

Date of issue: 13th July 2010

MEETING:

STANDARDS COMMITTEE

CO-OPTED INDEPENDENT MEMBERS:

The Reverend Paul Lipscomb (Chair)
Mr Fred Ashmore, Mr Mike Field and Dr Henna Khan

ELECTED MEMBERS:-

Councillors Bal, P Choudhry, Maclsaac, M S Mann,
P K Mann and Munkley

PARISH COUNCIL MEMBERS:-

Parish Councillor Howard Jones, Parish Councillor Dalip
Rajput and Parish Councillor Alan Tilbury

DATE AND TIME:

WEDNESDAY, 21ST JULY, 2010 AT 6.30 PM

VENUE:

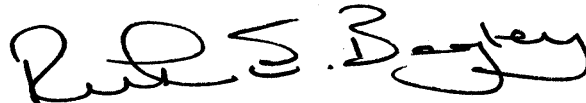
COMMITTEE ROOM 2, TOWN HALL, BATH ROAD,
SLOUGH

**DEMOCRATIC SERVICES
OFFICER:
(for all enquiries)**

JUNE COOK
01753 875019

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

NOTE TO MEMBERS

This meeting is an approved duty for the payment of travel expenses.

AGENDA

PART I

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		
1.	Declarations of Interest (Members are reminded of their duty to declare personal and personal prejudicial interests in matters coming before this meeting as set out in the Local Code of Conduct)		
2.	Minutes of the last Meeting held on 9th June 2010	1 - 2	
3.	Annual Review 2009/2010	3 - 10	All;
4.	Members' Declarations of Gifts and Hospitality 2009/2010	11 - 12	All;
5.	Standards Committee Work Programme 2010/2011	13 - 16	
6.	Members' Attendance Record	17 - 18	

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

Standards Committee – Meeting held on Wednesday, 9th June, 2010.

Present:-

Co-opted Independent Members:-

Mr Mike Field, Dr Henna Khan and The Reverend Paul Lipscomb

Elected Members:-

Councillors Bal (arrived at 6.37 pm), Maclsaac, M S Mann, P K Mann and Munkley

Parish Councillor Representatives:-

Parish Councillors Howard Jones and Alan Tilbury

Apologies for Absence:- Mr Fred Ashmore, Councillor P Choudhry and Parish Councillor Dalip Rajput

PART I

1. Declarations of Interest

None.

2. Election of Chair

Resolved – That The Reverend Paul Lipscomb be appointed Chair of the Committee for the current municipal year.

(The Reverend Paul Lipscomb in the Chair)

3. Minutes of the last Meeting held on 29th March 2010

The Minutes of the Meeting of the Committee held on 29th March, 2010 were approved as a correct record and signed by the Chair.

4. Election of Vice-Chair

Resolved – That Mr Mike Field be appointed Vice-Chair of the Committee for the current municipal year.

5. Appointment of Standards (Assessment) Sub-Committee

Resolved – That Messrs Mike Field and Fred Ashmore together with the elected Members of the Committee form a pool from which Members will be drawn by lot to serve on the Standards (Assessment) Sub-Committee for the current municipal year.

Standards Committee - 09.06.10

6. Appointment of Standards (Review) Sub-Committee

Resolved – That The Reverend Paul Lipscomb and Dr Henna Khan together with the elected Members of the Committee be appointed to form a pool from which the Members will be drawn to serve on the Standards (Review) Sub-Committee for the current municipal year.

7. Appointment of Standards (Determination) Sub-Committee

Resolved –

- (a) That the Chair of the Committee plus two independent Co-opted Members and two elected Members drawn in alphabetical order on a rota basis from the membership of the Standards Committee be appointed as and when required to serve on the Standards (Determination) Sub-Committee.
- (b) That if the complaint relates to a Parish Council Member the three Parish Council representatives will form a pool from which a member will be drawn in alphabetical order on a rota basis to serve on the Sub-Committee.

8. Appointment of Standards (Dispensation) Sub-Committee

Resolved - That Councillors P K Mann and Maclsaac together with the Chair and Vice-Chair of the Committee be appointed to serve on the Standards (Dispensation) Sub-Committee for the current municipal year.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 6.40 pm)

SLOUGH BOROUGH COUNCIL

REPORT TO: Standards Committee Date: 21st July 2010

CONTACT OFFICER: June Cook
Member Services Manager
(01753 875019)

WARDS: All

PART I
FOR DECISION

STANDARDS COMMITTEE DRAFT ANNUAL REVIEW 2009/2010

1. Purpose of Report

1.1 The purpose of this report is to submit to Members the draft Annual Review summarising the achievements and work of the Committee during the last municipal year.

2. Recommendation/Proposed Action

2.1 The Committee is requested to approve the draft Annual Review 2009/10 as attached at **Appendix A** together with any amendments that Members may wish to make.

3. Community Strategy Priorities

3.1 The Annual Review will help to publicise to the Council's employees, partners and the public at large the steps it has taken to ensure that ethical behaviour and governance of the highest order is maintained as this contributes to open, transparent and fair decision making.

4. Other Implications

4.1 There are no financial, legal (including Human Rights) implications arising from this report. There may be some staffing implications in terms of the increased workload for Members and Officers alike.

5. Background/Supporting Information

5.1 The Council's Constitution requires the Committee to approve an Annual Review setting out the work undertaken by the Committee in the previous

municipal year and to set out the work intended for the following year. The draft Annual Review submitted as Appendix A seeks to summarise the work and achievements of the Committee over the last municipal year and includes:-

- An introduction from the Chair.
- An outline of the role of the Standards Board for England.
- The composition of the Committee.
- A list of achievements in 2009/10.
- The anticipated work over the next twelve months.

5.2 Members may recall that in recent years the Annual Review has been published in a more “user friendly” format so that the work of the Committee is more widely accessible to the Council’s key partners, stakeholders and the public at large. It is intended for the document to be widely circulated through publication on the website and intranet and displayed on notice boards within the Council and available in the local libraries.

6. Conclusion

6.1 It is important for the work of the Committee to be widely publicised as Member and Officer conduct is critical to open, transparent and fair decision making.

7. Appendix

Appendix A - Draft Annual Review 2009/10.

SLOUGH BOROUGH COUNCIL

STANDARDS COMMITTEE

ANNUAL REVIEW

14TH MAY 2009 TO 20TH MAY 2010

THE STANDARDS COMMITTEE

The Reverend Paul Lipscomb (Chair))	
Mr Fred Ashmore)	
Mr Mike Field)	Independent Members
Dr Henna Khan (Vice-Chair))	
Councillor Pervez Choudhry)	
Councillor Brian Hewitt)	
Councillor David Maclsaac)	Elected Members
Councillor Mewa Mann)	
Councillor Azhar Qureshi)	
Councillor Mohammed Rasib)	
Britwell Councillor Nicoline Brandlight)	Parish Council
Colnbrook with Poyle Parish Councillor Laurie Tucker)	Representatives
Wexham Court Parish Councillor Dalip Rajput)	

Councillors Latif Khan and James Walsh were originally appointed to the Committee but subsequently stepped down after the first meeting in favour of Councillors Maclsaac and Rasib. Parish Councillors Nicoline Brandlight and Laurie Tucker resigned towards the end of the municipal year and Parish Councillors Alan Tilbury and Howard Jones respectively were appointed in their place and attended the last meeting of the Committee.

The Committee is serviced by Maria Memoli, Acting Borough Secretary and Solicitor and June Cook, the Member Services Manager. Steven Quayle, who had served as the Committee's Monitoring Officer since it was first appointed in May 1999, retired on 31st March 2010.

The Committee is programmed to meet four times a year in public. Committee agenda papers, reports and minutes are available on the Council's website at www.slough.gov.uk.

Chair's Comments

The Council set up an Ethical Standards Working Party some ten years ago to commence the development of a suite of Ethical governance documents and to deal with complaints about Member behaviour. After the passing of the Local Government Act 2000 and subsequent legislation the current Standards Committee has continued and refined this role and it has come a long way since those early days: from developing and promoting the Council's comprehensive Ethical Framework, hearing and deciding complaints referred to the Monitoring Officer by the Standards Board for England and now handling all complaints locally in a fair but robust manner.

The Committee will continue to review and where necessary revise the Council's comprehensive ethical framework and seek further improvements in the behaviour of Members at Council/Committee meetings.

The new Government's planned 'Decentralisation and Localism Bill' includes a proposal to "abolish the standards regime". We await developments but will continue with business as usual.

Party political considerations will play no part in the work of the Committee or its Sub-Committees and whatever we do will be done with fairness and justice as our guiding principle.

What Standards for England Does

In July 2009, the Standards Board for England, which was established by the Local Government Act 2000 to help build confidence in local democracy, changed its name to Standards for England to emphasis how its role had changed. Its responsibilities now include:

- Giving standards committees and councillors support and guidance on understanding the Code of Conduct, and on how to deal with complaints about the conduct of members of their council or authority
- Monitoring the performance of local authorities in the local assessment of complaints
- Publishing information about how councils and other authorities are dealing with complaints about their members
- Working with standards committees to help them improve if they do not deal with complaints about their members properly
- Removing the power of the standards committee to receive complaints about their members, if it believes it necessary
- Investigating the most serious cases where the local standards committee believes it is not best placed to deal with the matter and it agrees with them

What Do We Do ?

- Promote and maintain high standards of conduct of Borough Councillors, Parish Councillors, Co-opted Members and Diocesan Representatives.
- Monitor the operation of the Council's Ethical Framework.
- Advise and train Councillors on conduct issues, personal and prejudicial interests, bias/predetermination and gifts and hospitality.
- Assess, review and determine complaints about members through Sub-Committees set up by the Committee.
- Give advice and guidance on the "Whistleblowing" Policy and Procedure.
- Monitor the performance of Councillors.
- Monitor the reporting of gifts and hospitality.
- Observe the workings of Council and Parish Council meetings.
- Publish an Annual Review of our work.

- Produce quarterly Monitoring returns to the Standards for England.

What Have We Done?

In 2009/10 we:-

- Reviewed the gifts/hospitality registered by Members during the municipal year 2008/09
- Reviewed the performance of Borough Councillors particularly their attendance at meetings and training and considered ways in which attendance at training could be improved
- Approved the introduction of rolling member attendance reports for individual committees/sub-committees and panels in 2010/11
- Considered the implications of the Standards Committee (Further Provisions) England Regulations 2009 which came into force on 15th June
- Continued the training of Standards committee members on the assessment, review and determination of complaints
- Reviewed and confirmed the format and content of the Committee's Annual Review document
- Approved the issues and criteria to be considered when granting dispensations to allow members to vote when they have a personal and prejudicial interest and amended its terms of reference to allow the appointment of a sub-committee to consider such dispensations
- Continued to review and update the Committee's work programme
- Through its sub-committees assessed 12 member complaints and determined 1. As part of the determination process made a number of recommendations regarding administrative practices in place in Colnbrook with Poyle Parish Council

The number of complaints has significantly increased this year

Complaints Received	15
Assessed	12
Reviewed	1
No Further Action	7
Referred for Investigation	5
Determined	1
Breach	1

THE FUTURE

Our main consideration as the new municipal year starts is the direction the new Government will take in respect of the current standards regime and the impact on it of future legislation.

We will continue to develop the Council's ethical framework documentation and ensure that it complies with best practice.

In summary we will:-

- Review the Council's Member and Officer Relations Code.
- Consider the data gathered during 2009/10 under the Member's performance monitoring arrangements and the registration of gifts and hospitality.
- Continue to provide training and development on the provisions of the Code of Conduct and the assessment, review and determination of complaints.
- Continue and extend our work with the Parish Councils.
- Draw up an informal reconciliation/mediation process to aid the early resolution of complaints.

The Future of the Standards for England

The Standards for England are reviewing their activities and updating their Business Plans.

For further information please contact: Maria Memoli
Acting Borough Secretary & Solicitor
Tel: 01753 875004
e-mail: maria.memoli@slough.gov.uk

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SLOUGH BOROUGH COUNCIL

REPORT TO: Standards Committee

DATE: 21st July 2010

CONTACT OFFICER: June Cook, Member Services Manager (01753 875019)
(For all enquiries)

WARD(S): All

PART I
FOR INFORMATION

REGISTRATION OF GIFTS AND HOSPITALITY BY MEMBERS

1. **Purpose of Report**

1.1 To submit for information details of gifts and hospitality registered by Members in 2009/2010.

2. **Recommendation**

2.1 That the report be noted.

3. **Key Policy Priorities**

3.1 The trust and confidence of the public and those who work for the Council and the way it and Members conduct themselves has a direct impact on how services are delivered to the community.

4. **Other Implications**

4.1 This report does not have any legal, human rights, financial or staffing implications.

5. **Background/Supporting Information**

5.1 In April 2007 the Standards Committee instructed the Officers to submit annually to the Committee, for information, details of gifts/hospitality registered by Members during the preceding municipal year.

5.2 In 2007 the Model Code of Conduct for Members was reviewed and revised by the Government and the revised model Code was adopted by the Council on 21st May 2007. Under the revised Code Members are required to include within their register of financial and other interests any gifts or hospitality over the value of £25 that they receive as a result of their position as a Member of the Council.

5.3 An examination of the Members' Register of Financial and Other Interests which incorporates the register of Members' gifts and hospitality has shown the following Members made declarations of the gifts/hospitality detailed during the municipal year 2009/2010:

<u>Member's Name</u>	<u>Date of receipt/offer of Gift/Hospitality & Provider</u>	<u>Nature of gift/hospitality & Action Taken</u>
Leader of the Council Councillor Anderson	4 th March 2009 – South East County Leaders' Away Day Dinner, Grovefield Hotel, Burnham	Attended with Chief Executive
-ditto-	25th February 2010 - Slough Chamber of Commerce Awards Gala Dinner, Slough	Attended with Chief Executive
-ditto-	26th February 2010 - Invitation to the LGA Group Conference and evening event, in London	Declined

6. Background Papers

- 6.1 Register of Members' Financial and Other Interests
Register of Members' Gifts and Hospitality
Minutes of Standards Committee Meeting 2nd April 2007

SLOUGH BOROUGH COUNCIL

REPORT TO: Standards Committee

DATE: 21st July 2010

CONTACT OFFICER: June Cook, Member Services Manager
(For all Enquiries) (01753) 875019

WARD(S): All

PART I
FOR INFORMATION

WORK PROGRAMME 2010/2011

1. **Purpose of Report**

1.1 To submit for information the Committee's work programme for 2010/2011

2. **Recommendation(s)/Proposed Action**

2.1 The Committee is asked to note/comment on the attached revised work programme (**Appendix A**) and identify any other matters they would like the Committee to consider during the next municipal year.

3. **Community Strategy priorities**

3.1 By adopting the action now proposed the Council will help ensure that governance of the highest order is maintained which will contribute to achieving the Council's community strategy priorities.

4. **Other Implications**

(a) **Financial** – None

(b) **Risk Management** – There are no specific risks arising from this report .

(c) **Human Rights Act and Other Legal Implications** - None

(d) **Workforce** -There may be some staffing implications in terms of increased work load for certain members of staff.

5. **Supporting Information**

5.1 Attached (**Appendix A**) is the revised work programme for the Committee for 2010/11.

5.2 In addition to the tasks outlined in the programme, the Committee, through its Assessment, Review and Local Determination Sub-Committees, may also be required to consider any complaints regarding Members' alleged breaches of the Members' Code of Conduct.

6. **Background Papers**

None

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STANDARDS COMMITTEE WORK PROGRAMME 2009/2010

<u>Date</u>	<u>Action</u>	<u>Lead Officer(s)</u>
21 st July 2010	Training for Members of the Standards Committee on the Assessment, Review and Determination of complaints about Member conduct.	Acting Borough Secretary & Solicitor
6 th October 2010	Report on Members' attendance at meetings and Member training 2009/2010	Member Services Manager
Date to be confirmed	Consideration of National Code of Conduct for Employees when published by the Government.	Borough Secretary & Solicitor
Date to be confirmed	In light of the new national Employee Code of Conduct, the current Member/Officer Code of Conduct to be reviewed, prior to consultation with the Trade Unions, Corporate Management Team, Corporate Consultative Forum and Employment and Appeals Committee.	Borough Secretary & Solicitor/ Deputy Borough Solicitor / Member Services Manager
Date to be confirmed	Following consultation, the revised Member/Officer Code of Conduct to be reported back to the Committee prior to its submission to Council for approval	Borough Secretary & Solicitor

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STANDARDS COMMITTEE
MEMBER ATTENDANCE RECORD 2010/2011

Member	09.06.10	21.07.10	06.09.10	10.01.10	28.01.11
F Ashmore	A				
M Field	✓				
H Khan	✓				
P Lipscomb	✓				
J Bal	✓ (Arrived 6.37 pm)				
P Choudhry	A				
D MacIsaac	✓				
MS Mann	✓				
PK Mann	✓				
Munkley	✓				
H Jones	✓				
D Rajput	A				
A Tilbury	✓				

Key: ✓ attended
X did not attend
and did not
submit apologies

P attended part of
the meeting
A submitted
apologies for non
attendance

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