local governance rather than merely being a list of prohibitions on certain activities. The Board believes the Code should, where possible, be written as a positive rather than negative statement.
13. Specifically, and as will be further explained with reference to the consultation analysis, the Board recommends that the Government should include the ten general principles as a preamble to the Code. This would remind members of the positive values they should be promoting and the purpose behind having a Code.

## Declarations of interests

14. The Board's key finding is that the regime for declaring interests needs to be addressed urgently. It is clear from consultation that councillors have too often felt excluded from discussing issues where they have a legitimate interest and where the public would expect them to be representing the views of their communities. Many of the cases cited have arisen more as a result of poor advice received locally, inconsistent interpretation of the rules across the country or because of the need (unrelated to the Code of Conduct) to protect public decision-making from bias or predetermination. However, it is clear that the very broad and general provisions of the Code itself do not lend themselves in their present form to consistent interpretation and too often can be seen to lead to too many declarations of interest.
15. The Board believes that the public has a right to expect decisions to be made for the public good and not simply to serve a vested interest. However, it believes the Code needs to be rebalanced so that it properly excludes councillors from taking decisions where they or their close associates gain an unfair advantage but that it allows councillors to participate where they are acting in their representative or local advocacy role and that its proposals will achieve that balance.

## Whistleblowing

16. The Board's other key concern is how the Code can be amended to minimise further the potential for politically-motivated trivial complaints. Whilst the Board has already made great strides in this direction and believes that the message that it will not entertain such complaints is now well understood, nevertheless the Board proposes that, as a further strategy to address this issue, the current duty on members to report all breaches of the Code to the Board is removed from the Code. The Board believes that the existing provision has not achieved the aim of protecting members who make serious allegations against their colleagues from being subject to intimidation in certain cases nor does the Board believe that the duty has meant that serious misconduct which otherwise would have gone unreported has been brought to its attention as a result of this provision.
17. The Board believes, however, that a specific provision making it an offence to seek to intimidate a complainant or a witness would give the protection originally sought by the provision and allow members to come forward where they have serious concerns.

## Disrepute and private conduct

18. The Board also recommend that certain aspects of a member's private life should continue to be viewed as capable of bringing the authority into disrepute. The Committee on Standards in Public Life recommended that this provision was restricted solely to public life but this view was not supported in consultation. The Board believes that there are certain unlawful activities which, although not carried out on official duty, would nevertheless damage the public's perception of that member's fitness for office. The Board accepts that members are entitled to a private life but recommends that unlawful activities continue to be within its jurisdiction, a view overwhelmingly supported in consultation. This would also be in line with the General Principles which state that a councillor should uphold the law.

## Confidential Information

19. We are also recommending that a greater balance needs to be struck between the proper need for an authority to protect confidential information and the member's right to make information available in the public interest, particularly in the light of the Freedom of Information Act. The Code needs to be clearer that there will be times when it is legitimate to raise concerns and release information which has been deemed confidential. We believe that there should be a presumption in local government towards openness in order to ensure proper public accountability and that the Code should therefore reflect this presumption.

## Bullying

20. We also believe that a specific provision to address the rare but serious incidents of bullying is necessary. Whilst the Code already says that members should treat people with respect and the Board has been successful in dealing with cases of bullying, we believe that such cases have been particularly concerning for the types of characteristics they have demonstrated and that the Code could make a much clearer statement that such behaviour cannot be tolerated in a modern workplace. Whilst councillors have a right to challenge and question advice and decisions, certain cases have shown the line to have been crossed between appropriate challenge and intimidation and humiliation. Such behaviour should not be tolerated and we are committed to working with all in local government to stamp it out.

# The General Principles

## Questions

Q1. Should the ten general principles be incorporated as a preamble to the Code of Conduct?

Q2. Are there any other principles which should be included in the Code of Conduct?

## Consultation response

21. Question 1 elicited one of the strongest positive responses of the consultation, 95% of respondents supporting incorporation of the general principles as a preamble to the Code. While less than 5% of respondents disagreed with the proposal, a degree of caution was expressed across the responses that too heavy reliance not be placed on the principles themselves. One respondent expressed this as:

*“Whilst it would be valuable to annex the Principles to the Code in order to set the context for the Code and as an aid to interpretation, it is fundamentally important that the Principles do not form part of the Code itself ... The general principles are precisely that – general principles – and they are completely unsuited for use as part of a code itself... The general principles are so general and subjective that they cannot form the basis of a charge.” (Peter Keith-Lucas)*

22. In response to Question 2, 51% of all respondents expressly stated that they did not wish to add any further principles to the ten principles now generally referred to as “The Nolan Principles”. A few responses suggested additional principles, though none of the additional principles was offered by more than one response.

## Recommendations

- **The Board proposes that the ten general principles be included as a preamble to the Code. The general principles are set out in Annex 1 to this document.**

23. Inclusion of the general principles as a preamble to the Code will see further integration of the principles into public life, as recommended by The Committee on Standards in Public Life. However, whilst the Board believes that the general principles should be included in the Code, this would clearly be in the light of the current consultation on the seven principles of public life being conducted by the Committee on Standards in Public Life.

24. The Code of Conduct is required by section 50(4)(a) of the Local Government Act 2000 to be consistent with the general principles but, to date, has not expressly incorporated the general principles. Their inclusion will serve to define aspirational standards and to remind members of the purpose of the Code and the values which they are meant to uphold as democratically elected representatives. The general principles underpin and steer the Code. Their inclusion will represent a more coherent linking of aspirational and practical standards and will further clarify the Code. The principles will function as integral reference points, each of the Code's provisions being directly referable to one or more of the general principles.
25. The principles' inclusion will contextualise and may assist in interpreting the intention behind the rules in individual circumstances. It is the Board's view and experience to date, as reflected in its *Case Review* publication (Nos 1, 2 and 3), that the general principles are fundamental to the Code's interpretation, which has been reflected in the increasing extent to which decisions of The Adjudication Panel for England refer to both the Code and to the general principles when determining Code breach.
26. However, given that many of the principles, such as the requirement to act selflessly, are subjective, the Board wishes to stress that it does not propose that the general principles become embedded as enforceable provisions of the Code. Nor, on the basis of the consultation response to Question 2, does the Board recommend that the general principles are augmented by any additional principles.
27. The equivalent Scottish code includes key principles which are similar to the general principles and, following from the recent consultation of the Welsh Ombudsman, the general principles are being incorporated as a preamble to the revised Welsh Code. The inclusion of the general principles in similar codes signals a movement favouring their inclusion in the interests of clarity and consistency and a means of inculcating the correct standards.

# Behavioural issues

## Disrespect and freedom of speech

### Questions

Q3. Is it appropriate to have a broad test for disrespect or should we seek to have a more defined statement?

### Consultation response

28. The Code of Conduct's current broad test was supported by 76% of respondents, many voicing the view that a narrower test would be less effective. Respondents expressed the following views:

*"Limiting the definition could lead to greater inflexibility." (Watford Borough Council).*

*"Disrespect' may be regarded as a subjective concept. What might be acceptable between experienced Members in the heat of debate might not, in tone or content, be appropriate in a conversation between a member and a member of the public, or a junior officer. A broad test should enable the Standards Board, Adjudication Panel, Standards Committee, or an Ethical Standards Officer to reach a conclusion as to whether, in particular circumstances, conduct or treatment has been 'disrespectful'." (Greater Manchester Police Authority).*

*"We see the problem about the concept of respect and whether there should be a definition. We can also see that some people because of their cultural background or for other reasons may apply higher standards than the population generally. Any definition could reasonably only refer to a minimum standard and that would be a pity." (The Commissioner for Local Administration in England).*

29. A small number of respondents suggested that the section should be deleted and approximately a quarter (24%) of respondents sought a more defined statement for disrespect. However analysis of the responses strongly suggests that the Code retain its current broad definition of disrespect.



## Recommendations

- **The Government needs to address the issue of paragraph 2(a) and consider whether it can be made enforceable or whether it should be deleted and rather than the Code dealing explicitly only with unlawful discrimination, all forms of discrimination should be captured in an amended paragraph 2(b).**
- **Paragraph 2(b) of the Code should continue to address disrespect in its current broad terms.**

30. In a preliminary decision of a case tribunal in APE 0211-0216 dated 14 January 2005 it was decided that the Adjudication Panel has no jurisdiction to make findings of unlawful discrimination under paragraph 2(a) against a member in the absence of an existing decision of an Employment Tribunal (or another Court) on a complaint made to it of unlawful discrimination. If this decision is correct this particular provision of the code is effectively unenforceable and consequently it will fall into disuse.
31. There are two different ways of dealing with the problem. The first is to introduce primary legislation to make it clear that the provision can be enforced. The second being to remove the specific provision in the code and to leave it so that such acts are dealt with as disrespect or disrepute. ODPM will wish to take a view on what is the most desirable course given the broader Government agenda around promotion of equality.
32. If they decide to adopt the latter approach, at least in the short term they may wish to make the Code reflect the particular forms of respect outlined in the general principles. However, while there may be some merit in seeking to define disrespect solely in the terms set out in the general principles, too narrow a definition would exclude disrespect falling outside those specific categories, but which nevertheless has been seen as unacceptable. The current broad wording seeks to reflect a variety of views on what is disrespectful and provides for each case to be considered on its merits. 'Respect' is a subjective term and it has been the Board's experience that what is perceived as disrespect often varies widely between individuals and between ethnic and local and regional cultures. The Board also does not believe that it is the Code's role to be as prescriptive as Parliament about some of the words which may or may not be used by its members.
33. The Board therefore recommends that the provision remains broad but that it draws attention to particular forms of respect in line with the general principles. Respect is an important right and paragraph 2(b) reflects an important principle. Clarification of the term may rather be found through its application in particular circumstances.

# Bullying

## Questions

Q4. Should the Code of Conduct include a specific provision on bullying? If so, should the definition of bullying adopted by the Code of Conduct reflect the Acas<sup>1</sup> definition of bullying?

## Consultation response

34. There was strong support, from 80% of respondents, for each of the above proposals. However, both those respondents who accepted and who rejected the Acas definition frequently did so with the accompanying explanation or qualification that the Acas definition of bullying did not go far enough. One response explained:

*“The Committee had concerns about the Acas definition as it relies on there being a pattern of behaviour and does not acknowledge that a one-off act may involve serious bullying and intimidation.” (Luton Borough Council)*

35. Respondents supported that a bullying provision should cover bullying of members, officers and the public. A number of respondents offered their own definitions of bullying. There was strong support therefore for the Code’s inclusion of a specific provision on bullying covering both patterns and single incidents of member bullying of members, officers and members of the public.

## Recommendation

- **The Board recommends that the Code include a specific provision on bullying. The provision should be sufficiently broad to cover (a) both patterns of bullying behaviour and single incidents of bullying and (b) bullying of members, officers and members of the public. The Board recommends that the Code does not seek to define bullying.**

36. The Government has expressed a commitment to include a provision on bullying in the revised Code in the light of recommendations made by the ODPM-convened National Taskforce on Bullying and Harassment in Local Government (2002 – 2004). The Board supports this proposal as a way of making explicit that bullying behaviour should not be tolerated and that people have the right to be protected from bullies. Drawing on the consultation response and its experience of bullying cases to date, the Board further recommends that the provision should be sufficiently broad to cover both patterns of bullying behaviour and single incidents of bullying.

<sup>1</sup> The Advisory Conciliation and Arbitration Service (Acas) definition of bullying reads:

“Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse or misuse of power or authority which attempts to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress...”

37. The Board has received a number of complaints alleging bullying by members of officers and fellow members. As the Code of Conduct does not contain a specific provision addressing bullying, this behaviour has to date been addressed under paragraphs 2(b), 2(c) and 4 of the Code which cover the need for members to treat people with respect, not to seek to compromise impartiality and not to bring the authority into disrepute. The nature of the misconduct reflected in complaints of bullying is however more specific than is provided by the current provisions.
38. The Board's experience of bullying cases to date informs its opinion that, in a small but significant number of authorities, there is a culture of bullying. In response to this, a specific provision in the Code would be a strong signal of disapproval of such behaviour. Whilst the number of cases of bullying investigated is comparatively small, in cases where bullying has been proven the sanctions delivered by The Adjudication Panel for England have been serious. Whilst legitimate challenges of poor performance will always be necessary, some of the behaviour seen by the Board has been unacceptable and the Board would welcome the Government's recognition that such behaviour has no place in modern local government.
39. However, defining bullying in the Code may give rise to similar issues as defining disrespect. To provide a definition will inherently narrow the scope of bullying conduct which could be caught by the Code and limit the extent to which each case could be considered on its merits. The Board propose therefore that the provision on bullying does not seek to define bullying conduct.

## Confidential Information

### Questions

- Q5. Should the Code of Conduct contain an explicit public interest defence for members who believe they have acted in the public interest by disclosing confidential information?
- Q6. Do you think the Code of Conduct should cover only information which is in law 'exempt' or 'confidential', to make it clear that it would not be a breach to disclose any information that an authority had withheld unlawfully?

### Consultation response

40. The response to Question 5 has been overtaken by the Adjudication Panel for England ruling in the *Dimoldenberg* judgement that the Code had to be construed as allowing a public interest defence in order to meet ECHR requirements. The Board therefore believes that if that defence has to be implicit within the Code, there is merit in making it explicit on the face of the Code. It may be worth noting from the consultation, in terms of potential public response to the Code's inclusion of the public interest defence, that 52% of respondents supported and 48% opposed the public

interest defence. Some respondents felt that it was essential to bring the Code into line with the Freedom of Information Act, whilst others expressed concern that an explicit defence would actually work against the Freedom of Information Act, expressing this in:

*“The Freedom of Information regime already requires authorities to apply a public interest test to decide whether or not information should be disclosed. If an authority, after due consideration, have come to the view that information is confidential and that it is not in the public interest to disclose it, then the Authority does not believe that it should be open to a Member to make that information public based on his/her view of the public interest.”*  
(West Midlands Passenger Transport Authority).

41. Analysis of the consultation response therefore reflects that there may be equal opposition as support for explicit inclusion of the public interest defence.
42. Question 6 gained a much clearer response, with support for the proposal that the Code should only cover information which is in law ‘exempt’ or ‘confidential’ by 69% of respondents. The analysis suggests that there is considerable support for the proposal that the Code should cover only information which is in law ‘exempt’ or ‘confidential’.

## Recommendation

- **The Code should be explicit in allowing members to disclose confidential information where it can be demonstrated that such disclosure was in the public interest.**
- **The Government needs to consider the impact of the *Freedom of Information Act 2000* on confidentiality.**

## The Public Interest Defence

43. The Code should be explicit in allowing members to disclose information which an authority has deemed confidential where it can be demonstrated that disclosure is in the public interest. It is important that a public interest test does not allow members to use the defence when merely seeking to make political capital through disclosure of properly confidential information. The test should be broadly whether the information would have been disclosable under the Freedom of Information Act as councillors should not be in the situation of being penalised for disclosing information, albeit marked “confidential”, which could have been requested via an FOI request. The onus should be on a public authority to prove that it has applied the public interest test when it marked a document as “confidential”.
44. The following example illustrates the issue and the possible impact of an explicit public interest defence:

45. The APE Dimoldenberg decision has confirmed that, as a matter of law, paragraph 3(a) of the Code of Conduct fails properly to take account of Article 10(1) ECHR. It was found to be a disproportionate response to the issue of the maintenance of confidentiality by councillors as it fails to take account of any of the surrounding circumstances relating to a disclosure of confidential information by a councillor in determining whether he or she was in breach of the Code. The tribunal found that in order to be compatible with Article 10(1), the Code should be read so as to allow for the disclosure of information of a confidential nature in circumstances where it is appropriate in the public interest to do so. The consequence is that these types of issues, and the sometimes delicate balancing exercise they will entail, will quite often need to be decided by an independent tribunal.

46. Article 10 of the European Convention on Human Rights provides:

*10(1) everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority...*

*10(2) The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.*

47. The context for the case was the pursuit, by Westminster City Council, of Dame Shirley Porter for some £37m as a result of a judgment of the House of Lords, for her role in the “Homes for Votes” scandal in the 80’s. The tribunal found that Cllr Dimoldenberg had, since that judgment taken a personal and persistent interest in ensuring that the Council take action to ensure that the money was recovered. As part of the Council’s pursuit of the debt, diverse orders were obtained against named third parties and those orders were subject to gagging orders by a sequence of High Court judges, prohibiting disclosure not only of the contents of the orders but also of their existence. At his request, the Council provided Cllr. Dimoldenberg with information about the steps the Council was taking through the courts in pursuit of that debt, which included details of the gagging orders. Cllr Dimoldenberg was fully aware of the nature of the gagging orders. Notwithstanding that understanding, he shared some of those documents and the information on the gagging orders with a BBC journalist and two other individuals.

48. The tribunal reasoned that Councillor Dimoldenberg exercised his Article 10(1) right of freedom of expression when he imparted information to the BBC, some of which was confidential. Having found as a fact that Councillor Dimoldenberg was a journalistic source, the Tribunal found that Councillor Dimoldenberg was able to rely on section 12(4) of the Human

Rights Act 1998. This requires the Case Tribunal to have particular regard to the interference of the Convention right to freedom of expression particularly where, as in this case, the proceedings relate to journalistic material to the extent to which the material has, or is about to, become available to the public or it is or would be in the public interest for the material to be published and any relevant privacy code.”

49. In determining whether the Article 10 right to freedom of expression could be restricted the Case Tribunal undertook a balancing exercise.

50. Factors in favour of disclosure –

- Article 10(1) freedom of expression
- the particular regard to be had to any interference with the Article 10 right particularly where the proceedings relate to journalistic material
- the maintenance of a free press
- the watchdog role of the media particularly on matters of public concern
- the motive was not self-serving or wanton
- the assurance from the BBC journalist that the information was required as ‘deep background’ only
- the interest of the public in the inactivity of WCC to recover the surcharge
- The ‘untroubled mind’ of Councillor Dimoldenberg in disclosing the information

Factors against disclosure –

- the requirements of councillors to comply with the statutory declaration of office and as a consequence to comply with the code of conduct in order to be able to receive confidential information
- a risk that disclosure would have hindered the recovery of the surcharge
- a risk that active steps in the recovery process would have been revealed
- The High Court Restriction on Communication Orders which are rarely given
- The Restriction on Communication Orders were considered, deliberate, specific restrictions imposed only for the length of time necessary to aid the recovery of the sums owed by WCC

51. In conclusion the Case Tribunal found that whilst the free exchange of information and ideas on matters relevant to the organisation of the economic, social and political life of the country is crucial to any democracy, the Restriction on Communication Orders made by the High Court were critical elements in the recovery process. The Restriction on Communication Orders were a proportionate response to restrict the right to freedom of expression bearing in mind the potential for large sums of money to be moved out of the jurisdiction and out of reach of Westminster. The Case Tribunal therefore concluded that in this case the Article 10 right of freedom of expression was rightly subject to an Article 10(2) exception and whilst the threshold is a high one to cross, because of the recognised importance of press freedom, it was the responsibility of Councillor Dimoldenberg in the light of the Restriction on Communication Orders to prevent the disclosure of information relating to the third party disclosure orders that he had received in confidence.

## Confidential Information

52. Paragraph 3(a) of the Code prohibits members from disclosing information given to them in confidence or that is acquired and which the member believes to be of a confidential nature. 'Given in confidence' means information that is given in the expectation that it will not be disclosed to anyone else. Information which is of 'a confidential nature' is information that, for whatever reason, is not appropriate to disclose outside a particular group or organisation.
53. However, as it is drafted, this has been a difficult paragraph to interpret. There have been calls for the provision to be amended in the light of the distinction between 'information given in confidence' and 'information of a confidential nature', the requirements of the *Freedom of Information Act 2000* and the perception that more information considered at council meetings is categorised as 'confidential' than meets the strict legal criteria. The board believes that some in local government, particularly in the parish sector, continue to treat too much information as confidential and, given the Government's commitment to freedom of information, that consideration needs to be given both as to how the Code can address this and whether the local government access to information provisions need to be revisited in the light of the Freedom of Information Act.
54. These issues arose for the Ethical Standards Officer's consideration in the case of SBE5874.04. The complainant alleged that the member quoted from a confidential email about the clerk's expenses and allowances to members of a political group at a Finance and General Purposes Committee meeting on 15 January 2004.
55. The Ethical Standards Officer considered that the email was not given to the member in confidence. The purpose of the email was to advise the members of the political group about issues that were going to be discussed publicly at the meeting, and which were already in the public domain and it did not contain information that councillors were required by law or by the council to keep confidential. The Ethical Standards



Officer concluded that the information disclosed by the member was not confidential for the purposes of the Code. The Ethical Standards Officer was not satisfied that the member breached the Code of Conduct by disclosing confidential information and found that no action needed be taken.

56. This case, among others similar investigated by Ethical Standards Officers, highlights the need for greater clarity about the type of information which will be considered confidential for the purposes of the Code, in order that there is a greater degree of congruence between what might be considered confidential for council purposes and what is considered to be confidential under the Code.
57. A further technical issue which arises with this paragraph is that technically it only applies to information disclosed by a councillor in an official capacity. That could mean that a councillor could claim that, although they have disclosed confidential information, they were not doing it in their capacity as a councillor. The Code should be amended so that it covers material received by a councillor in his or her official capacity or which relates to the work of the council. It should not be extended to cover confidential information which is received outside of official capacity and has no bearing on the work of the authority.

## Disrepute and Private Conduct

Q7. Should the provision related to disrepute be limited to activities undertaken in a member's official capacity or should it continue to apply to certain activities in a member's private life?

Q8. If the latter, should it continue to be a broad provision or would you restrict it solely to criminal convictions and situations where criminal conduct has been acknowledged?

## Consultation response

58. In response to Question 7 there was significant support (76%) for the proposal that disrepute continues to apply to certain activities in a member's private life, though this support was often qualified by comments of the following nature:

*"It should continue to apply but be restricted to where actions, though private, are in the public eye." (Filey Town Council).*

*"The provision relating to disrepute needs specific parameters in regard to one's private life: e.g. if one's behaviour undermines the public confidence in their ability to carry out their duties." (Birdham Parish Council).*

*"It should continue as now but be restricted to behaviour in a public place." (David Milstead).*



*“As holders of a public office, Members should behave impeccably at all times and therefore, the provision should continue to apply to certain activities in a Member’s private life.” (Simon Quelch, Maldon District Council).*

59. The analysis of the responses suggests that the provision relating to disrepute should continue to apply to certain activities in a member’s private life.

60. Question 8 elicited a response of 76% in favour of the status quo of a broad provision on disrepute, accompanied by comments such as:

*“It should continue to be a broad provision. Otherwise there would be no basis for challenging unlawful actions or the general character and suitability to represent local electors of members who become subject to sanctions such as those quoted in the full consultation paper.” (Oswestry Borough Council).*

## Recommendation

- **The Board recommends that certain behaviour outside official duties should continue to be regulated, but only matters that would be regarded as unlawful conduct.**

61. In considering its recommendation, the Board has been mindful of the reports of The Committee on Standards in Public Life and the ODPM Select Committee which both, to a greater or lesser degree, want to restrict the Code’s scope to public life. However, the strong message from the consultation and the roadshows is that the Code should continue to regulate certain private activities. The Board believes that the Code should continue to cover certain conduct which does not directly relate to official duties.

62. The Board recognises the views expressed by some that only matters relating to council business should be regulated. However, some of the private activity that the Board has considered, such as false claiming of housing benefit, assaults on members of the public or downloading of illegal pornography does have the potential to bring a member’s authority or office into disrepute and, consequently, the Board believes that this provision should continue to have some wider application. However, the Board believes the provision could be further clarified to demonstrate that it is only unlawful activity committed outside of official duties which should be regulated and not activities of which certain individuals may merely disapprove. Disrepute in private life should be reserved for cases of unlawful activity such as criminal or cautionable offences, not civil matters or merely reprehensible conduct.

63. Narrowing the provision towards unlawful activities, rather than behaviour of which one might disapprove, will also tie the provision closer to the referrals criteria already used by the Board which seek to capture complaints of legitimate public concern where a member has fallen below a recognised standard rendering them unfit for public office.

64. A counter-argument to such regulation of private activities is that the ballot box should be the recourse open to the public to voice their disapproval of a member and their private conduct. However, it can also be argued that the electorate vote for policies – not individuals. If electors want to vote for the policies of a particular political party, but the councillor from that party has committed some offence, electors may still vote for the councillor, despite their misbehaviour or have no option but to vote for the policies of another party or to refrain from voting. Given these alternatives, electors may, even unwillingly, vote for the misbehaving councillor rather than unattractive policies. The Code provides balance and redress for the situation where the electorate does not have the opportunity both to vote for the policies they desire and to sanction misbehaving councillors. Further, broad analysis of election outcomes reflects that the election of a new councillor in favour of a councillor with a history of misbehaviour is seldom a matter of the misbehaviour in isolation.
65. Research has shown that almost all professional codes, with the exception of the Parliamentary Code, cover disrepute arising from activities in private life. The Board see no reason why this general principle should apply differently to local government members. Parliament's intention in regulating councillor behaviour has been that certain conduct is so serious as to merit a member's disqualification, prior to the expiry of a their term of office, whether it be an automatic disqualification where a councillor receives a conviction for a period of more than three months, even where it is a private matter, or a disqualification following an adjudication by the Adjudication Panel for England. The automatic disqualification provision therefore gives clear precedent for private capacity issues to prevent a member from serving as a councillor. The Code allows discretion to consider issues which fall under that threshold to be considered on a case-by-case basis to see whether they merit some form of sanction against the councillor concerned.
66. The Board intends that each of the Code provisions should be referable to at least one of the ten general principles. Considering disrepute and private conduct, one of the general principles is a duty to "uphold the law and, *on all occasions*, act in accordance with the trust that the public is entitled to place in them". That disrepute should include unlawful activity is therefore in accord with the general principle's requirement that members act lawfully at all times. Parliament's intention that certain areas of a member's private life be addressed by the Code is evident also in the provision on undue influence, which also applies to a member's private life. If the scope of disrepute is limited to public life, it is arguable that this limitation be consistently applied across the Code, which would entail amendment to the provision on undue influence, thereby limiting its scope. The Board believes that would be a retrograde step. However, limiting the scope of disrepute in a member's private life to unlawful activities will further clarify what activities are regulated by the Code and assist in decreasing the number of trivial complaints.

67. This proposal reflects the Board's consideration of both Committee reports and acceptance of their arguments that some private activity is essentially private. However, by making clear that there are also some activities which are so serious that they are regulated would reflect Parliament's intentions for the Code, consistency across the Code and practical application of the general principle of lawfulness.
68. The Board believes that the following three areas should be perceived as being capable of bringing the authority into disrepute:
- an activity carried out in an official capacity;
  - an activity which has been deemed unlawful – for example where there has been a conviction or a caution has been accepted or some other sanction imposed by a law enforcement agency which has the power to make criminal sanctions. In such cases this would be a penalty below a 3-month conviction;
  - an activity which may be seen as unlawful although no case has been brought. An example of this would be where the member is alleged to have committed an assault and, whether the activity was unproven, denied or admitted, the police decide not to prosecute. In such cases, the Board does not want its Ethical Standards Officers to be seen as reaching a view on whether a criminal act has been committed but merely whether such an act, which may potentially be unlawful, and be perceived as such, should be deemed as having made the member unfit for public office.

## Misuse Of Resources

### Questions

Q9. We believe that the Code should address the three areas set out in 4.4.11 (prohibiting breaches of the publicity code, breaches of any local protocols and misuse of resources for inappropriate political purposes)? Do you agree?

Q10. If so, how could we define 'inappropriate political purposes'?

Q11. Is the Code of Conduct right to distinguish between physical and electronic resources?

### Consultation response

69. That the Code should prohibit breaches of the publicity code, breaches of local protocols and misuse of resources for inappropriate political purposes (Question 9) was supported by a significant majority (84%) of respondents.

70. Question 10 and its request for suggestions of a definition of “inappropriate political purposes” received a wide range of views, no one, consistent definition emerging from responses. Some argued that to attempt a definition may be self-defeating,

*“To some extent any definition could lead to a problem that could increase the number of politically motivated complaints being made. There will sometimes be a very fine dividing between where the business of the council ends and inappropriate political purposes begin.” (Medway Council).*

71. Most responses looked to common themes. The first theme looked to distinguishing advantages for one particular political party:

*“Anything purely party political and not connected to the functions of the local authority.” (Harlow District Council)*

*“Possibly any activity which is intended purely to promote political party interests.” (Northumberland County Council)*

*“A decision taken where the outcomes can only benefit the aims of a single political party.” (Dawlish Town Council)*

*“Anything that uses resources to promote any political view over another.” (Longhorseley Parish Council)*

72. The second common theme looked to inappropriate behaviour during election campaigns. Several respondents also suggested that the word ‘inappropriate’ be removed. A small number of responses offered detailed definitions, such as:

*“Inappropriate political purposes” is the use of any Council resources, human, physical or electronic, the purpose of which is to:*

*make mention, directly or indirectly, with or without endorsement of any political parties or the stated or existing or proposed policies of any particular political party locally or nationally of which they approve, or*

*make mention by way of comparisons positively or negatively, on the existing or stated or proposed policies or any other political party, or*

*foster in the public mind directly or indirectly, overtly or covertly, that any actions taken are attributable to the stated or existing or proposed policies of any particular political party, or*

*foster a negative reaction in the public mind directly or indirectly, overtly or covertly, that any actions taken are attributable to the stated or proposed policies of any other political party as a consequence or part of (3) above, or*

*foster the perception that the public should favour a particular political party at any forthcoming elections, whether as a consequence of (1) or (4) above or not.” (Havant Borough Council)*

73. Question 11, whether the Code is right in not distinguishing between physical and electronic resources was supported by 94% of respondents, strongly suggesting that ‘resources’ in paragraph 5(b)(i) should remain a general term.

## Recommendations

- **The Board recommends that local protocols should be enforced locally where appropriate, with the Board only becoming involved where serious misuse of public resources has been alleged.**
- **Serious misuse of resources, particularly for political benefit, should be regulated nationally.**
- **The Code should contain or provide for a broad definition of “inappropriate political purposes.”**

74. The Board believes that misuse of resources is best dealt with through local protocols in the first instance. Many authorities have effective local protocols governing the use of council resources. Of all the areas covered by the Code of Conduct, the use of authority resources is the one which is perhaps most suited to reflecting the custom and practice of individual authorities. Setting out specific requirements for members’ use of specific resources should not be the Code’s intention. All authorities should be encouraged to adopt effective protocols, enforcement of which should broadly be left to the local level, with the Board only becoming involved where serious misuse of public resources has been alleged.
75. The Board propose that trivial and minor cases of misuse of resources should not come to The Standards Board at all or should be dealt with at a local level. Only serious misuse of public resources should remain with The Ethical Standards Officer for investigation.
76. The Board’s experience indicates that the vast majority of parishes have not yet adopted local protocols for resource use. In the absence of these protocols and of other avenues to deal with complaints about resource misuse there is a danger that such complaints would still come to The Standards Board. There would be considerable disparity in the Board dealing with both the most serious cases but also minor cases simply because of the absence of any local protocol.
77. The Government is therefore asked to consider what appropriate avenues might be used to deal with minor misuse of resources where the local authority has no protocol in place.
78. Cases highlight instances for a more effective provision on misuse of resources and the need for local protocols. In SBE7575.04 the member used the council secretariat to help them to produce four letters of a political nature. The case was referred to an Ethical Standards Officer who referred the case for local determination. This case reflects minor resource misuse which could have been dealt with locally through administrative penalties.

79. In another case, SBE2278.03 it was alleged that the member used council computer and photocopying facilities to produce a party-political newsletter. The member admitted use of the computer facilities but claimed that, due to the absence of a local protocol covering resource use that the member was unaware of any wrongdoing. The Ethical Standards Officer considered the case and found no action need be taken. The Ethical Standards Officer noted that there was no council protocol for computer use and so concluded that the member did not breach the Code of Conduct by failing to comply with their authority's requirements for the use of computers. However, they did consider that the member breached the Code by using the computer for party-political purposes. It was accepted that this was unintentional and the result of insufficient guidance. The local authority concerned did not have a protocol or training on resource use. The use of the resources in question by members was custom and practice at the authority, although a breach of the Code. The member had only continued to use the computer to produce the newsletter because they had not been advised that it was inappropriate to do so. These cases highlight the need for local protocols on the use of resources which can be enforced locally with recourse to the Code and the Board only for serious issues.

## Physical and electronic resources

80. Views on members' accountability for resources span a wide spectrum, reflected in the local resource protocols already adopted. The 'resources' covered by section 5(b)(i) and (ii) are broad. Some resource protocols hold members strictly accountable. Others have adopted a more flexible approach, providing members and their families with some individual usage, particularly of IT but often with the caveat that members' personal use of authority equipment should not be for illegal or personal business purposes.
81. The majority of complaints received by the Board to date alleging breach of paragraph 5(b) have alleged inappropriate use of IT and electronic resources. This emphasis reflects the contemporary prevalence of the use of computers, e-mail and the Internet for professional and personal communications. However, paragraph 5(b) currently refers to 'resources' generically and it was the strong message from the consultation that it should continue to do so.

## Political purposes

82. The term 'political purposes' in paragraph 5(b)(ii) was, the Board believes, intended to complement section 2 of the *Local Government Act 1986*, which prohibits the publication of material 'designed to affect public support for a political party'. Paragraph 5(b)(ii) also supplements the Government's Code of Recommended Practice on Local Authority Publicity, issued under section 4 of the 1986 Act.



83. However, the Code of Conduct goes considerably further than the *Local Government Act 1986* and the Code of Recommended Practice. The use of resources for political purposes in the Code of Conduct seems to be a wide enough expression to cover not only the publication of campaign materials but also any other activity which is intended purely to promote political party interests. The circumstances in which a member acts and their intentions are important to this part of the Code. For example, when elections are pending, members should be particularly scrupulous about the use of authority resources.
84. The consultation clearly showed that consultees' main concern was about misuse of public resources for party-political advantage. The Board recommends that the Government clarifies the Code's provisions to better control such abuse, being mindful of the broad range of responses on the definition of "inappropriate political purposes", and how it should relate to the existing publicity code for local authorities.

## Duty to report breaches

### Questions

- Q12. Should paragraph 7 be retained in full, removed altogether or somehow narrowed?
- Q13. If you believe the provision should be narrowed, how would you define it? For example, should it only apply to misconduct in a member's public capacity, or only to significant breaches of the Code?
- Q14. Should there be a further provision about making false, malicious or politically-motivated complaints?
- Q15. Does the Code of Conduct need to provide effective protection for complainants against intimidation, or do existing sections of the Code of Conduct and other current legislation already cover this area adequately?

### Consultation response

85. Question 12 asked whether paragraph 5(b) of the Code should be retained, removed or narrowed. 42% of respondents wished the provision to be retained, 42% wished it narrowed and a significantly smaller 16% of respondents argued for its removal. However, respondents who wished the provision's removal expressed strong feelings supporting their argument:

*"We believe that, in the complaints that have been submitted to the Board to date, there are numerous examples of political mischief masquerading as self-righteous whistle-blowing, and that this brings the process into disrepute. Reporting alleged breaches should be a matter of conscience rather than prescription and this provision should be deleted."* (Stockport Metropolitan Council).

86. Those who responded to Question 13 with suggestions as to how paragraph 5(b) might be narrowed, overwhelmingly accepted the consultation paper's suggestions of it being narrowed to address members acting in a public capacity or significant/serious breaches of the Code. Other issues raised included whether or not the member had knowledge, as distinct from suspicion, of any wrongdoing and whether or not the monitoring officer could act as a filtering mechanism for allegations, expressed as:

*"The obligation could be narrowed to matters that a particular member has personal knowledge of and is the matter is of a particularly "serious" nature." (Birmingham City Council)*

*"The provision should apply to both misconduct in a member's public and personal capacity and to significant breaches of the code." (Haringey Council)*

*"It could be reported to a Monitoring Officer or chair of a Standards Committee who could decide whether the complaint was sufficiently serious enough to be sent to the Standards Board." (Birdham Parish Council)*

87. That the Code should include a further provision for making false, malicious or politically motivated allegations (Question 14) was supported by 61% of respondents.
88. In response to Question 15, a significant number of respondents across parishes, individuals, local authorities and stakeholders believed that the Code already provides adequate protection for members and witnesses against intimidation.

## Recommendation

- **The Board recommends that the duty to report breaches should be removed from the Code.**
- **The Code should include protection against intimidation of complainants and witnesses.**
- **All involved in the process, including members, need to take greater steps nationally and locally to discourage vexatious complaints.**

89. The provision of the Code which requires members to report breaches to the Board has been unpopular. The Board believes it had two underlying purposes – to prevent members from turning a blind eye to serious misconduct by their colleagues and to protect members who wished to come forward and report fellow members in spite of pressure to do otherwise. The Board does not believe the present provision achieves either of these aims satisfactorily, and instead has been perceived as leading to members using the provision as a pretext for making trivial allegations to serve political ends.



90. The consultation paper proposed 5 options for this section:
- a. the provision remain unchanged;
  - b. limit it to a duty to report 'serious' breaches;
  - c. limit it to official capacity;
  - d. require members to seek the views of the monitoring officer or standards committee whether it should be reported; or
  - e. remove the provision and rely on members' integrity and observance of the general principles for them to report matter to the Board.
91. Options iii and iv were not attractive for a number of reasons. Whilst members should not be asked to 'police' private lives, the duty to report applies if members become aware of matters which may breach the Code, and some of the more serious matters in the past have related to private activities. It would be inappropriate if more minor matters under the Code had to be reported but serious matters relating to unlawful activity did not have to be brought to our attention. Option iv, which would in effect introduce a 'local filter' was considered in order to reflect the current representations from certain sections of local government that they should have a greater role in remedying matters before they come to the Board. The 'local filter' debate is a broader and separate issue to the review of the Code. It would however seem odd for there to be a 'local filter' for member-member complaints and not for others. The introduction of such a provision would also give rise to difficulties the Board then referring cases back – given conflicts of interest if the initial allegation had been sanctioned by the monitoring officer or standards committee – and would potentially mean involving the monitoring officer and their available resources further in dealing with parish issues at that early stage of the process.
92. Option ii – whether the provision should be retained but limited only to allegations of serious misconduct – was the most popular option in consultation. However, on reflection the Board believes that any attempt to draft such a provision would lead to inherently subjective views on what was or was not 'serious'. This would lead to arguments about what should and should not have been reported and would be unlikely to address the concern about trivial allegations. The Board is aware that the ODPM Committee, which debated this provision of the Code, made a strong recommendation that the provision should be retained, not least on the basis that similar provisions appear in other codes of conduct. However, on balance, having considering the issues and options above, the Board believes the provision should be removed from the Code.

93. However, the two underlying concerns the original provision sought to address need to be considered. While the Board believes that the vast majority of members would not turn a blind eye to serious misconduct, it believes that for those handful of cases where there does appear to be a serious conspiracy, existing powers in the Code can be used to deal with the issue. The Board is also concerned that members who do report serious misconduct should be protected from victimisation in the same way that employees are protected by law. Although such an activity can already be policed within the Code, for example through failure to treat with respect, such an explicit provision would specifically address protection of complainants and witnesses and demonstrate to members that victimising complainants and witnesses will only serve to exacerbate the case against them. One way of doing this would be to have a provision prohibiting intimidation of a complainant or witness and the Board recommends that the Government should consider this option either as a stand-alone provision or augmenting the disrespect provision.
94. The Board does not believe, on balance, that a provision is needed in the Code to make it a specific offence to make a false or vexatious allegation. This view was supported by the ODPM Committee. In all but the most blatant of cases, it may be difficult to prove that an allegation was knowingly false or malicious. The Board's role should be to consider the nature of the allegation not the motive behind it (whilst seeking to discourage such complaints). Such a provision could deflect investigators' time into looking into the motives behind an allegation and could have the perverse effect of generating more tit-for-tat complaints as members who are the subject of a complaint may ask the Board to investigate the complainant for making a false allegation as some form of revenge. In addition, the Board only has a remit to investigate councillors so could not look into the motive behind allegations from other sources.
95. However, the Board is committed to work with the Government to find further ways of reducing politically-motivated complaints. The Board is particularly concerned about examples it sees of allegations being reported in the local press, often before they have even been sent to the Board. Such activity damages the reputation of local government as a whole, and all concerned need to find better solutions to prevent such mischief. ESOs have already taken cases against members for bringing their authority into disrepute where they have discovered allegations to have been made where the member concerned has known them to be false. Where the Board comes across a case where a member has made a malicious allegation and is seeking to publicise that allegation, the Board will seek ways to investigate that member for disreputable behaviour. Any further actions to stop such seeking of political capital may be outside the scope of the Code review, but the Board wish to explore options with Government, representative bodies and local authorities as to how the ethical framework can be used more sensibly to the benefit of all.

## Registration and Declaration issues

### Personal and Prejudicial Interests

Q16. Do you think that the term 'friend' required further definition in the Code of Conduct?

Q17. Should the personal interest test be narrowed so that members do not have to declare interests shared by a substantial number of other inhabitants in an authority's area?

Q18. Should a new category of 'public service interests' be created which is subject to different rules of conduct?

Q19. If so, do you think public service interests which are not prejudicial and which appear in the public register of interests should have to be declared at meetings?

Q20. Do you think that paragraph 10(2)(a-c) should be removed from the Code of Conduct?

Q21. Do you think less stringent rules should apply to prejudicial interests which arise through public service and membership of charities and lobby groups?

Q22. Should members with a prejudicial interest in a matter under discussion be allowed to contribute to the debate before withdrawing from the vote?

Q23. Do you think members with prejudicial public service interests should be allowed to contribute to the debate before withdrawing from the vote?

### Consultation response

96. In response to Question 16, 67% of respondents opposed the introduction of a definition for 'friend' in the Code. Even respondents who endorsed the need for a further definition of 'friend' stressed the difficulty of defining the concept:

97. "The Authority considers that the term should be defined. The case review advice is elaborate and not necessarily available to Members. The Code should carry its own answer to this question." (Derbyshire County Council).

98. The difficulty of defining the term was also highlighted as a reason not to offer the definition.

*"No. The definition will evolve through decided cases. In general terms, people should be able to apply a common sense definition to most circumstances."*  
(NALC)

*“No matter how many words, sentences, paragraphs, chapters or volumes you care to write, you will never be able to define what a friend is. In fact, can you really determine who is or is not a friend even among your own kith and kin?”*

99. The evidence suggests that the Code does not require a further definition of ‘friend’.
100. Question 17 and the proposal that the personal interest test be narrowed so that members do not have to declare interests shared by a substantial number of other inhabitants in an authority’s area was supported by 68% of respondents. Evidence suggests therefore that the personal interest test should be narrowed. A typical response was:

*“Open and transparent local governance is essential for a healthy democracy. The current Code and the Standards Board’s guidance on para. 10(2) have not sufficiently distinguished between the different types of personal interest that can arise. This has resulted in confusion and anxiety and, in some instances, the application of an absolute exemption from the rules on prejudicial interests. For the sake of certainty, clarity, and consistency, the narrowing of the personal interest test could be achieved.” (Dartford Borough Council).*

101. The proposal of Question 18, that a new category of ‘public service interests’ be created again drew respondents’ general support, being 66% of responses. This proposal was particularly welcomed by authorities that perceived a problem and a compromise of effectiveness with the Code’s provision for “dual-hatted” members.

*“The Code has undermined the effectiveness of members and has resulted in a bureaucratic nightmare which brings the meetings of the Town Council into disrepute. The meetings have become dominated with declarations of interest.” (Felixstowe Town Council).*

102. The evidence suggests therefore that there is significant support for the creation of a new category of ‘public service interests’.
103. However, evidence for the proposal that public service interests which are not prejudicial and which appear in the public register of interests should have to be declared at meetings, set out in Question 19, was inconclusive. 44% of respondents suggest that declarations should be made, whilst 56% of respondents argued that the declarations were unnecessary.
104. Question 20 proposed the removal from the Code of paragraph 10(2)(a-c), which provides limited exemption from prejudicial interests rules for some members in certain circumstances. Despite the support for a narrowing of the personal interest tests and the introduction of a new public service interest test, the response as to the removal of paragraph 10(2) (a-c) was inconclusive. 46% of responses suggested that the paragraph be removed, while 54% felt it should be retained.

105. Evidence for the proposal that less stringent rules should apply to prejudicial interests which arise through public service and membership of charities and lobby groups (Question 21) was also inconclusive. The inconclusiveness was exacerbated by the fact that few respondents distinguished between charities, lobby groups and public service organisations in their responses. There was difficulty therefore in assessing what exactly respondents were agreeing or disagreeing with, although 55% of the total valid respondents supported the proposition and 45% opposed it.
106. Questions 22 and 23, which raised whether members with a prejudicial interest in a matter under discussion should be allowed to address the meeting before withdrawing and whether members with public service interests should be allowed to contribute to the debate before withdrawing from the vote both evoked passionate responses from their supporters and opponents.
107. The potential scope for undue influence by members was emphasised by their opponents, in terms:
- “In all circumstances if a Member has a prejudicial interest he/she should leave the room. The rule needs to be kept as clear and simple as possible so the public can be satisfied that a Member cannot exert influence by being a “brooding presence”.”*
108. However, those who supported the proposals generally did so from a consciousness of members being denied the same rights that members of the public enjoy:
- “Although it is argued that a member’s presence may unfairly influence other councillors, this surely applies to any member of the public. After all, members of the public do not attend council meetings for entertainment – almost everybody in the public gallery is there precisely because they have an axe to grind.”*
109. Others felt that even where the propositions were supported in principle, they would be almost impossible to carry out in practical terms. Analysis of the responses was inconclusive. 50.25% of respondents believed that members with a prejudicial interest should be allowed to address the meeting before withdrawing and 54% believed that members with a prejudicial public service interest should be allowed to contribute to the debate before withdrawing from the vote.

## Recommendations

- **The rules for personal and prejudicial interests should be clearer, especially for members who sit on more than one public body.**

- **The Code does not require a definition of the term ‘friend’. The Board, however, proposes that an alternative term such as “close personal associate” is needed.**
- **There should be a reduction in the number of personal interests which need to be declared. The definition of personal interest should be amended so members need not declare an interest where it is merely something that they share with a wide community.**
- **There should be greater support for the councillor’s role as an advocate for their community. Interests which arise solely because a member serves on another public body, or is advocating on behalf of an outside body such as a charity or local pressure group, known as ‘public service interests’, should be treated differently from interests that arise as part of a member’s private life.**
- **There should be greater local discretion to grant dispensations. Government should consider giving local authorities broader powers to grant exemptions to members with prejudicial interests who nevertheless are speaking on behalf of their constituents.**

110. It is clear from the consultation that Part II of the Code is the section with which members and the public are most greatly dissatisfied. This may be attributed to a greater need locally for guidance on interests, though may also point to the need to make its provisions simpler and clearer.

## Personal Interests

### The definition of friend

111. Paragraph 8 was drafted broadly, and though other terms used in paragraph 8, such as ‘relative’ and ‘partner’, are defined in the Code, the term ‘friend’ is not. In the absence of a definition, the term’s common-sense, everyday definition applies. The Board believes that it is the role of guidance, not of legislation, to define what friendship is or is not and similarly for paragraph 8’s use of the term ‘wellbeing’. The Board has issued guidance on both these terms. Defining ‘friend’ and ‘wellbeing’ in legislation would likely lead to more, rather than less, contentiousness around terms. Not seeking to define the terms has been endorsed by the consultation response.

112. While the Standards Board has issued guidance on the meaning of ‘friend’ which has been generally well received as practical help, the Board would like to raise for the Government’s consideration use of an alternative phrase to ‘friend’ of ‘close personal associate’. This phrase may

more effectively capture the breadth of relationships sought to be caught by paragraph 8 and has been proposed for use in the new Welsh code, as follows:

- a. *Members must regard themselves as having a personal interest in any matter if:  
a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers or inhabitants of the authority's area:*
- i. *the well-being or financial position of the member, or of a person with whom the member lives, or any person with whom the member has a close personal association or close personal connection.*

113. The purpose of paragraph 8 is to serve the principal of transparency in decision making. 'Close personal associate' offers broader scope than 'friend' to address business and professional associations, as well as the friendships which may influence members' decision making. A case illustrating this is APE0140. A councillor was a member of a joint committee responsible for the selection of a preferred bidder for the development of a beach. A fellow councillor advised the Chief Executive of conflict of interests through a 'significant business relationship' held by the member with an individual who was part of the consortium awarded preferred bidder status for the redevelopment. The ESO found that the member had had a number of business relationships with the person who was part of the consortium, including previously holding a number of directorships and shares in companies. The case tribunal held that a reasonable and objective observer, having knowledge of the business interests of the member, would conclude that public confidence could be diminished and the authority brought into disrepute by the denial of interests where they clearly existed. This case was determined under paragraphs 2(b) and 4 of the Code but also highlights the scope of the relationships relevant to transparency in decision-making, specifically past business relationships, which are not currently captured by the scope of the term 'friend'.
114. The term 'friend' does not capture members' relationships with business associates and acquaintances who, due to past or prospective dealings with the member may influence their decision making. Any change to use of the term 'friend' is unlikely to increase significantly the number of cases within the Board's remit but will deal with some associations which cannot be properly defined as "friendship".
115. The definition of 'relative', if it is to be retained, also merits further consideration. The present definition does not include (a) a sibling of the member's spouse, though it does include the spouse of a member's sibling or (b) cousins.



## Inhabitants of an authority's area

116. The Board believes that the test in paragraph 8 of interests affecting “inhabitants of an authority's area” may be too broad for authorities above the town and parish sector (although the issue may arise also for the largest town councils and those which are an association of distinct communities) and needs clarification. Members must currently declare a personal interest if they would be affected by a matter in the authority's area to a greater extent than other council tax payers, rate payers or inhabitants of the authority's area.
117. The phrase ‘the authority's area’ can be very broad, particularly in large rural areas with distinct communities. In large authorities particularly this requirement is a difficult judgment for members and, in practical terms, leads to a large number of declarations on matters that are not of genuine concern to the public. It undermines the Code's integrity when a member has to declare personal interests which are in fact shared equally with a large number of people and meetings are taken up with a large number of such declarations.
118. The Board believes that a narrower test should be used in paragraph 8 and that members should not be required to declare interests which are shared to the same extent by a substantial number of other inhabitants in the authority's area. This proposal is endorsed by the consultation response. The Board proposes narrowing the definition of personal interests for members of principal authorities such that members only need declare a personal interest when the interest might reasonably be regarded as affecting the member to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward which they represent or wards which are affected by the decision. The test could remain unchanged for parish and town councils. For those authorities where members are not elected on a ward basis (such as police authorities or the GLA) and to deal with the issue of the larger or more dispersed towns and parishes the second limb of the test – the ward or wards of the principal authority affected by the decision may be appropriate.

## Public Service Interests

119. Given the prevalence of member involvements and appointments to public bodies, the Board believes that the current requirement on members to declare their membership of other public bodies as a personal interest at the start of any relevant business places an onerous and ongoing responsibility on members. The impact of the present paragraph 9 is that lengthy periods in meetings may be devoted to members' declarations of their personal interests. This is seen as an unnecessary obstruction to effective local democracy.
120. The Board believes that a new approach is required for members who serve on other public bodies. The Board recommends the creation of a new category of interests – ‘public service interests’. ‘Public service



interests' arise where a member is also a member of another public body, to which they have been appointed or nominated by the authority as its representative, or of which they are a member in their own right.

121. Further, the Board proposes that if a public service interest is merely a personal interest, that it is registered but does not need to be declared at meetings until such time as the member speaks on a relevant issue. This would stop the need, for example, for all LEA-appointed councillor governors to declare at the start of a debate at full Council on education strategy even if they have no intention of active participation but would mean that where a member chose to contribute to the debate they should declare their interest at that point simply by saying, for example, "as an appointed school governor I wish to say..." This would allow the public to understand the stance and experience from which a member speaks but, if the member were not to speak, the councillor would not have to declare their public service interest to the meeting. A member of the public would be able to check the register of interest later if they wished to compare a non-speaking member's public service interest against the way they had voted.
122. The Board propose that careful narrowing of the provision such as this may more effectively balance the need to reassure the public that decisions are being taken in the public interest, with defining, more reasonably, the personal interests members are required to declare at meetings and allowing better administrative management of meetings.

## Prejudicial Interests

### The Richardson Question

123. The consultation paper considered the two general questions on the issue of prejudicial interests and involvement in council decision-making considered by the Court of Appeal in the case of *R (on the application of Richardson) v North Yorkshire CC [2003] EWCA Civ 1860*:
  1. Does the requirement under paragraph 12(1) of the Code of Conduct, that a member with a prejudicial interest withdraw from a meeting, apply to all members of the authority, or only to those who are participants in the meeting?
  2. Is a member with a prejudicial interest entitled to attend a meeting in his or her personal capacity?
124. On the first question, the Court of Appeal agreed with the original ruling of Mr Justice Richards that the ordinary and natural meaning of the words used in the Code of Conduct meant that the requirement to withdraw applied to all members of an authority. On the second question, the Court of Appeal held that a member of the authority attending a council meeting cannot, simply by declaring that they are attending in a personal capacity, divest themselves of their official role as a councillor. The

perceived influence of the councillor is so much greater than that of a member of the public that a loosening of the prejudicial interest test would undermine the integrity of the decision-making process and damage public confidence. The member is still to be regarded as conducting the business of their office, and only by resigning can a member shed this role.

125. This consultation was a further opportunity to consider whether the Code should be amended so that a member with a prejudicial interest should, nevertheless, be able to attend and address a meeting as long as they do not take part in the decision-making. There is an argument that councillors should have the same right to make representations as members of the public. However, the Code was drafted to give effect to the principle that members undoubtedly have, or are perceived to have, a greater influence than ordinary members of the public.
126. Paragraph 10 of the Code attempts to protect parity and transparency by preventing members from using their position to exert influence over decision-making. The Board believes that all councillors have influence by virtue of their role, and this influence may still be brought to bear upon decisions even if the member addresses the meeting in their personal capacity or were to remain in the meeting during the vote. While it is quite right that members influence decisions, the Code seeks to ensure that the influence is not improper.
127. However, while there are avenues available to members to present their constituents' views, apart from personally addressing a meeting, the restraints on interests imposed by the Code and the way they have been interpreted locally have been perceived as undermining the efficacy of the role members are able to play as community advocates, even where they as an individual have no actual decision-making power at the meeting. The Board proposes that, in consideration of the importance of the advocacy role played by members and members' widespread community involvements that modified and less stringent provisions are introduced, specifically for members with prejudicial interests which arise out of public service interests or membership of charities and lobby groups.

## Paragraph 10(2)

128. The implications of the above proposals and those for paragraph 12 (see below) will be to make much of paragraph 10(2), as it relates to dispensations, obsolete. However, since their introduction, the inter-relationship of the Code and the dispensation regulations has raised difficult issues at administrative law. The Board proposes that paragraph 10(2) is removed from the Code and replaced by a list of limited but absolute exemptions. As well as improving the clarity of the Code, a Code which, in and of itself, presents a comprehensive and consistent regime of duties and exemptions will satisfy the objectives of simplicity and clarity more readily than a regime given effect by a number of statutes and regulations.

129. The intention of paragraph 10(2) was to balance three principles:

- i. that members must withdraw from consideration of issues where their interests would prejudice the exercise of their public duties;
- ii. that the rules on interests should not obstruct members who are involved in other forms of public service, such as another tier of local government;
- iii. that the rules on interests are not intended to interfere with the proper conduct of council business.

130. Paragraph 10(2) deals with situations where members have interests arising from their public office or from service on other authorities and public bodies, or where rules regarding prejudicial interests might interfere with the proper conduct of authority business. It is common, however, particularly in smaller communities, for members to be involved with other community bodies, either as a representative of the authority or in their own right. Currently, membership of one of the public bodies listed in sub-paragraphs (a–c) of paragraph 10(2) automatically gives rise to a personal interest. Members are also required to consider if that interest is prejudicial.

131. Although paragraph 10(2)(a–c) was drafted with the intention of assisting members who serve on more than one body, the Board believes that it has not achieved that aim. The section has incorrectly been widely misconstrued as giving members an absolute exemption from the rules on prejudicial interests. At the same time, the Code provides no guidance on when members can appropriately rely on paragraph 10(2)(a–c), which has led to confusion. The Board has taken Counsel's advice on the difficulties presented by the current paragraph 10(2) (a-c). The Board's proposals to changes to interests, and in particular the introduction of a public service interest, would obviate the need for paragraphs (a-c).

132. The Board therefore proposes that paragraph 10(2) is removed from the Code and replaced by a list of limited but absolute exemptions which relate to the proper conduct of the authority business. In addition to the existing categories, these should also allow members to:

- vote on indemnities
- appoint themselves to a position of responsibility
- attend and make representations at a standards committee hearing concerning an allegation against them.

133. It has also been suggested that where the member's spouse is also a member of the authority they should be permitted to make use of such exemptions.

134. Consideration should however be given to the current wording of paragraph 10(2)(d) as this has given rise to the assumption among members that they will have a prejudicial interest for the purposes of this section only if the matter being discussed directly relates to their property. The Board believes this assumption is incorrect but has arisen because of the reference also to rent arrears for the member's specific property in the same paragraph.

## Paragraph 12

135. The Board believes that the Code does not sufficiently distinguish between the different types of interests that can arise, and proposes that a specific and less onerous prejudicial interest test apply to (i) public service interests and (ii) interests arising from membership of charities and lobby groups. Where a member has a general prejudicial interest not covered by these categories of exemption the rules should remain as at present i.e. the member should not participate in the meeting and should withdraw.
136. However, the Board recommends that the less onerous rules for participation for those special categories are necessary. The Board believes that there should be no objection, in principle, to an individual serving on a number of public bodies. The fact that an issue considered by one body may involve another body with which the member is involved does not necessarily mean that the member's judgment of the public interest will be prejudiced. It is a similar situation when a member is performing an advocacy role on behalf of a charity or lobby group. The Board proposes that these interests should *only* be considered traditionally 'prejudicial' for the purposes of the Code – requiring a member to withdraw before the meeting:
- i. where the matter has a direct impact on the body concerned (for example, a grant of money), or
  - ii. where the member is involved in regulatory matters in a decision making capacity (for example, planning and licensing), where it is generally accepted that particularly high standards of probity and transparency are required.
137. The Board proposes that even in those situations members with public service interests or interests arising from membership of charity or lobby groups should be allowed to remain in the meeting to speak to the matter and answer questions, but withdraw before the debate and vote.
138. For example, where the member is on the board of a local charity and that charity is seeking planning permission for a new development, the member should be allowed to speak on behalf of the charity before withdrawing. Similarly, where the member has been involved in a campaign on behalf of their community, and may have even been elected on this basis, the member should be allowed to speak, even when the council is taking a decision directly affecting the aims of the campaign, before withdrawing.

139. All members with prejudicial interests – regardless of their category – will however continue to be subject to paragraph 12(c) and its requirement that members should not seek to improperly influence a decision about the matter.

## Registration of interests

### Sensitive Information

#### Question

Q24. Should members employed in areas of sensitive employment need to declare their occupation in the public register of interests?

#### Consultation response

140. The consultation reflected a strong consensus on providing confidentiality for the employment details of members engaged in sensitive employment. 73% of consultees replied that members engaged in sensitive employment should not be required to declare their occupation in the public register. A significant proportion of the balance of respondents argued that the member's occupation should be declared, with the caveat the information should be provided to the monitoring officer.

#### Recommendation

- **The Board recommends that the employment details of members engaged in sensitive employment only need be declared in a private register rather than the public register of interests.**

141. Sub-paragraphs 14(a) and (b) of the Code of Conduct currently require members to include in the register of members' interests information about their employment and employer, including their personal and business address details. Issues around public access to this information have arisen where members are employed in areas of sensitive employment, such as certain scientific research and the special forces. Public access to information about members' employment may, given the security issues in these areas of work, threaten the safety of the member and their family.
142. Since the Code's implementation, the Board has, in the interest of members' safety, not referred for investigation complaints about members who have not entered their employment details in the register because of sensitive employment issues. These members have, on the Board's advice, provided this information in confidence to monitoring officers. This is a significant issue concerning members' employment and safety and monitoring officers require clarification of their responsibilities. It is therefore timely for this issue to be considered in the formal review of the Code. That members engaged in sensitive employment should not be

required to publicly register their employment details was one of the strongest and clearest responses in the consultation. A precedent for this provision is the confidentiality afforded to company directors under Section 723 A-F of the Companies Act 1985 which says that any Director who believes that publication of their address on a companies register of members will put them at serious risk of violence or intimidation can apply to Companies House for an exemption.

143. It could anyway be argued that the Human Rights Act implies that such information should not have to be included in the register. To remove any doubt, we suggest that the Code makes the situation explicit.
144. The Board recommends that an exemption is included in paragraph 14 of the Code providing members engaged in sensitive employment an exemption from publicly registering information about their employment. Rather, this information would be provided to the monitoring officer, entered into a private register, not available to the public. In order to be afforded the confidentiality of this information provided by the exemption, members should be required to satisfy their authority's monitoring officer that they are engaged in sensitive employment.

## Private Clubs and Organisations

Q25. Should members be required to register membership of private clubs and organisations? And if so, should it be limited to organisations within or near an authority's area?

## Consultation response

145. The proposal that members be required to register membership of private clubs and organisations was supported by 68% of respondents. Many respondents, whether local authorities or individuals felt that the term 'club' was insufficiently specific.

*"Many 'clubs' are simply informal gatherings that attendees have given a name to and it is difficult to see how deciding whether such a group was a 'private club' would be any simpler than deciding whether it falls within the current paragraph 15(c). Is the Board suggesting that membership of simple "hobby" clubs should be registered" (New Forest District Council)*

146. However, the analysis suggests that members should be required to register membership of private clubs and organisations.
147. Evidence was however far less conclusive regarding the second branch of the question – whether the requirement should be limited to organisations within or near the authorities area. The respondents who chose to further answer this question were a minority (41%) of respondents. 48% of these respondents agreed that the registration of clubs should be confined to the local area, whilst 52% argued that the requirement be without geographical restrictions. The University of Teesside recommended that, given that both sets of responses represents a minority of the actual responses, any decision based on analysis of the evidence should be approached cautiously.

## Recommendation

- **The Government should review and clarify the scope of the information which members are required to register under paragraph 15(c).**

148. Paragraph 15 of the Code of Conduct requires members to register their interests in the authority's register within 28 days of election or appointment to office, including membership of organisations set out in sub-paragraphs (c–d). Since the Code of Conduct's implementation, the question of whether the Code should require members to register membership of specific private members' clubs has been widely debated. The Code's intention is that the decision-making processes of local government should be transparent and that the public and fellow members are entitled to information which may indicate the organisations, affiliations and interests that may influence a member's decision-making.
149. Many members feel that there is a lack of clarity in the Code around the nature and scope of the organisational memberships that must be registered. In some cases, members have felt it necessary to exercise caution and register all memberships to ensure full compliance with the Code's registration requirements. In considering this issue, a balance needs to be struck between public accountability and confidence and the right to privacy. At the moment such interests are not registered but must be declared at appropriate times in meetings. One proposal considered by the Board, that they be registered after they have been declared would mean the interests are relevant to council business. This is the current approach to interests in Wales. However, this does not allow the public to know which members share common interests in advance.
150. The Board's guidance is that paragraph 15(c) of the Code may, in certain circumstances, require these interests to be registered. However, paragraph 15(c) has been open to differing interpretations. The Board recommend that Government should review and clarify the scope of the information which members are required to register under paragraph 15(c) to ensure that practice meets the Government's intentions.

## Gifts and Hospitality

### Questions

- Q26. Should the Code require that the register of gifts and hospitality be made publicly available?
- Q27. Should members also need to declare offers of gifts and hospitality that are declined?
- Q28. Should members need to declare a series of gifts from the same source, even if these gifts do not individually meet the threshold for declaration? How could we define this?



Q29. Is £25 an appropriate threshold for the declaration of gifts and hospitality?

## Consultation response

151. That the register of gifts and hospitality be made publicly available (Q26) was supported by 92% of respondents. On the question whether members need declare offers of gifts and hospitality declined, 55% of respondents replied that declined gifts should be registered, while 45% thought this too onerous a burden on members. There was however significant support (85%) for the proposal that a series of gifts from the same source should be declared once they reach the £25 threshold.
152. The analysis most clearly suggests therefore that the register of gifts and hospitality should be made publicly available and that the Code should not require the registration of gifts declined.

## Recommendations

- **The Board propose that the threshold limit of £25 should be retained**
  - **The Board recommend that the register of gifts and hospitality should be made public.**
153. Paragraph 17 of the Code of Conduct was introduced to give practical application to the principles of openness and accountability. Members should not benefit personally from their appointments, nor should their impartiality be compromised, or be perceived to have been, by receiving gifts or benefits. To further the Code's endorsement of these principles, the Board proposes that it should require the register of gifts and hospitality to be publicly available as part of the register of interests under section 81 of the *Local Government Act 2000*. This would bring it in line with the register of interests. The Board also proposes that it should be an explicit requirement that members also declare the source(s) from which they have received gifts and hospitality as without such information the public register is of negligible use.
154. A number of authorities have included in their local codes the extra provisions that members should be required to register gifts and hospitality offered but not accepted and that members should be required to register a series of gifts received from the same source which, valued together, would meet the threshold limit. However, support for the consultation's inclusion of these extra requirements was not so strong as to warrant their inclusion. The aim of the review is to simplify the Code wherever appropriate and the inclusion of extra registration requirements for gifts and hospitality would represent too onerous a burden on members for little gain in terms of public confidence and accountability.



155. It is important that the reporting requirements of the Code of Conduct be relevant. When the Code of Conduct was introduced in 2002, the threshold value of gifts and hospitality required to be declared was set at £25. Given the passage of time since the Code of Conduct's introduction, the Board believed it relevant that the consultation ask whether the £25 limit is still appropriate. The consultation response strongly indicated that the £25 limit is still appropriate and the Board recommends that the limit does not need to be amended.

# ANNEX 1

## The General Principles

**Selflessness** – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Honesty and integrity** – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

**Objectivity** – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

**Accountability** – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

**Openness** – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

**Personal judgement** – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

**Respect for others** – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

**Duty to uphold the law** – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

**Stewardship** – members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

**Leadership** – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

# ANNEX 2

## Submissions on drafting

This annex identifies minor drafting issues which experience has highlighted may need amending. The paragraph references are to the version of the Code which applies to principal authorities operating executive arrangements.

### **Para 8(2)(a) – definition of relative**

The present definition does not include a sibling of the member's spouse, although it does include the spouse of a member's sibling. Cousins are also omitted. The definition also requires revision in light of the provisions of the Civil Partnership Act 2004.

### **Para 9**

Members are currently technically in breach of the Code even if they are genuinely unaware of an interest held by a distant relative. It may therefore be prudent to consider whether or not liability should be narrowed by introducing a new test e.g. “ where the member knows or should reasonably have known about the interest”

### **Para 10 – definition of prejudicial interest**

The current definition is close, but not identical, to the common law test for apparent bias. The Code's revision is a timely opportunity to reconsider this point. It is unclear whether the difference between the two tests serves any useful purpose.

### **Para 11 – Overview and scrutiny**

No provision is made for the situation which arises where a member was a member of the decision-making body at the time of the decision but has since resigned. Logic suggests that a member in this position should be regarded as having a prejudicial interest.

### **Para 12 – Prejudicial Interests**

The phrase interest of a financial nature in para 12(2) causes confusion because it is unclear whether it is limited solely to the interests of the member as registered in accordance with paragraph 14. We believe it should extend wider so as to catch the financial positions of a member's family, friends and related organisations. (the issue is explained at page 117 Case Review No 1 Volume 1)

### **Para 13 – Definition of meeting**

Consideration should be given to whether the definition needs to be broadened or clarified. Thought needs to be given as to whether it should, for example, cover site visits on planning matters or public meetings as neither fall within the definition within the Code and therefore members with prejudicial interests are allowed to attend.

**Para 14 – Register of Financial Interests**

The Electoral Commission has suggested that the register requirements might be amended and/or extended to reflect powers currently in the Political Parties Elections And Referendums Act 2000 (PPERA) which could then be repealed. The ODPM will wish to ensure that changes in the Code of Conduct reflect any changes in electoral legislation.

**Para 15 – Register of “other” interests**

The reference to “company” in paragraph 15c is unnecessary and conflicts with paragraph 14(d) which sets the level of share ownership that is required to trigger the need to register. ODPM have already accepted that the reference to company must be an error because it is correct then it means that a member is obliged to register an interest in a company in which one share is held.

**Code for authorities not operating executive arrangements**

There is no reference to the overview and scrutiny function in this Code.

## **STANDARDS COMMITTEE**

24th January, 2006



**Report of:** Chief Solicitor

**Subject:** Business Report

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1. **TRAINING EVENT – SEDGEFIELD 4<sup>TH</sup> April 2006.**

I have received the attached details. If members are interested in attending, I will seek the necessary authority.

2. **STANDARDS BOARD NEWS**

I attach for members information copies of –

- Standards Committee News issue 4 for November 2005
- Town & Parish Standard issue 5 for November 2005

**Proposed Standards Committee Training Event : Tuesday, 4th April 2006 :  
Sedgefield Borough Council Offices : Speaker: Peter Keith Lucas of Bevan  
Brittan, Solicitors**

TO: Sedgefield Borough Town & Parish Clerks

Dear Colleague,

I am writing to inform you that provisional arrangements have been made for a training event on standards issues, presented by Peter Keith Lucas of Bevan, Brittan, Solicitors. As you know Peter speaks widely, at national level, on standards issues, and is a frequent speaker at the Local Government Group Weekend School.

**Time, date and venue**

The one day event is planned to run on Tuesday, 4th April 2006, approximately between 10.00 a.m. and 4.00 p.m., at the Council Chamber, Sedgefield Borough Council.

Light refreshments will be available.

**Who is this for?**

- (a) members of Local Authority Standards Committees
- (b) Monitoring Officers and their Deputies
- (c) town and parish clerks and their members and other officers where standards matters are part of their duties and responsibilities

**What will this course cover?**

The event will provide the opportunity to take part in a local standards hearing mock event; there will be a discussion on problem areas of the code; how complaints arise, how they are dealt with; dealing with investigations and reports; going through the pre-hearing process, up to the start of the hearing; a role play exercise will be undertaken involving eight councillors and five officers; there will be an opportunity to learn about sanctions, appeals and related matters.

**Booking arrangements and cost**

I should be grateful if you would each let me know by **no later than Friday, 27th January 2006**, whether your Council will have representatives who wish to attend.

closing date of the 27th January 2006 in which case your Council will be invoiced for each place which, by that date, you have provisionally reserved, at a cost per representative of £90.00.

# Standards Committee News:04

November 2005 | [www.standardsboard.co.uk/publications/](http://www.standardsboard.co.uk/publications/) | tel: 0845 078 8181 | email: [scnews@standardsboard.co.uk](mailto:scnews@standardsboard.co.uk)

## In this issue...

- 1 **Committee reports**
- 2 **Mediation services**
- 2 **Local investigations**
- 3 **Referral statistics**
- 3 **Code recommendations**
- 4 **Independent members**
- 5 **MORI research**
- 5 **Holding hearings**
- 5 **Local directions**
- 6 **Supporting parishes**
- 7 **Going local DVD**

...and more!

## Contents

You have probably been wondering what happened to *Standards Committee News* — this is, after all, our first issue for nearly a year. It has been a very busy time for us, reviewing and consulting on the Code of Conduct, embedding local investigations, and speeding up our referrals and investigations, not to mention organising the Fourth Annual Assembly of Standards Committees. We have also been scrutinised by two influential public bodies and await the government's response to their recommendations. You can read more about this work over the following pages, and we will write to all standards committee chairs detailing the government's official response to these issues in the near future.

In the meantime, we have been talking to standards committees and looking again at our newsletters to make sure they meet your needs. In future, we will produce two issues of *Standards Committee News* a year, in May and November, and we will be encouraging you to help shape them by submitting ideas and feedback. Our contact details are on the last page.

We believe standards committees have a critical role to play in improving standards of behaviour and increasing public trust and confidence, and I look forward to supporting you in your important work over the coming months and years. I also encourage you to send in any ideas for future articles in this newsletter — any examples of good practice and hot topics for discussion are welcome, and will help to keep this newsletter relevant to your needs.

David Prince, chief executive

## Government considers committee findings

The government is considering its response to recommendations from two influential committees which scrutinised the role and effectiveness of The Standards Board for England last year. The Committee on Standards in Public Life and the parliamentary select committee on the Office of the Deputy Prime Minister both presented their findings to the government earlier this year. Local government minister Phil Woolas MP told the Fourth Annual Assembly of Standards Committees, meeting in Birmingham this September, that he intends to reach a decision in the next few months.

## A strategic approach

The report of the Committee on Standards in Public Life, chaired by Sir Alistair Graham, called for more independent members on standards committees — a view we fully agree with. It also called for The Standards Board for England to take on a more strategic role in regulating ethical standards in local government, and with local investigations now in place, we are already moving in this direction.

The Committee on the Office of the Deputy Prime Minister, reporting a few months later, congratulated the Standards Board on the progress made in speeding up investigations and put past delays down to the absence of local investigations regulations. Recognising that we have often been criticised for these delays, the committee remarked that it was unreasonable to have expected us to function well within an incomplete statutory framework and without the necessary resources and powers.

Both reports also suggested improvements to the Code of Conduct which were reflected in our consultation on the review of the Code.

### Considering complaints

The one issue on which the two committees disagreed was the question of who should consider complaints.

The Committee on Standards in Public Life proposed a local filter, where complaints would be received and assessed by each local authority. It believes this will enable greater local ownership of the process and discourage politically-motivated complaints. But the committee stressed that standards committees would need a majority of independent members and independent chairs if they were to maintain public confidence in the system, and this would require primary legislation.

Conversely, the Committee on the Office of the Deputy Prime Minister endorsed the current arrangements with The Standards Board for England as a central filter for complaints. According to the report, "central initial assessment of complaints by experienced officers applying a consistent set of criteria is one of its [the system's] unique strengths". The committee stated that it does not believe a local filtering system would enhance consistency in the process or increase efficiency.

The question of who should filter complaints is therefore clearly a key issue for ministers as they consider the way

forward. They will have to take into account a number of questions of both principle — will it lead to enhanced public confidence and greater responsibility for standards at a local level? — and practicality — will it be more cost-effective and efficient than at present and reduce politically-motivated complaints?

We look forward to their response and will keep you informed.

### Resolving disputes through mediation

Councillors with disputes can be instructed by standards committees to undertake mediation and conciliation as part of a sanction, and ethical standards officers can make similar directions to be implemented by monitoring officers in specific cases. Mediation and conciliation may also be useful in resolving situations that have not yet given rise to complaints to The Standards Board for England. Some monitoring officers and standards committees already have mediation skills, but it may be useful for others to know how to acquire mediation skills and access third-party services.

That's where Mediation UK comes in. Mediation UK is a national voluntary organisation dedicated to developing constructive means of resolving conflicts in communities. It provides information on free and subsidised community mediation services throughout the UK, including training services for those who wish to provide mediation services themselves.

Authorities without specific mediation expertise may find these services useful. For more information and resources on mediation, visit the organisation's website at:

[www.mediationuk.org.uk](http://www.mediationuk.org.uk)

We are not able to endorse any particular mediation training providers.

### Local investigations statistics

Ethical standards officers had referred 253 cases to monitoring officers for local investigation as of the end of September 2005 — equivalent to 32% of all cases referred for investigation since local referrals began in November 2004. In recent months, over half of all cases have been referred locally, and this trend looks set to continue.

74 reports have already been received from monitoring officers, and there have been 51 standards committee decisions on cases investigated locally. In

28 of those cases, it was decided that the member had not breached the Code of Conduct. In the other 23 cases:

- 12 members were censured;
- 1 was suspended for 1 month;
- 1 was suspended for 3 months;
- 3 were required to make an apology and undergo appropriate training;
- 6 had no sanction imposed.

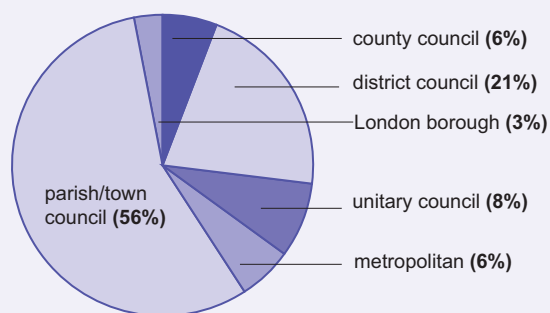


## Latest referral statistics

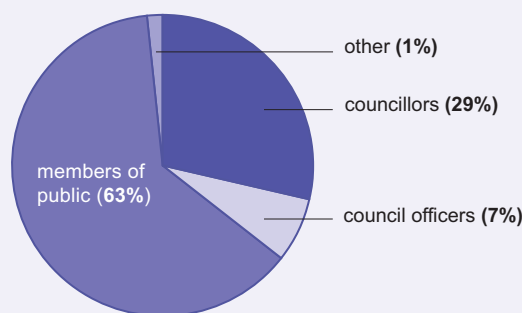
The Standards Board for England received 1931 allegations between 1 April and 30 September 2005 (the latest figure for the current financial year). The following charts show the breakdown for those allegations as they progressed through evaluation and investigation.

These figures are also available from our website, along with final figures for the previous financial years. The current statistics are updated monthly. To view them, go to: [www.standardsboard.co.uk/casestatistics/](http://www.standardsboard.co.uk/casestatistics/)

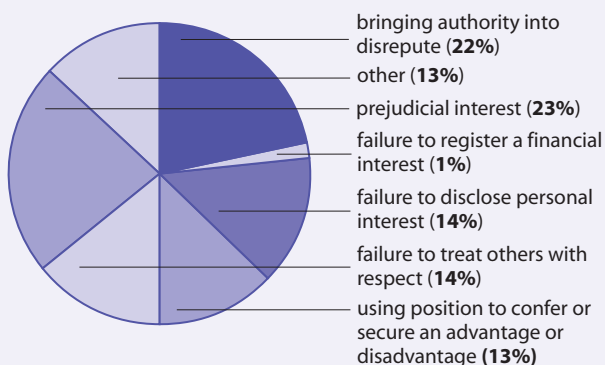
### Authority of subject member in allegations referred for investigation



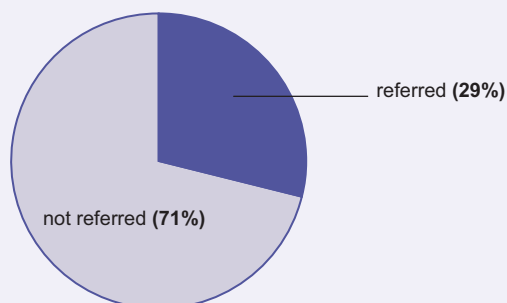
### Source of allegations received



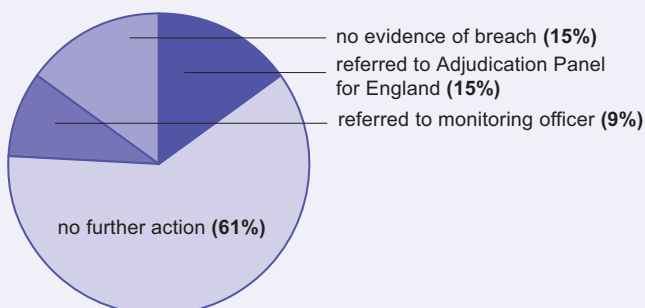
### Nature of allegations referred for investigation



### Allegations referred for investigation



### Final findings



## Key issues emerge as Code consultation closes

The Standards Board for England has presented Phil Woolas MP, the local government minister, with a series of recommendations for changes to the Code of Conduct, following our review of the Code earlier this year. We want to see a clearer Code which enables members to fully represent their communities without undue hindrance or red tape, while maintaining a commitment to the highest principles of public service.

The recommendations are the result of a four-month consultation exercise on the future of the Code of Conduct in which we asked members how they thought the Code could be improved. Over 1,200 individuals,

authorities and other organisations responded in writing, and we consulted nearly 1,000 additional members and officers during our series of regional roadshows held across the country.

We found wide support for a simpler Code, one that local government can take ownership of and adopt. These are the key changes we want to see made:

- The Code of Conduct should be simpler, more enabling, and owned by the members it applies to.
- The Code needs to empower members as community advocates, taking the lead on issues where their expertise is greatest and speaking out on behalf of their communities.

- The rules around personal and prejudicial interests should be clearer, especially for members who sit on more than one public body.
- Members must be able to disclose information when it is in the public interest. The Code needs to be clear on what information should be confidential.
- Members are entitled to private lives. The public only expects private behaviour to be regulated when it seriously damages the reputation of local government.
- Members have a right to challenge poor performance and criticise officers fairly, but bullying cannot be tolerated and needs to be addressed more explicitly in the Code.
- The current duty for members to report breaches is unnecessary and unhelpful, and should be removed.
- The Code should protect complainants and witnesses from intimidation.

The government is now considering its response and we expect a decision on possible revisions to the Code of Conduct later in the year, alongside any proposals arising from the recommendations of the Committee on Standards in Public Life and Committee on the Office of the Deputy Prime Minister (see Government considers committee findings on page 1).

Our full recommendations, along with an independent analysis of consultation responses by Teesside Business School, are available from our website at:

[www.standardsboard.co.uk/codereview/](http://www.standardsboard.co.uk/codereview/)

### Co-ordinators push for more member forums

Co-ordinators of independent members' forums discussed the possibility of setting up a national forum of independent members at their annual meeting in July. But after a lively debate, it was decided that this was a bit premature, as not all areas of the country are covered by forums yet. The gaps are in the area north of Yorkshire, a large part of the Midlands and Cambridgeshire, Norfolk and Essex.

The co-ordinators agreed instead to encourage as many people as possible to attend a fringe event for independent members at the Fourth Annual Assembly of Standards Committees, where they could learn about the benefits of joining forums and hear about members' experiences of setting them up. The fringe event was a rare chance for independent members from all over the country to get together and share experiences and ideas and, judging from the high attendance, was a welcome event.

The session focused on the benefits of independent members' forums, which are growing in popularity and strength across the country. The session heard first hand accounts of how existing forums had galvanized members to approach their authorities for things which were available to members in other authorities but not to them. It was clearly shown that the encouragement and support of forums can make a big difference to

independent members who, in some authorities, may feel isolated or marginalised.

About half the independent members at the conference attended the lively event and a number of members registered their interest in forming new groups. Anne Rehill, senior policy adviser at The Standards Board for England, is helping to facilitate the drive for forums and will put members who are interested in setting one up in touch with other members from the same area. If you are in one of the areas where there is no forum and you would like to set one up, you can contact Anne on 020 7378 5030, or e-mail: [anne.rehill@standardsboard.co.uk](mailto:anne.rehill@standardsboard.co.uk).

The existing co-ordinators are also happy to be contacted if you would like to talk to them about setting up a forum in your area. They are also willing to attend meetings if you would find that helpful.

- Mr Richard Stephens (Gloucestershire)  
e-mail: [rstephens@dialogueuk.com](mailto:rstephens@dialogueuk.com)
- Mr Andrew May (south west)  
e-mail: [andrewandsuemay@witterings.fsworld.co.uk](mailto:andrewandsuemay@witterings.fsworld.co.uk)
- Mr Mike Wilkinson (West Yorkshire and Humberside)  
e-mail: [mike.wilkinson100@ntlworld.com](mailto:mike.wilkinson100@ntlworld.com)
- Mr Graham Wood (Greater Manchester)  
telephone: 0161 295 3646  
e-mail: [gwoodatno1@aol.com](mailto:gwoodatno1@aol.com)
- Mr Bruce Claxton (south of England)  
e-mail: [bandjclaxton@btinternet.com](mailto:bandjclaxton@btinternet.com)
- Ms Sarah Lawrence (Berkshire, Oxfordshire and Wiltshire)  
telephone: 01793 463603  
e-mail: [slawrence@swindon.gov.uk](mailto:slawrence@swindon.gov.uk)
- Mr Ray Haines (Kent)  
e-mail: [ray@doverchamber.co.uk](mailto:ray@doverchamber.co.uk)
- Father Jim Kennedy (London)  
e-mail: [blesac@rcdow.org.uk](mailto:blesac@rcdow.org.uk)

### Upcoming meetings

The next meeting of the **London independent members' forum** will be on 28 December at 1pm (venue to be confirmed). If you are interested in attending and would like more information, please contact the forum co-ordinator, Jim Kennedy. Details above.

The next meeting of the **south of England independent members' forum** will be held at the Wealden District Council offices, Crowborough, East Sussex, on 3 April 2006.

If you are interested in attending and would like more information, contact the forum co-ordinator, Bruce Claxton. Details above.

## Sharing terms of reference

The co-ordinators also emphasised the importance of sharing information, particularly around extended terms of reference for standards committees — an area where The Standards Board for England can help. Standards committees are required to provide their terms of reference to us and should forward a new copy every time they change. We will then be able to share information more widely about what terms of reference standards committees have.

We are also interested in hearing about your experiences of being on a standards committee, particularly if you have been involved in a local investigation or hearing, have any special responsibilities, or have been innovative in your approach to the statutory functions of training and promoting the Code of Conduct.

Please send any ideas or information to James Harrigan at [james.harrigan@standardsboard.co.uk](mailto:james.harrigan@standardsboard.co.uk).

## Survey sets benchmark for public confidence

Research by MORI into the public's perceptions of ethics in local government has found that most people have a higher opinion of local councillors than politicians generally, but trust is still low. And while most people have never complained about a councillor, one in ten has wanted to.

The Standards Board for England commissioned MORI to investigate the public's perceptions of ethics and attitudes towards local government. The research will help us to establish benchmarks against which we can monitor the success of our work in increasing public confidence in local democracy.

### Initial findings

MORI asked over 1,000 members of the public about their views on local government. It found a mismatch between what people regard as important roles for councillors and the perception of what councillors actually do. For example, 54% of those surveyed think it is important for councillors to make sure that public money is spent wisely, but only 21% think most or all councillors in their area do so. 39% think councillors should fulfil election promises, but only 15% think most or all councillors do.

The survey found that people are interested in local issues and want to engage with their local area but are not always certain what they can do in practice. It also revealed a lack of understanding about the work of councillors and low levels of contact with elected members — only one in seven people have met a local councillor within the last six months.

If people ever do need to complain, they are most likely to want an independent body to deal with it (46%), compared with their local council (28%) or an MP (13%). The three most important factors when making a complaint are knowing that it will be dealt with thoroughly, that the investigation will be independent, and that you will be kept informed.

The full report will be available on our website in the near future.

## Three-month limit on hearings explained

A case heard in the High Court regarding a local determination by the standards committee of Bolsover District Council established the principle that authorities need to make every effort to hold a hearing within three months of receiving the case from an ethical standards officer. But just how rigid is this limit, and are there any exceptions to the rule?

Paragraph 6(2)(b) of the *Local Authorities (Code of Conduct)(Local Determination) Regulations 2003* states that a hearing must be held within three months of the reference from the ethical standards officer. Authorities are encouraged to ensure that hearings are held as soon as possible and within this time limit imposed by legislation. The standards committee has the power to delay the hearing if something unexpected or unforeseen occurs which prevents it from meeting the time limit, but the court made it clear these must be genuine reasons — it is not sufficient that a subject member may have no objections to the hearing being held outside the three-month period.

Unexpected or unforeseen circumstances may include the following events, although it is by no means an exhaustive list:

- illness of the subject member or any of the standards committee members;
- bereavement suffered by the subject member or any of the standards committee members;
- other important engagements which cannot be altered, such as hospital appointments and jury service;
- the subject member being called to work out of the country for a long period of time.

## Tackling parish problems at the root

A parish council with evidence of longstanding personal conflict and communication problems was given mediation and training support by its principal authority as a result of directions issued for the first time by The Standards Board for England.

The Standards Board for England issued the directions using powers that came into force as part of the local investigations regulations last year. The regulations enable ethical standards officers to direct monitoring officers to take action other than investigation to resolve local problems, such as reviewing procedures to make them more robust or, as in this case, getting councillors to sit down and work out their problems together.

Since this first direction was issued, ethical standards officers have used these powers in several further cases, and a number of other directions are expected to be issued in the near future.

### Underlying problems

Some allegations reveal longstanding problems or more deeply ingrained issues within an authority which investigations alone are not able to address. There may be any number of underlying factors affecting the authority, such as:

- factionalism on the council, often resulting from a split over a controversial decision — possibly the clerk may even be thought to have taken sides;
- a dominant or destructive personality on the council antagonising other members;
- bullying of members or the clerk by other members;
- a lack of understanding by members of what is and is not acceptable behaviour;
- a lack of procedures in council, such as standing orders or procedures for dealing with disruptive behaviour;
- poor chairing skills, which can allow meetings to get out of control;
- poor resourcing and a lack of support for the clerk, who may be unable to ensure business is run correctly.

The directions power is an important tool because it allows us to tackle these problems at the root and make a lasting difference to the way an authority is run.

### Beyond investigations

In this instance, 76 allegations had been received about council members since April 2002, suggesting a history of conflict and communication problems. A number of these allegations were investigated, but it became apparent that the investigations were unable to resolve the underlying problems.

The ethical standards officer directed the monitoring officer of Mendip District Council to arrange mediation between the members and organise training and guidance on conflict resolution and parish council procedure. The monitoring officer had to report back to The Standards Board for England within three months, setting out progress on both aspects of the direction.

Vivienne Pay, the monitoring officer of Mendip District Council, is happy to be contacted with any questions or for further information on this matter. Please telephone 01749 341538 or e-mail [payv@mendip.gov.uk](mailto:payv@mendip.gov.uk).

## Supporting your parishes

Directions are not the only way we are working to address issues of this kind. At a national level, we are working with bodies such as the National Association of Local Councils and the Society of Local Council Clerks to develop support packages, and we are seeking funding from the Office of the Deputy Prime Minister to support some of the work.

Standards committees too have a role to play. Sometimes standards committees seem reluctant to support parishes in their area with these kinds of problems, but standards committees have a responsibility to promote and maintain high standards of conduct among members. We often find that independent members, in particular, can play an important role in working through some of the difficulties with parishes as they are seen as not having the political baggage that elected members may have.

If you think there may be issues with a particular parish in your area, we would urge you to talk to your local county association and the local branch of the Society of Local Council Clerks about how to work collectively with the parishes to address these problems and help them move forward to the benefit of all in the local community. You may also be interested in the article on providing mediation and conciliation support to members.

If any committees out there have stories of success in supporting a parish facing such difficulties, please tell us about it so we can share effective practice with other standards committees and see if there is anything we can try to replicate at a national level. Send your stories to James Harrigan at [james.harrigan@standardsboard.co.uk](mailto:james.harrigan@standardsboard.co.uk).

Please also state if you would be happy for us to use your experience as a case study in future editions of the newsletter.

## Toolkit helps authorities assess standards

Tools to help authorities take their ethical temperature and develop good ethical governance are being jointly developed by The Standards Board for England, the Audit Commission and the Improvement and Development Agency (IDeA).

The ethical governance toolkit provides diagnostic tools to help authorities strengthen their ethical governance arrangements. Authorities can choose from a range of options, recognising that councils differ in their needs and approaches to ethical governance issues.

There are four key elements to the toolkit, administered by the Audit Commission, the IDeA, or jointly by both organisations:



1. A self-assessment questionnaire for elected members and senior officers, designed to assess an authority's awareness of ethical issues.
2. A full audit, investigating all areas of an authority's arrangements in depth and assessing:
  - compliance with the Code of Conduct;
  - arrangements for local determinations and investigations;
  - the roles and responsibilities of standards committees;
  - the roles and responsibilities of monitoring officers;
  - the roles and responsibilities of chief executives;
  - protocols and constitution;
  - arrangements for promoting confidence in local democracy;
  - understanding and behaviours.
3. A light-touch health check, investigating the same areas covered by the full audit (listed above) but in less detail
4. Developmental workshops with officers and members tailored to the specific needs of the authority.

The first two services are available now and the other parts will be available in the new year.

For more information on the toolkit, visit the IDeA's website at:

[www.idea-knowledge.gov.uk/idk/core/page.do?pagelid=1115850](http://www.idea-knowledge.gov.uk/idk/core/page.do?pagelid=1115850)

### Case summary policy reviewed

Summaries of cases where ethical standards officers consider there is no evidence of a breach of the Code of Conduct will be taken down off the website after only six months, following a recent review of the policy by the Board. Previously, these cases remained up for two years.

The policy for all other cases remains the same — the summaries remain on the site for two years from either the closure of the case or, for cases referred to The Adjudication Panel for England or local standards committee, from the hearing date or completion of any sanction, such as a suspension or disqualification.

### Ethics in local authorities explored

The Standards Board for England has commissioned a team at the University of Manchester to conduct research into what components contribute to an ethical local authority. The research will draw on good practice both nationally and internationally and, importantly, upon your experiences as practitioners in local authorities.

The tenth report of the Committee on Standards in Public Life placed a great deal of emphasis on the importance of embedding the principles of public life in public organisations. This research project looks at how this

goal might be achieved. A number of factors will be investigated, including mediation, communication and training, the development of protocols, the role of standards committees, the importance of leadership, and the role of ethics in corporate governance.

The first stage of the project, which was recently completed, was to undertake a literature review, in order to develop a model of the components that make up an ethical environment and how these components relate to each other. The model will then be tested and developed further via case studies, in the context of the challenges regularly faced by local public bodies today.

More information on this project can be found at the following website, which has been set up by the research team:

[www.ipeg.org.uk/Standards.htm](http://www.ipeg.org.uk/Standards.htm)

The research will be completed in December 2005, and we will publish a summary of the findings on our website.

### Help with local investigations and hearings

A DVD promoting best practice in local investigations and hearings is in the final stages of production.

The DVD, *Going local: investigations and hearings*, follows the fictional case of Councillor Jones, who has been accused of failing to declare an interest in a planning meeting considering an application submitted by his nephew. Viewers follow the drama as it develops, from the initial referral of the complaint through to the standards committee hearing. Learning points and commentary punctuating the film address some of the common areas of difficulty and our recommended solutions. It also includes a section on the importance of local ownership of the Code of Conduct and our role in supporting its implementation.

We hope to complete the DVD soon and should be in a position to distribute it by the end of this month. In the meantime, you may find some of our other guidance for standards committees of use — see *Information for new members* on page 8 for more information

### Board changes

Professor Alan Doig and John Bowers have ended their terms of office as Board members with The Standards Board for England. Both have served since the organisation's formation in 2001. They contributed to our development during the difficult early years when we were dealing with untried and incomplete legislation, and have overseen the improvements in our performance in more recent times. Their expertise and considered contributions will be sorely missed.

The Office of the Deputy Prime Minister, which is responsible for board member appointments, has advertised the vacancies and we will let you know about their replacements as soon as they are announced.

## Information for new members

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As a result of the local elections in May, there are undoubtedly many new members of standards committees across the country. So, as an introduction to the new faces — and a reminder to the more established ones — here is a brief guide to the information available from our website, including publications aimed specifically at members of standards committees. Some of this information is also available in hard copy. For more information, please call 0845 078 8181 or write to [publications@standardsboard.co.uk](mailto:publications@standardsboard.co.uk).

### Guidance

- **Guidance on standards committees**

A guide to the role and make-up of standards committees.

- **Standards committee determinations**

Information for standards committees on how to hold a local determination hearing.

[www.standardsboard.co.uk/localauthorityguidance/](http://www.standardsboard.co.uk/localauthorityguidance/)

### Standards Committee News

The latest issue and past issues of the newsletter. You can also sign up to receive issues by e-mail or cancel your subscription [here](#).

[www.standardsboard.co.uk/scnews/](http://www.standardsboard.co.uk/scnews/)

### FAQs

Frequently asked questions about the Code of Conduct, including a section on standards committees.

[www.standardsboard.co.uk/faqs/](http://www.standardsboard.co.uk/faqs/)

### Case summaries

Summaries of recent investigations and hearings. The browse function enables you to find cases referred to standards committees — use the 'SBE outcome' box and select 'referred to the local standards committee'.

[www.standardsboard.co.uk/cases/](http://www.standardsboard.co.uk/cases/)

### Other publications

An extensive list of all our publications.

[www.standardsboard.co.uk/publications/](http://www.standardsboard.co.uk/publications/)

## Contacts

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If you received this edition of Standard Committee News from a colleague but would like your own copies in future, write to [scnews@standardsboard.co.uk](mailto:scnews@standardsboard.co.uk) or go to:

[www.standardsboard.co.uk/scnews/](http://www.standardsboard.co.uk/scnews/)

If you have any comments or questions about Standards Committee News or ideas for future items, drop us a line at [scnews@standardsboard.co.uk](mailto:scnews@standardsboard.co.uk).

For all other enquiries, telephone 0845 078 8181 or e-mail [enquiries@standardsboard.co.uk](mailto:enquiries@standardsboard.co.uk).

# Town and Parish Standard:05

## in this issue...

- 1 **Cracking the Code**  
Report says the Code of Conduct should be clearer.
- 2 **Fully committed**  
Parish councillors make a vital contribution to any standards committee.
- 4 **What the public thinks**  
...about ethics and you.
- 4 **Tell me about it**  
The benefits of mediation.

## plus...

- 3 **Referral and investigation statistics**
- 4 **Contacts and more information**

## Content

Town and parish councillors form our largest constituency, so we are constantly searching for ways to extend our contact. We were lucky to meet many of you at recent conferences organised by the three main political parties and the National Association of Local Councils, and the comments and feedback received were as constructive and rewarding as ever.

Roger Taylor, one of our Board members and himself a parish councillor, outlined The Standards Board for England's vision for the parish sector when he addressed the NALC conference. We believe town and parish councils are a vital part of local government and we support the government's localisation agenda to provide greater powers to local councils. We think it is important that the Code of Conduct continues to apply a consistent set of standards across all members too. This is something councillors told us when we consulted on our review of the Code earlier this year. The views of parish and town councillors on the Code are reflected in our recommendations to the government, which you can read about below.

Other changes to the legislative framework are on the horizon too, as reported in the last issue of the *Town and Parish Standard*. Recommendations from the Committee on Standards in Public Life and the parliamentary select committee on the Office of the Deputy Prime Minister could have potential implications for the parish sector. We are working with the National Association of Local Councils, the Society of Local Council Clerks and county associations to develop tools and guidance to help support parishes. In the meantime, your feedback plays an important part in guiding our future work programme, so please keep in touch. Our contact details are on the back page.

## Board backs clearer Code

The Code of Conduct should be clearer, simpler and more positive and the ten general principles of public life should be included as a preamble, according to recommendations for a revised Code submitted to the government this September by The Standards Board for England. And consistent enforcement of the Code across the local government community is just as important as its content.

The recommendations are the outcome of four months of consultation on the review of the Code of Conduct. We received over 1,200 responses to the consultation from all sections of the local government community and about 30% were from the parish sector. We also spoke with authorities across the country during a series of regional roadshows.

The government is considering the recommendations alongside reports from the Committee on Standards in Public Life and the parliamentary select committee on the Office of the Deputy Prime Minister, which have

made their own suggestions for the future of the Code and the ethical framework as a whole.

## Representing communities

We want the Code to be seen as more than a list of prohibitions and viewed instead as a vehicle for promoting positive and effective local governance. A better balance needs to be struck between protecting public decision-making from improper influence and allowing elected members to represent their constituents and communities in a proper manner.

To help achieve these aims, we recommend revising the rules governing personal and prejudicial interests to make them less restrictive and allow members to act more freely in their elected roles as advocates of their local communities.

We would like to restrict the definition of a personal interest so that members need not declare an interest in matters which affect them no more than the wider community. 68% of responses to the consultation agreed. And we think interests that arise primarily because a member serves on another public body need only be declared when a member speaks on a related subject — unless the interest is prejudicial. Where the interest is prejudicial, the member should be able to address the council and answer questions on the subject before withdrawing from the meeting to avoid improperly influencing the debate. We recommend that prejudicial interests which arise when speaking for outside groups, such as charities and pressure groups, should be treated in the same way.

### Our recommendations for the Code

- The Code should be simpler, more enabling, and owned by members.
- The Code should empower members as community advocates.
- The rules around personal and prejudicial interests should be clearer.
- The Code needs to be clear on what information should be confidential.
- Private behaviour should be regulated only when it seriously damages the reputation of local government.
- Bullying cannot be tolerated and needs to be addressed more explicitly.
- The current duty for members to report breaches should be removed.
- The Code should protect complainants and witnesses from intimidation.

The consultation also found broad support for a specific provision on bullying — 80% of responses were in favour — and this too is something we have recommended to the government. We believe that in a small number of cases, a culture of bullying exists which needs addressing. A dedicated provision in the Code of Conduct would send a strong signal that bullying is unacceptable in local government.

## Whistleblowing

The duty of members to report breaches of the Code of Conduct by fellow members has been an unpopular provision and we believe it should be abolished. It was designed to prevent members turning a blind eye to misconduct and protect members who chose to come forward from undue pressure and intimidation, but we do not believe it achieves either of these aims satisfactorily. Instead, it has been used by a small number of members as a pretext for malicious and politically-motivated complaints.

The popular choice of the consultation was to restrict the provision to allegations of serious misconduct. But what constitutes serious? Any definition is bound to be subjective, and could lead to arguments about what should and should not have been reported. In effect, restricting the duty to report breaches in this way would probably not solve the problem. We do not believe the vast majority of members would ignore or overlook serious misconduct, so on balance, we think the provision can be deleted.

Of course, anyone who does come forward with a genuine concern should still be protected from victimisation, so we have asked the government to consider a specific provision prohibiting intimidation of complainants and witnesses.

The government's response to our recommendations was expected shortly after this newsletter went to press. We anticipate government-led consultation on a revised Code of Conduct later this year. The full recommendations are at [www.standardsboard.co.uk/codereview/](http://www.standardsboard.co.uk/codereview/).

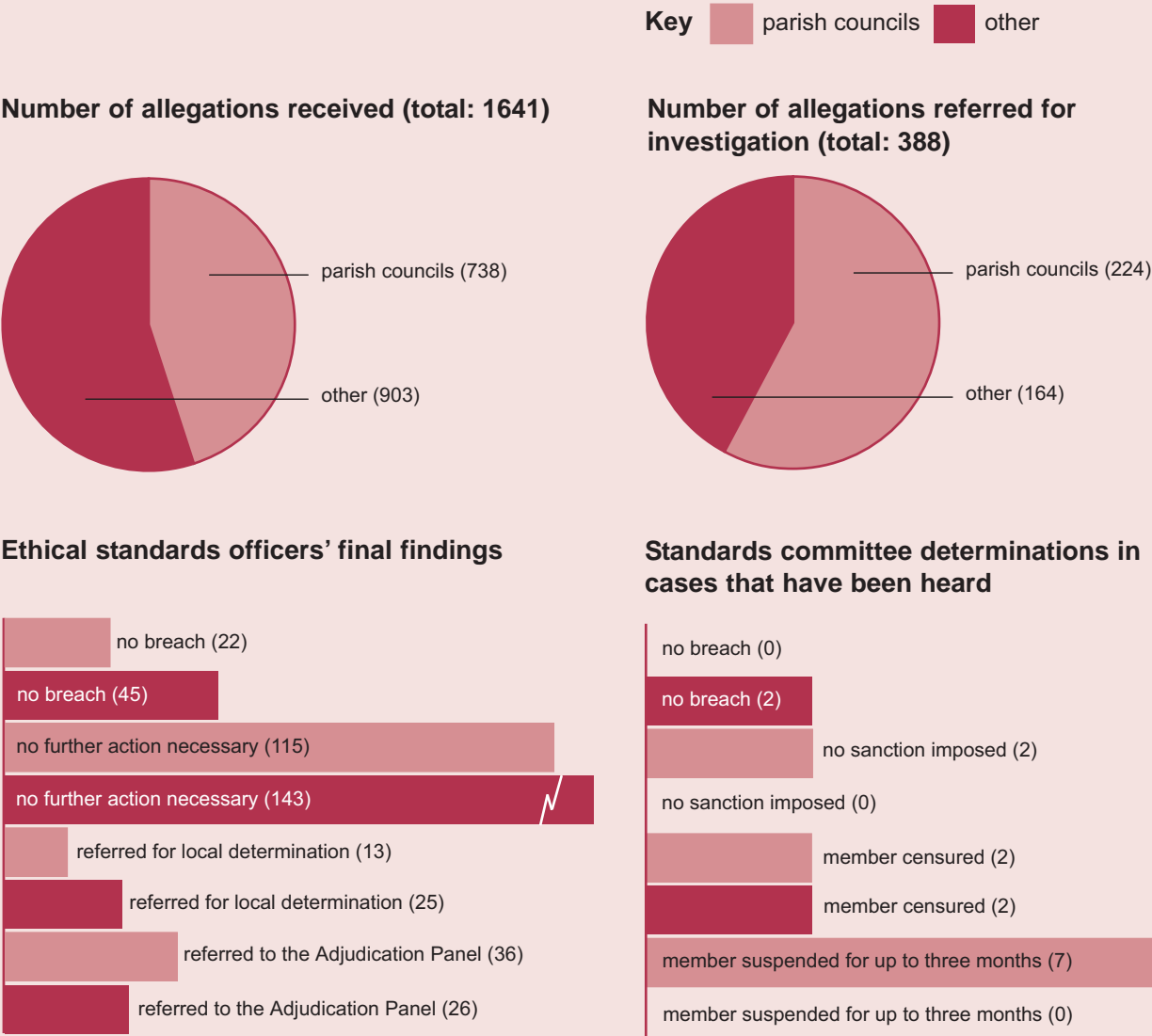
## Parish representatives entitled to full standards committee role

Concerns that parish representatives on standards committees are sometimes marginalised and under utilised were raised at a recent conference of standards committees organised by The Standards Board for England. But delegates agreed that parish councillors have a vital role to play on standards committees and shouldn't be ignored.



Parish and town council referral and investigation statistics

The following charts compare the parish experience with that of local government as a whole, for the period 1 April to 31 August 2005.



Parish councillors play an important role on standards committees, representing the views of their sector and advising how standards committees can address parish issues and provide training and advice for parish and town councillors. They are co-opted to standards committees in the same way as independent members and are full members of the committee, so should have the same status and voting rights as the other councillors and independent members. They should also be entitled to any allowances and expenses that are available to other members of the committee.

We recommend standards committees appoint at least two parish representatives to the committee. Having more than one representative reflects the importance of parish issues on a committee and helps to foster proper debate and ensure that such issues aren't marginalised. Authorities should consider involving their county association in the

nomination and selection process to ensure that the representatives have the support of the parish sector across the county and are seen to have the backing of their representative body.

Parish representatives are also important for hearings. Regulations require at least one parish representative on any hearing panel involving a parish or town councillor. Having several representatives helps to guard against problems in the event that one member is unable to take part in a hearing due to a conflict of interest.

Standards committees should also consider having parish representatives on hearing panels regardless of whether the hearing involves a town or parish councillor. As parish representatives in many cases are independent of the principal authority, they can bring a specific and objective perspective to the case that may be helpful.

## Survey sets benchmark for public confidence

Research by MORI into the public's perceptions of ethics in local government has found that most people have a higher opinion of local councillors than politicians generally, but trust is still low. And while most people have never complained about a councillor, one in ten has wanted to.

The Standards Board for England commissioned MORI to investigate the public's perceptions of ethics and attitudes towards local government. The research will help us to establish benchmarks against which we can monitor the success of our work in increasing public confidence in local democracy.

### Initial findings

MORI asked over 1,000 members of the public about their views on local government. It found a mismatch between what people regard as important roles for councillors and the perception of what councillors actually do. For example, 54% of those surveyed think it is important for councillors to make sure that public money is spent wisely, but only 21% think most or all councillors in their area do so. 39% think councillors should fulfil election promises, but only 15% think most or all councillors do.

The survey found that people are interested in local issues and want to engage with their local area but are not always certain what they can do in practice. It also revealed a lack of understanding about the work of councillors and low levels of contact with elected members — only one in seven people have met a local councillor within the last six months.

If people ever do need to complain, they are most likely to want an independent body to deal with it (46%), compared with their local council (28%) or an MP (13%). The three most important factors when making a complaint are knowing that it will be dealt with thoroughly, that the investigation will be independent, and that you will be kept informed.

A summary of the findings will be published on our website in the near future.

### Sit down and talk about it

Councillors with disputes can be instructed by standards committees to undertake mediation and conciliation as part of a sanction, and The Standards Board for England can make similar directions via monitoring officers in specific cases. In these situations, a complaint about something will have already been made to The Standards Board for England, but mediation and conciliation can also be

used by parishes to help prevent complaints arising in the first place.

Mediation and conciliation are informal, flexible processes. Conciliation could involve, for example, the suggestion of making a formal apology. Mediation and conciliation are focussed on learning and understanding, rather than apportioning blame, and are forward looking. Parties are encouraged to suggest ideas for resolution and outcomes which suit their specific needs.

Mediation has possible advantages in small environments, such as local communities, where there are ongoing communication and relationship issues. It may be particularly beneficial for a number of reasons:

- Mediation focuses on learning and understanding rather than apportioning blame, equipping disputants with new communication skills and seeking a way forward for all parties.
- It can be held locally and at a time convenient to all parties.
- It asks the disputing parties to bring forward practical ideas for resolving their disputes specific to their circumstances. The outcome is jointly created and agreed by the parties, engendering a greater degree of ownership of the outcome than one imposed externally.

Some monitoring officers and standards committees are able to provide mediation and conciliation support, so any town or parish council which thinks it may benefit from such services might want to approach their monitoring officer in the first instance. Of course, whether a monitoring officer or standards committee is able to provide mediation depends on their resources and experience.

A growing number of community centres throughout the UK also provide free or subsidised mediation. For more information, contact Mediation UK on 0117 904 6661 or visit them at:

[www.mediationuk.org](http://www.mediationuk.org)

### Contacts and more information

Please send your questions, comments and suggestions for future issues to:

- [tpstandard@standardsboard.co.uk](mailto:tpstandard@standardsboard.co.uk)
- The Standards Board for England, First floor, Cottons Centre, Cottons Lane, London SE1 2QG

For more information on The Standards Board for England, visit us at [www.standardsboard.co.uk](http://www.standardsboard.co.uk).

## **STANDARDS COMMITTEE**

24th January 2006



**Report of:** Chief Solicitor

**Subject:** ETHICAL STANDARDS OFFICER'S FINDINGS  
OF BREACH OF CODE OF CONDUCT

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to acquaint the Committee with an Ethical Standards Officer's findings of breach of the code of conduct by a member of the Committee and to invite the Committee to consider steps to address issues raised by those findings.

### **2. BACKGROUND**

- 2.1 A former officer of the Council submitted a complaint regarding the conduct of Councillor Marshall in May 2004. In the course of investigation of that complaint the Ethical Standards Office decided to investigate also earlier allegations of breach of the code made by 2 other officers. The allegations all related to the requirement of the code that councillors "treat others with respect".
- 2.2 The decision of the Ethical Standards Officer was issued in May 2005. A copy of the Case Summary is attached at Appendix 1. The ESO concluded that in respect of each of the allegations, Cr. Marshall had failed to treat the officer with respect. Notwithstanding the findings of breach of the code, for the reasons stated in the report, the ESO decided that no action was necessary, for the reasons stated in the Case Summary.

2.3 In view of the outcome of the investigations referred to in the ESO's report it is relevant to recall that in June 2002, there was a finding of breach of the code of conduct by Cr. Marshall following a complaint by an officer. On that occasion the breach related to the requirements of the code that a councillor should:-

- not use the office of councillor to improperly secure an advantage for another person
- treat persons with respect
- not bring the office of the councillor into disrepute.

On that occasion also, the ESO concluded that no action was necessary. The matter was considered by the Standards Committee at their meeting on 12<sup>th</sup> November 2002

### **3. ISSUES**

3.1 There have now been 4 findings by an Ethical Standards Officer that Cr. Marshall has acted in breach of the code of conduct. On each occasion the finding has included one of failing to treat persons with respect, in each case being an officer of the Council.

3.2 In his recommendation in 2002, the ESO recommended that Cr. Marshall should apologise to the officer for his conduct. It later became clear that he had declined to do so.

3.3 As a result of the findings recorded this year, in correspondence and conversation, I sought to meet with Cr. Marshall to discuss the issues raised by the report with Cr. Marshall. Although at one point, Cr. Marshall agreed to meet me, that meeting had to be cancelled, and Cr. Marshall has since refused to meet with me to discuss the matter. Copies of relevant correspondence are attached (Appendix 2).

3.4 Cr. Marshall's attitude raises both ethical standards issues and health and safety issues.

3.5 As to ethical standards, Cr. Marshall has demonstrated towards officers, over a period of time and in respect of officers at several levels of seniority, an attitude which I consider to be wholly unacceptable. It is described variously by the ESO as 'aggressive and bullying', 'rude and arrogant'. His manner has caused officers considerable distress and indicates both a lack of consideration for the roles and responsibilities of officers, and a disregard for their feelings and welfare. It has the effect of undermining the relationship of mutual respect and co-operation which should exist between an officer and a member.

- 3.6 I also consider that it calls into question Cr. Marshall's suitability to serve on the Standards Committee. Having regard to the shortcomings of his own conduct, I believe it would be unacceptable for Cr. Marshall, as a member of the Committee, to participate in determination of a complaint against a member. I believe that the Council would be giving the wrong message by his continued appointment to the Standards Committee.
- 3.7 In relation to health and safety, by generating stressful situations for officers, Cr. Marshall's conduct potentially places the Council in breach of its duty to ensure the health of employees and could lay the Council open to action by an aggrieved employee for damages for personal injury.
- 3.8 As members will see from my letter to Cr. Marshall dated 16<sup>th</sup> December 2005, I consider that Cr. Marshall should take advantage of the training opportunities available to members. However, his current attitude as presented in his letter to me dated 19<sup>th</sup> December 2005 offers no prospect of progress in this respect.

#### **4. CONCLUSION**

- 4.1 Although the Ethical Standards Officer has felt it unnecessary (for the reasons stated in the Case Summary) to refer the breaches either to the Standards Committee or the Adjudication Panel for determination, it remains open to the Committee to give consideration to issues arising from the ESO's findings of breach of the code of conduct. In doing so, the Committee would not have the powers available to it following a determination made under the Local Determination Regulations and it is thus not open to the Committee to consider options such as suspension or partial suspension of Cr. Marshall as a councillor. However, it is open to the Committee to consider e.g.

- recommending to Cr. Marshall that he undertake relevant training,
- recommending to the Council that the Council terminate Cr. Marshall's membership of the Standards Committee
- establishing principles regulating Cr. Marshall's contact with staff, all of which are steps available to the Council otherwise than under the Local Determination Regulations. In considering such steps, the Committee should give Cr. Marshall an opportunity to comment. I have, therefore, drawn Cr. Marshall's attention to this report so as to ensure that he is aware of it.

#### **5. RECOMMENDATION**

That the Committee consider whether and, if so, what, action is appropriate to address the issues raised in this report.

**Appendix 2(a)**

CS/JAB/JAH

Mr J A Brown Ext 3003

(01429) 523856

6 September 2005

Mr J Marshall  
22 St Helen's Street  
HARTLEPOOL  
TS25 0EW

Dear Councillor Marshall

**Standards Board Investigations**

I am now in receipt of the second, and final summary, resulting from the Standards Board Investigations.

I would welcome the opportunity to discuss the Ethical Standards Officer's findings and would be grateful if you could contact Julie Howard (ext 3001) who can arrange a mutually convenient meeting.

Yours sincerely

**Mr J A Brown**  
**CHIEF SOLICITOR**

**Appendix 2(b)**10<sup>th</sup> October 2005

Dear Cr. Marshall

I wrote to you on 6<sup>th</sup> September, requesting that you call in to discuss with me issues arising from the outcome of recent investigations by the Standards Board. I am aware that in response to that letter you spoke to Carly in the Chief Executives secretaries' office informing her that I should inform you of what issues, and that I should copy my correspondence to your solicitors (this latter requirement is totally inappropriate to correspondence between a Council officer and Councillor relating to Council business and I do not propose to comply with it).

Since then, I have received a complaint regarding your conduct from a member of the public, and have been notified internally of a number of incidents of concern regarding your relationship with officers and your involvement in activities which are within the professional responsibilities of officers. I am awaiting further information in relation to these matters which, in summary relate to -

- interference with officers professional responsibilities relating to a project at Darlington Street
- an allegation of fraudulent behaviour made at the North Consultative Forum, and
- an allegation that officers pre-empted the portfolio holders decision in relation to negotiations with Stagecoach.

I have also been made aware of a complaint from the police regarding correspondence to them in relation to incidents at your home.

Accordingly, it is important that I have an early opportunity to discuss the earlier findings of the Standards Board to the extent that the Ethical Standards Officer concluded that you had shown disrespect to officers, as it seems to me that they demonstrate a need to consider how to avoid such incidents in the future. I would also wish to discuss the recent complaints (with the exception of that from the member of the public, which has been referred to the Standards Board). If valid, these further complaints emphasise the necessity for urgent action to address the continued conflicts which arise between yourself and officers.

I would therefore like to meet with you within, say, the next 7 days. This would be an informal discussion to assess the extent to which it might be possible to address the issues by mutual co-operation. Despite it being an informal discussion, it is nonetheless extremely important and, accordingly, would you please contact Julie or Carly without delay to arrange an appropriate meeting.

Yours faithfully

Tony Brown  
Chief Solicitor

John Marshall

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From: "John Marshall" <johnlealea@talktalk.net>  
To: "BROWELL SMITH @CO" <SWM@browells.co.uk>  
Sent: 23 October 2005 11:29

Date 22nd October 2005

Cllr John Marshall

Toni Brown, Solicitor  
Hartlepool Borough Council.

Mr Brown,

Ref your Letter/le mail of 10th Oct 05  
It is my opinion from your letter that you have already directed blame to myself for complaints that you say you have received.  
You will now have received information from John Ford N.H.P Manager in regard to Darlington st Throston St. and Stagecoach Bus Co.  
I do suggest that you read it all very carefully.

As to the Police you are in receipt of my requirements in that regard. I would suggest that you are duty bound to comply with my requirements to the details of the complaint, when, what, who, you have my letter of request.

The Standards Board have informed me of the decision.  
A personal and private matter. Nothing to do with them.

However it has a lot to do with the Police, and I have informed the Standards Board to that effect.  
I do not like the tone or approach of your letter of the 10th.  
I.E. Your words. Notified internally of a number of incidents of concern regarding (your) relationship with officers, and involvement in activities which are within E.T.C. Your letter attached.

First it is your officers that are complaining, and if you look at the information sent N.P.H you see it is without justification.  
Again your wording suggests that I am at fault not your Officers.  
Decision made.  
I see this from them and yourself nothing short of Harassment.  
Making assumptions I suggest on my conduct without any evidence or attempt to get any evidence is again nothing short of Harassment on your part against myself.

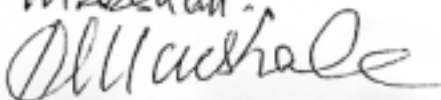
Also in your statement of the 10th you say, and I quote.  
I have been made aware of a complaint from the Police regarding correspondence to them in relation to incidents at your home.

As Chief Constable Sian Price was the recipient of all my letters,  
Can I assume that it was him who made the complaint?  
Or maybe it was Inspector Gill his aid I believe?  
The only other recipients where members of the authority, have they passed on letters as copied to them and made a complaint?

I will be righting to them all in this regard.  
Lastly Mr Brown this has nothing at all to do with you.  
This is a private matter with the Police and my Family your interference in my private affairs is scandalous intrusion and I believe part of the Harassment I am receiving from yourself and officers of the Council come out by the information sent, and your intrusion into my private life.

I am copying this letter to my Solicitors and Cllr Mole Association of Councillors.  
Along with the letter of the 10th from yourself and correspondence from N.H.P  
I also intend to give this information to my M.P and the Parliamentary Ombudsman.  
It is quite clear to me that you have made me guilty without just cause and are harassing myself and my family.

Yours

John Marshall  


23/10/2005



**Appendix 2(d)**

CS/JAB/CL

Tony Brown ext 3003

01429 523856

1 November 2005

**Private & Confidential**

Cr J Marshall  
22 St. Helen's Street  
Hartlepool  
TS24 0EW

Dear Cr Marshall

I acknowledge receipt last Thursday of a print off of your e-mail to your solicitors by way of response to my e-mail of 10<sup>th</sup> October.

I am sorry that you consider my letter as 'harassment' and intrusion into your private life, and that you feel that I am making assumptions. In my letter I very purposely included the phrase "If valid..." to demonstrate that I am entirely open minded in that respect - as indeed I am.

You will recall that my first letter to you was dated 6<sup>th</sup> September, before the most recent matters came to my notice. Regardless of the additional matters, there is a need to discuss issues arising from the findings of the Standards Board in relation to the complaints investigated of which was completed earlier this year. Although the Ethical Standards Officer decided that no action should be taken, there were clear findings of lack of respect towards officers over a period of time. The ESO concluded:-

- “Cr. Marshall was aggressive and bullying towards [an officer].....causing him distress and failing to treat him with respect....Cr. Marshall gave sufficient details ....to the press to enable identification of [the officer] thus causing him further distress. ...this was not an isolated incident but demonstrated a pattern of behaviour towards [the officer]”;
- “Cr. Marshall was brash rude and arrogant to [an officer]....interrupted him and spoke in a raised voice ....and thereby failed to treat him with respect”
- “Cr. Marshall shouted at [an officer] thereby failed to treat her with respect”

The Council would be failing in their duties to their employees if they fail to take steps to address the effect of your conduct on staff, which in one recorded case is believed to have lead to a member of staff taking sick-leave. Apart from the general duty to act as a good employer, the Council is under a statutory duty under the Health & Safety at Work Act to protect its employees against dangers to their health. It is therefore important, as stated in my letter of 10<sup>th</sup> October that we consider how to avoid similar occurrences in the future

In response to my letter to you dated 10<sup>th</sup> October, I have received your letter dated 20<sup>th</sup> October requiring that I provide you with information, and a letter from John Ford, Partnership Manager with a number of copy documents. I have now received a copy of your e-mail to your solicitors. All this is a totally inadequate response to my request to discuss relevant issues with you. I would like you to meet me in my office, but if you would prefer me to visit you I would be prepared to do so. Please let me know your wishes.

I regret that if you continue to decline to discuss these issues with me, then I will be left with no alternative but to raise the matter with the Standards Committee without prior discussion with you.

Regarding the ‘complaint from the police’, the matter in question is more in the nature of a referral, and I apologise for making reference to a complaint. It has been confirmed to me by Kath Allaway, the Police Head of Corporate Support, who is also the Police Authority Monitoring Officer, that her call to the Chief Executive’s Office was more in the nature of a referral of an apparent misuse on your part of Council resources for private purposes. In this respect, she has provided me with a copy of your letters to the Chief Constable regarding breakage of windows at your home, drawing attention to the fact that the letters are on Council letter paper. Of additional concern to me is the tone of the letters. The offensive terms in which you refer to the Chief Constable and the police force are wholly unacceptable for correspondence on Council paper and I would be seeking from you an assurance that you do not make use of Council resources either in such terms or for private purposes in the future. Your comments in your letter of 8<sup>th</sup> September referring to your position as a Councillor, and your criticism of police officers for failing to address you as ‘Councillor’ is also indicative of an endeavour to make use of your position in your private life. All these features can have no other effect but to bring the Council and your office as Councillor into disrepute.

There is a very clear need to discuss these issues, and I would be grateful to hear from you to arrange a meeting. Please would you contact me direct or Carly on ext 3003 without further delay.

Yours sincerely

**Mr J A Brown**  
**Chief Solicitor**

**Appendix 2(e)**

16<sup>th</sup> December 2005

**Private & Confidential**

Cr J Marshall  
22 St. Helen's Street  
Hartlepool  
TS24 0EW

Dear Cr. Marshall

I refer to our conversation at the conclusion of the General Purposes Committee on Wednesday, 14<sup>th</sup> December.

The conversation followed on a series of correspondence and conversations in the course of which I have asked that we meet to discuss issues arising relating to your conduct – with particular reference to the outcome, earlier in the year, of the Ethical Standards Officer's investigation of complaints against you. Unfortunately, due to my own illness, I was unable to make the meeting which you agreed to on 8<sup>th</sup> November. On 17<sup>th</sup> November, we discussed setting up a meeting, but you indicated, at that time, that you were under a lot of pressure and were in the process of preparing a 'report' in relation to matters concerning the police. You thought this should be completed within a week or so and you wished to complete it before meeting with me. Accordingly, I have refrained from raising the issue with you again until our most recent conversation, when I took the opportunity to seek to progress the matter.

With that background, therefore, I was dismayed by your response that you did not wish to meet, that you did not know what we had to say to each other, and that you considered that I was harassing you. You also offered the suggestion that I refer the matter to the Standards Committee – presumably a reference to my comment in an earlier letter.

I refute the suggestion of harassment entirely.

In earlier correspondence, particularly my letter to you of 1<sup>st</sup> November, I have made clear the issues I wish to discuss and the object of that discussion, principally to avoid future occasions of conduct of similar nature to that found by the Ethical Standards Officer. I would have expected in our discussion to consider options available for training and guidance. It seems to me that consideration of such issues is best undertaken in discussion, but in view of your comments, that seems unlikely to happen.

Accordingly, I enclose a paper prepared by Joanne Machers which provides some information regarding the range of support available to members to assist them with their personal and professional responsibilities. It seems to

me that the support described would be helpful in avoiding the difficulties which have arisen in the past, as demonstrated by the findings of the ESO and I would encourage you to take advantage of the availability of such assistance. My advice is that you would take the opportunities presented by the available courses, and, if you are prepared to do so, I would be happy to ask Joanne to provide further information with a view to establishing a programme best suited to your particular needs.

Though not referred to in my letter of 1<sup>st</sup> November, I would also have wished to consider with you your continued participation as a member of the Standards Committee. In my letter, I referred to the findings of the Ethical Standards Officer in the investigation of 3 complaints. In each case, there was a finding that you were in breach of the Code of Conduct. In an earlier investigation, there was also a finding that your conduct breached the Code of Conduct and in that case the ESO recommended that you apologise to the complainant – but I was informed some considerable time after the issue of the report in that case, that you had not done so. Although, in each case, the ESO decided that no action is necessary, the fact remains that, on a number of occasions, your conduct has been found to fall significantly below the standards expected of a councillor. It also appears to me that you demonstrate little respect for the recommendations of the Ethical Standards Officer. In these circumstances, I believe that your continued service as a member of the Standards Committee is unacceptable. In our discussion, therefore, I would have been advising you to consider resigning from the Standards Committee.

Your suggestion on 14<sup>th</sup> December that I refer my concerns to the Standards Committee appeared to me to be something of a challenge – which I am prepared to take up, if this is necessary as a last resort. But that course could be avoided were you to take my advice by undertaking available training and by resigning from the Standards Committee.

If I do not hear from you to the contrary by 23<sup>rd</sup> December 2005, I will take it that you do not propose to accept my advice.

Yours sincerely

Chief Solicitor

Councillor John Marshall  
22 St Helen's Street  
Hartlepool  
TS24 0EW

Civic Centre  
Hartlepool TS24 8AY

Tel: 01429 266522  
Fax: 01429 523701  
DX: 60669 Hartlepool-1

Our Ref: JM/KM



19<sup>th</sup> December 2005

Mr J A Brown  
Chief Solicitor  
Hartlepool Borough Council  
Civic Centre

Dear Mr Brown

As I said to yourself in the first instance, I do not believe that I have anything to talk to you about.

Your list of complaints are at most frivolous and without any content or background. You have received information on one or two of those complaints from J. Ford Manager of SRB which, up to now, it seems you have chosen to ignore as you have not withdrawn those complaints or indeed have the people who made them withdraw them? It is strange that you allow allegations to be made against myself from people unknown. It seems as you go along you add to the list, with things from years ago, to continue your harassment of me. Now it seems that not having gone through a given procedure and taken your list to the proper forum, you have decided that intimidation, insult and more harassment is the way. Who are you to decide that I am or am not capable of conducting business that comes in front of the Standards Committee? You insult my good standing in the community. You intimidate with your continued allegations. You seem to have decided whom and who does not need training.

It seems to me that because I have decided that I have nothing to talk to you about, you are conducting a continued attack on myself. I will not converse with yourself after the insults that you have placed upon me in your letter of 16<sup>th</sup> December. I will not resign from any Committee on your say so. As for the line in your letter saying and I quote (your suggestion on 14<sup>th</sup> December that I refer my concerns to the Standards Committee appeared to be something of a challenge). I have absolutely no need whatsoever to do such a thing. I do not know what you were thinking with such a comment unless it has something to do with this continued attack on myself with insults, intimidation's, harassment and prying into my private affairs as you did with the letters from/to the Police.

Cont.....

It occurs to me that you do not wish to use the proper channels with anything to do with myself but to use the above as a way to. (With your assumed challenge) that you think has come from myself. I do not intend to read or listen to any more of your intimidation or insult.

I have put together a Report which I will give to those people I think should see it.

If you have items you think should go to the Standards Committee or indeed the Standards Board for England, I suggest you do so. I will of course defend myself against any accusations.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Marshall', written in a cursive style.

COUNCILLOR JOHN MARSHALL

p.s. I would be obliged if you could keep personal information regarding my last employment confidential unless absolutely necessary