

**COMMITTEE:** STANDARDS  
**DATE:** MONDAY 7 APRIL 2003  
**SUBJECT:** TRAINING  
**REPORT OF:** MONITORING OFFICER and HEAD OF DEMOCRATIC SERVICES

---

**Ward(s):** All

**Purpose:** To advise of the recent training session held on probity and ethics and to seek authorisation for the Chairman of the Standards Committee to attend the Second Annual Assembly of Standards Committees.

**Contact:** Mark Reynard, Monitoring Officer, Telephone 01323 415011 or internally on extension 5011.

Katie Cullum, Senior Committee Administrator, Telephone 01323 415031 or internally on extension 5031.

**Recommendations:** (1) That the content of the training day on Ethics and Probity held in conjunction with South East Employers on 18 February 2003 be noted.

(2) That the Chairman of the Standards Committee (or nominee) be authorised to attend the Second Annual Assembly of Standards Committees to be held at the ICC in Birmingham on the 9-10 June 2003.

---

## **1.0 Background and Introduction**

1.1 This Committee is responsible for training members on matters relating to the Code of Conduct and protocol rules or arranging for appropriate training to be provided.

1.2 At the meeting held on 28 October 2002 the Committee agreed that a training session on probity and ethics be arranged for all Members of the Council.

1.3 Members were also advised at the October meeting of the forthcoming Conference organised by the Standards Board for England to be held in Birmingham on 9-10 June 2003.

## **2.1 Probity and Ethics Training**

2.2 A session on Probity and Ethics was held on 18 February 2003 from 2.00 p.m. to 7.00 p.m. Fifteen Members attended including all Members of the Standards Committee.

2.3 The training session included:

- Key elements of the ethical framework.
- The Model Code of Conduct.
- Facilitated group discussion on the “do’s” and “don’ts” of the Model Code of Conduct and ethical dilemmas.

- Making the Standards Committee work effectively.
  - The Standards Board and the complaints process.
- 2.4 An analysis of the delegates' responses to the course evaluation indicates that the event has been beneficial and well received.
- 2.5 The Trainers, South-East Employers had recommended that in order to cover the relevant material properly in an effective manner it was necessary for the session to be held over one day, as opposed to splitting the sessions. Indeed the cost of providing the training over 2 evening sessions would have been prohibitive. It is acknowledged that some members find attendance in the daytime difficult. A copy of the course handouts has been circulated to all members who were unable to attend and it is proposed that an in-house session for those members be arranged at a future date.

### **3.0 Other Training Issues**

- 3.1 Members will recall that as a result of the complaints considered at the meetings held on 27 January and 3 March 2003 it was agreed that further guidance be issued to all Members of the Council regarding the requirements of the Code of Conduct and the Council's Protocol regarding Conduct between Members. This is in the process of being drafted by the Monitoring Officer and will be circulated shortly.

Formatted: Bullets and Numbering

### **4.0 The Second Annual Assembly of Standards Committees**

- 4.1 The Second Annual Assembly of Standards Committees will be held at the ICC in Birmingham on the 9-10 June 2003.
- 4.2 This year's conference includes two days of specialised and streamlined workshops on the practical implementation of the Code of Conduct for Standards Committee members and monitoring officers. The Rt Hon Nick Raynsford will address delegates along with a number of other guest speakers.
- 4.3 The conference will also include an update on the Section 66 regulations, explaining where we are with the legislation and what the implications are for Standards Committees, monitoring officers and the public's confidence in local democracy.
- 4.4 A forum will be held for independent members that will look at the challenges they face, their developing role and the need for a regional and national network.
- 4.5 The cost of attending the Conference is £310 + VAT plus accommodation, travel and subsistence. It is proposed that the Chairman of the Standards Committee (or nominee) be authorised to attend. Following the Constitution Review Seminar held on 10 March 2003, the Council at its meeting on 16 April will be recommended to consider a revised composition of the Standards Committee which will propose the chairing of the Committee by an independent member. It is therefore suggested that a reservation be made in the name of the independent member, Mr A Hobden. If the named delegate is unable to attend, a substitute can then be authorised.

### **5.0 Consultation**

5.1 None specific to this report.

**6.0 Financial Implications**

6.1 The cost of the conference will be met from within existing budgets.

**7.0 Other Implications**

7.1 None as a direct result of this report.

**8.0 Conclusion**

8.1 The Standards Committee is requested to note the provision of training and consider attendance at the Second Annual Assembly of Standards Committees by the Chairman of this Committee.

**Mark Reynard  
Monitoring Officer**

**Peter Finnis  
Head of Democratic Services**

---

**Background Papers:**

The Background Papers used in compiling this report were as follows:

1. [The Relevant Authorities \(Standards Committee\) Regulations 2001.](#)
2. The Constitution.

← | --- **Formatted:** Bullets and Numbering

To inspect or obtain copies of background papers please refer to the contact officer listed above.

kc/standards/reports/03.04.07