

BABERGH DISTRICT COUNCIL

FROM: The Monitoring Officer

REPORT NUMBER **G 61**

TO: STANDARDS COMMITTEE

DATE OF MEETING: 27 July 2007

TRAINING FOR COUNCILLORS ON THE REVISED CODE OF CONDUCT

1. **PURPOSE OF REPORT**

To advise the Committee of the steps taken to provide training on the revised Code of Conduct for members.

2. **RECOMMENDATION**

- 2.1 That details of the training and training materials provided to district, parish and town councillors/ clerks be noted.
- 2.2 That consideration be given to circulation to all councillors of a declaration of interests flowchart in the form set out in Appendix 1.

The Committee is able to resolve these matters.

3. **FINANCIAL IMPLICATIONS**

- 3.1 None.

4. **RISK MANAGEMENT**

Risk Description	Likelihood	Seriousness or Impact	Mitigation Measures
That members are unaware of the requirements within the revised Code resulting in inadvertant breaches	Significant	Critical. Impact will primarily be for the individual member, but could affect the reputation of the council and possibly render a Council decision subject to legal challenge	Provision of training seminars, training materials, access to advice

5. **KEY INFORMATION**

- 5.1 Following implementation of the Local Authorities (Model Code of Conduct) Order 2007 on 3 May 2007, the Monitoring Officer undertook a series of seminars to provide training on the provisions of the revised Code to both district and parish/town councillors. Details of that training are as follows:-

<u>Date</u>	<u>Training</u>	<u>Target Audience</u>
14/5/07 (evening)	Refresher training - Code of Conduct	Re-elected members
15/5/07 (evening)	Induction Programme – Code of Conduct	New members
17/5/07 (afternoon)	Code of Conduct	All members
21/5/07 (morning)	Planning Protocol	Development Committee and substitutes
21/5/07 (evening)	Planning Protocol	as above
4/6/07 (afternoon)	Code of Conduct for Parish/Town Councils	Parish/town councillors and clerks
4/6/07 (evening)	Code of Conduct for Parish/Town Councils	as above
25/6/07 (evening)	Code of Conduct for Parish/Town Councils	as above

- 5.2 All events were well attended and all Babergh district councillors have received training on the revised Code. The seminars for parish/town councillors were held in conjunction with the Suffolk Association of Local Councils.
- 5.3 Councillors have additionally been provided with the “Code of Conduct - Guide for Members” together with the pocket guide to the Code both of which are published by the Standards Board for England.
- 5.4 It is understood that SALC will produce a Standards made simple leaflet, as previously requested by the Committee.
- 5.5. A flowchart identifying the steps in determining whether a councillor needs to declare any interest at a council meeting has been appended. Members are asked to consider the flowchart and determine whether it would be helpful for this to be circulated to all councillors with or without modification. The Monitoring Officer would welcome any other suggestions for training or increasing awareness of the Code.

6. APPENDIX

Appendix 1 – Flowchart on declaring interests at a meeting.

7. BACKGROUND PAPERS REFERRED TO:

None.

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DECLARING INTERESTS AT MEETINGS

NB. This guide is not intended to replace the Code of Conduct and should be used in conjunction with it. Any doubts should be raised with the Monitoring Officer at the earliest opportunity prior to the meeting. Please note that different considerations apply to scrutiny committees and this flow-chart does not cover them.

