

NOTICE OF MEETING

MEETING	STANDARDS COMMITTEE
DATE:	WEDNESDAY 13 JANUARY 2010
TIME:	7.00 pm
VENUE:	FORLI ROOM - TOWN HALL
CONTACT:	<i>Alex Daynes</i> <i>Telephone: 01733 452447</i> <i>e-mail address alexander.daynes@peterborough.gov.uk</i>
Despatch date:	<i>5 January 2010</i>

AGENDA

PAGE NO

- 1. Apologies**
- 2. Declaration of Interests (if any)**

At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.
- 3. Minutes of the meeting held on 21 October and 4 November 2009** **1 - 6**
- 4. Monitoring Officer's Report** **7 - 20**

To receive and comment on a report from the Monitoring Officer
- 5. Register of Interests** **21 - 32**

To consider publication of Register of Interests of all Councillors.
- 6. Agenda Planning**

To discuss and determine future agenda items.



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Alex Daynes on 01733 452447.

7. Date of Next Meeting

Due to be held 10 February (provisional) and 17 March 2010.

MEMBERS OF STANDARDS COMMITTEE

S Boast (Chairman), A Smith (Vice-Chairman), D Whiles, B Fearon, O Menendez,
Councillors: A Miners, M Todd, N Khan, D Fower, G Murphy and Parish Councillor D Batty

Subs: R Nesbitt and Councillors: Z Hussain, R Dobbs, N Sandford, C W Swift and S Goldspink

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

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Minutes of a meeting of the Standards Committee held at the Forli Room - Town Hall
on 21 October 2009

MEMBERS PRESENT:

Boast (Chairman), Smith (Vice-Chairman), Whiles, Fearon and Nesbitt
Councillors M Todd, S Scott, D Fower and S Lane
Parish Councillor D Batty

OFFICERS PRESENT:

Alex Daynes, Senior Governance Officer
Kim Sawyer, Head of Legal Commercial

1. **Apologies**

Apologies were received from Cllr Miners.

2. **Declaration of Interests (if any)**

None.

3. **Minutes of the meeting held on 10 June 2009**

The minutes of the meeting held on 10 June 2009 were approved as a true and accurate record.

4. **Monitoring Officer's Report - Work Programme**

The committee received a report from the Deputy Monitoring Officer and members were asked to consider and approve the work programme for the Standards Committee for the remainder of the civic year. Members of the committee discussed the work programme and highlighted the need maintain the current low levels of complaints while improving Councillor and community understanding of the Code of Conduct and role of the Standards Committee within the Council and the need to increase training for Councillors on Standards issues.

The committee discussed the service levels expected between officers and committee members. The committee accepted that there were other constraints on officers' time and expected that if any agreed action could not be progressed, then officers would either agree a short extension to deadline or alternative action with the Chair, or bring the matter back to Committee; and that controls would be put in place to ensure that actions would not fall into abeyance.

Members of the committee considered ways to raise the profile of Standards within the Council including reviewing the Planning Code of Conduct, briefings at All Party Policy and raising public perception and awareness.

The committee **AGREED** that a report should be submitted to its next meeting concerning Service Levels from officers and a draft questionnaire for Councillors be submitted.

Members received a proposed work programme and discussed its contents. Members recommended inclusion of items such as regular feedback on best practise and general standards issues from other Councils, Licensing and Licensing Act 2003 Code of Good Practice, Parish Council issues, politically restricted posts review, whistle blowing policy and anti-fraud policy.

5. Report Into the Leak of Standards Committee Information

A report into a leak of information following a pre-hearing adjudication sub-committee was received by Members. Members were requested to agree upon the recommendations for preparation and distribution of exempt information for sub-committee meetings of the Standards Committee.

Members discussed the recommendations and the issues around exempt information distribution. The committee **AGREED** the following procedure for distribution of exempt information:

1. No reports will be distributed by email before the meeting
2. Hard copy of the reports will be sent in advance to members of the sub-committee
3. Each copy of the report will be given a unique reference number
4. All copies of the report will be returned to the Democratic Services officer at the end of the meeting and they will be checked off against the named recipient
5. Spare copies will be confidentially destroyed by Democratic Services
6. The file copy will be kept in a locked cupboard

6. Agenda Planning

Members were advised that following full Council on 14 October 2009, there would be only one Conservative Group representative on the committee and a new representative from the English Democrat Group would become a member.

The Chairman advised that a new training DVD was available and members agreed to pass the DVD round after each had watched it.

Details of a training event for independent members of the committee were given. Interested members to contact Democratic Services for further details and if they wished to attend.

The Chairman raised an issue regarding a complaint going 'out of time' before an adjudication hearing could be held. Members discussed the issues and reasons for this occurrence and were reminded of the need to ensure service level agreements were in place to ensure this did not happen again.

7. Date of Next Meeting

Members agreed to the date of the next meeting being 4 November 2009.

CHAIRMAN
7.00 - 8.20 pm

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Minutes of a meeting of the Standards Committee held at the Forli Room - Town Hall
on 4 November 2009

MEMBERS PRESENT:

Steve Boast (Chairman), Anne Smith (Vice-Chairman), David Whiles, Orlando Menendez
and Ron Nesbitt
Councillors A Miners and D Fower
Parish Councillors Batty

OFFICERS PRESENT:

Kim Sawyer, Head of Legal Commercial
Alex Daynes, Senior Governance Officer

1. Apologies

Apologies were received from Cllr Todd, Cllr Khan, Cllr Murphy, Cllr Hussain and Cllr Goldspink.

2. Declaration of Interests (if any)

No declarations were received.

3. Monitoring Officer's Report

The committee received a report from the Monitoring Officer that included proposed service standards and a work programme review. The committee was requested to agree upon the service standards and determine the frequency of update reports on complaints received.

Questionnaire

Members reviewed the questionnaire for Councillors and recommended the further questions:

“Have you had training other than reading the Code of Conduct yourself over the last 5 years?”

“Would you like to know more about the Standards Committee?”

Members also requested that it was made clear that responses would be anonymous and that if there was not a high response from Councillors then the Leader or deputy Leader of each group should become involved in ensuring responses.

Service Standards

Members discussed the proposed service standards and made the following comments:

- A revamped webpage for the committee was needed.
- A complaint tracking report was submitted at each meeting.
- The seriousness of a complaint should be assessed at the early stage of the procedure and an acceptable timeline given for the conclusion of the case, whether 2 months, 3 months, 6 months etc.

- Remove the service standard concerning responses to emails and voicemails in the monitoring officer's absence as this was a Council standard and therefore not specific to this committee.
- Include an extra standard as follows:
"If the committee resolves that a particular action within the scope of its terms of reference should be carried out (e.g. communications regarding the role of the committee or arranging training meetings) then the council will allocate specific resources to ensure that the task is completed within the relevant timescale. If resources are unavailable then options will be discussed with the Chairman".
- Although work for Local Democracy Week was taken up by Neighbourhood Councils, it was resolved to undertake work for Local Democracy Week in 2010.

4. Agenda Planning

Members received the latest work programme and discussed the items on it. The committee advised that the work programme must be manageable and the items on it achievable. Members **RECOMMENDED** the following key items:

Website development – this issues would be raised at a meeting of the Strategic Governance Board. A report would be submitted at the next meeting.

External Communications – work of the Committee to be communicated to the general public more effectively. The committee was advised that Standards for England was sending a toolkit to enable communications teams to achieve this.

Members raised concern about the press coverage of a recent complaint hearing where councillors were able to put their version of events forward without an official Council response. The Monitoring Officer would determine what Council information was submitted to the press and whether a member of the communications team could be identified for Standards issues.

Training – Standards issues should feature as part of the induction package for the next municipal year especially for any new Councillors. The annual report to Council would also offer an opportunity to address Councillors.

Planning Committee – continual monitoring of Planning Committee voting practises.

Members discussed the regular items on the work programme and **AGREED** upon the following:

- Review of complaints procedures to be undertaken with Investigations Team (by January).
- Further guidance waited for updates to the Code of Conduct.
- Training for Committee members to be undertaken after the Annual Council in May and mediation training to be given for members of the committee.

It was suggested that a local review of Standards issues could be carried out to provide local solutions and standards for certain issues instead of national standards being used. The committee recommended forming a sub-committee to carry out this work with Orlando Menendez (chair), Ron Nesbitt and Cllr Batty forming the group.

The committee **AGREED** with the continued use of the Cambridgeshire Association of Local Councils to shortlist and recommend Parish Council appointees to the committee.

The deputy Monitoring Officer recommended a press release be issued close to Christmas time that highlighted the rules and procedures for accepting gifts and hospitality. The committee **AGREED** for this to be done.

The meeting of 10 March should include preparations for Local Democracy Week.

The committee was advised that national guidelines regarding Criminal Record Bureau (CRB) checks was due in December and could therefore, be discussed at the January meeting.

Members were advised that the Audit Commission and Standards for England were to begin information sharing.

5. Date of Next Meeting

The committee agreed to hold the next meeting on 13 January 2010.

CHAIRMAN
7.00 - 7.55 pm

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STANDARDS COMMITTEE	AGENDA ITEM No. 4
13 JANUARY 2010	PUBLIC REPORT

Monitoring Officer	Helen Edwards Solicitor to the Council	Tel. 452539
Report author	Kim Sawyer Head of Legal Services and Deputy Monitoring Officer	Tel: 452361

REPORT OF THE MONITORING OFFICER

RECOMMENDATIONS

1. *That Committee members resolve to receive any future Deputy Monitoring Officers' reports in the standard format of this report*
2. *That the Committee members note the contents of this report*

CONTENTS OF REPORT

1. This report contains the following items for consideration:
 - Proposals for a standard Deputy Monitoring Officer's report
 - Update on minutes of last meeting
 - Report on any complaints made and progress on any investigations
 - Note items of interest issuing from Standards for England, Strategic Governance Board etc.
 - Progress against the work programme

ITEMS FOR CONSIDERATION

2. ***Proposals for a model report***

2.1 All matters arising for this Committee have traditionally come in the format of a single report from the Monitoring Officer. It is proposed that in future a standard Monitoring Officer's report will deal with regulatory items and separate reports will be brought on specific items of interest to the Committee (e.g. as at this meeting with the Register of Interests item as a separate report). This would permit items of special interest to be referred to other bodies for consideration i.e. full Council or the Strategic Governance Board.

2.2 The regulatory items for this report are listed in paragraph 1.1 above although members of the Committee are invited to suggest any additional items they would wish to consider.

3. ***Update on minutes of last meeting***

3.1 ***Service standards:*** these standards have been amended in accordance with the recommendations of the Committee and the revised standards appear at appendix 1 to this report

3.2 ***CRB review checks:*** there are new requirements for persons engaging in regulated activity from 26 July 2010. Sector specific guidance was expected in December 2009 which may have indicated the impact of this legislation upon members but at the time of writing this report the Deputy Monitoring Officer was not aware that such guidance has been issued. It is suggested that this matter is the subject of a

separate report to the next meeting of the Committee following the issue of any relevant guidance.

- 3.3 *Local Democracy Week*: Planning for this week is to begin in January. Members are therefore invited to discuss suggestions for Local Democracy Week which the Deputy Monitoring Officer can then take forward and report back to the next meeting
- 3.4 *Training*: Members of the Standards Committee undertook training / promotion of the Standards Committee and the complaints process at each of the Neighbourhood Councils in December 09. It is suggested that those members report back verbally to the Committee on those events
- 3.5 *Training*: A further DVD (x2 copies) has been received from Standards for England entitled 'Assessment made clear'. It is suggested that members review the DVD and consider whether any further discussion or training is required arising out of this.
- 3.6 *Training*: At the last meeting it was agreed that training for members of the Council would be considered at the March 2010 meeting. It is suggested that an induction pack be prepared by the Deputy Monitoring Officer for consideration at the next meeting in preparation for the election of new members in May.
- 3.7 *Questionnaire for Councillors*: A verbal report will be given of the response to the questionnaire.
- 3.8 *Work programme*: The work programme was revised at the last meeting and an amended programme appears at Appendix 2.
- 3.9 *Work programme*: The Chairman and the Deputy Monitoring Officer met with a member of the Communications Team in December. The Chair will be invited to report back upon the Communications Plan arising from that meeting at Appendix 3.

4. *Complaints*

- 4.1 At the last meeting of the Standards Committee it was agreed that the Committee would receive regular updates on any complaints or matters referred for investigation. The complaint monitoring report is attached at Appendix 4.

5. *Items of interest*

- 5.1 The Strategic Governance Board met for the first time on the 19 November 2009. The meeting was chaired by the Monitoring Officer and the purpose of the meeting is to ensure good governance across the whole Council. (The report to this Committee's meeting on the 4 November set out the various functions of the Monitoring Officer in relation to governance). The agenda of the Board meeting is available at Appendix 5. Members of this Committee will note that an update on the work of this Committee was given at agenda item 5 and the Chair may wish to update members verbally at the meeting.
- 5.2 At the Extraordinary Council meeting on the 21 December, the Council resolved to go forward with the creation of a new Parish Council at Hampton Hargate and Hampton Vale. It is expected that the Reorganisation Order creating the new parish will be made in April 2010 and elections for the parish councillors will take place in May. There will be 14 new parish councillors in two new wards. Training for the new parish members will be required.

6. *Work programme*

- 6.1 Members are invited to discuss any additions or revisions to the work programme (at Appendix 2) if they have not already done so earlier in this meeting.

CONSULTATION

7. A copy of this report is sent to each parish council and they are invited to comment upon the contents. Any response from the parishes will be verbally reported to the Committee.

APPENDICES

- Appendix 1: Service standards
- Appendix 2: Work programme
- Appendix 3: Communications plan 2010
- Appendix 4: Complaint monitoring report
- Appendix 5: Strategic Governance Board agenda

BACKGROUND DOCUMENTS

None

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SERVICE STANDARDS

The Monitoring Officer will ensure that:

- All written complaints are responded to within 10 working days in accordance with the Council's customer service standards
- Subject to administrative arrangements, all assessment hearings will be heard within 20 working days of receipt of the complaint
- All complaints are logged on the Council's case management system (Civica) with each file accorded its own individual reference
- All complaint files will be anonymised to protect identity and preserve confidentiality
- Decision notices will be drafted for review by the clerk to the relevant Sub-Committee within 3 working days and issued within 5 working days of the decision (subject to response from the Sub-Committee members)
- Progress of complaints will be reported to each meeting of the Standards Committee
- Any investigations lasting longer than 2 months (and bi-monthly following that date) will be reported to the Committee, with reasons where this does not breach confidentiality.
- All concluded investigation reports will be set down for hearing by the Adjudication Sub-Committee within 20 working days (subject to administrative arrangements)
- All hearings will be set down within 3 months of the conclusion of the investigation report subject to a satisfactory period for the pre-hearing process
- Any delay in these service standards will be notified to all parties in the matter explaining the delay where this does not breach confidentiality
- All telephone requests will be responded to within 20 seconds in accordance with the Council's customer service standards.
- Where the Monitoring Officer is out of the office the matter will be responded to by either of the Deputy Monitoring Officers where no conflict of interest arises
- Any emails or voicemail messages left by members of the Standards Committee will be dealt in accordance with the Council's service standards. Where the Monitoring Officer is on leave, arrangements will be made for another officer to deal with those queries.
- All non-confidential information regarding the Standards Committee will be available via the Council's website

- That all appropriate measures will be taken to ensure that sufficient resources are allocated to action resolved to be carried out by the Committee or any of its Sub-Committees

Meeting date: 13 January 2010

SCHEDULE OF REGULAR ITEMS

Item	Frequency	Date of next review
<ul style="list-style-type: none"> • Review of complaints 	Each meeting	13 January 2010 17 March 2010
<ul style="list-style-type: none"> • Summary of new guidance & Standards for England bulletins 	As arising	
<ul style="list-style-type: none"> • Conference feedback 	Annual report	17 May 2010
<ul style="list-style-type: none"> • Annual review of work programme (reported to Council) 		17 March 2010
<ul style="list-style-type: none"> • Review of Constitution policies: <ul style="list-style-type: none"> • + Planning • + Code of Conduct and Member / Officer Protocol • + Monitoring Office Protocol 	At least one item reviewed annually	17 March 2010
<ul style="list-style-type: none"> • Training (Standards Committee and Council • Induction package 	Annually	17 March for post May elections
<ul style="list-style-type: none"> • Report on quarterly and annual returns 		
<ul style="list-style-type: none"> • Review terms of reference of Standards Committee 	Annually	Post May elections

WORK PROGRAMME FOR STANDARDS COMMITTEE

SPECIFIC TASKS

Task	Assign dates	
<ul style="list-style-type: none">• Service standards	November 2009	Completed
<ul style="list-style-type: none">• Communications: develop plan• Execute plan	January 2010 March 2010	
<ul style="list-style-type: none">• Develop Governance website	July 2010	
<ul style="list-style-type: none">• Consider Ethical Governance awards	July 2010	

Standards Committee – Communications Plan (January 2009)

Background

The standards committee is made up of a representative group of councillors from Peterborough City Council, an independent chair and a number of independent members. The committee is responsible for monitoring standards of elected members of the council. It is responsible for investigating at a local level complaints or issues involving members.

Communications objectives

- Increase public awareness of the Standards Committee and its role
- Promoting the standards committee annual review
- Attract interest from potential independent Standards Committee members

Communications techniques

Website

Ensuring the council's website area which gives details of the Standards Committee and its role is kept up-to-date and provides:

- details of the code
- the role of the standards committee,
- its annual report in May
- gives people the opportunity to express an interest in becoming a member of the committee.

Media relations

Proactive news programme: A proactive news release will be issued in May to highlight the standards committee's annual report and the role of the committee. This will go to:

- Peterborough Evening Telegraph
- BBC Radio Cambridgeshire
- Lite FM
- Heart FM
- Anglia TV*
- Look East*

*Although we will target television, the opportunity for pictures is initially limited and so this will not be a prime target.

Identified interviewees: The primary spokesperson is Steve Boast although other committee members should be identified to participate in interviews and talk about their experiences.

After May's annual report:

Local features: The features editor of the ET will be contacted with regards to a wider feature on the standards committee - after the publication of the annual report in May – its role, its members and examples of case studies of items dealt with by the committee.

Specialist features: We will prepare an article for circulation to parish magazines and other local newsletters.

Your Peterborough

An article about the annual report, the role of the standards committee and how to make a complaint will be put in the next available edition of Your Peterborough after the annual report is available. (Dates to be confirmed for 2010/11)

Social media

To promote the annual report and the standards committee through the council's social networking sites including Twitter and Facebook.

Neighbourhood councils

A presentation June's Neighbourhood Council on the Standards Committee annual report highlights.

Internal communications

A link to the annual report will be put on Insite and in the Weekly Round-up (for staff without computer access) to ensure that staff understand the role of the standards committee

New councillors' induction

Information about the standards committee, the code and details of how to obtain the annual report to be included in new councillors' induction packs

Direct marketing

A leaflet about the committee, its role and how people apply to be members could be prepared. However there will be a cost for this. If this is of interest a quote can be obtained.

STANDARDS COMMITTEE: COMPLAINT MONITORING
2009/2010

COMPLAINT No. RSN 4083								
DATE RECEIVED	DATE ASSESSED	ASSESSMENT OUTCOME	REVIEW DATE	REVIEW OUTCOME				
26/11/09	09/12/09	No further action						
Comments: The complainant has until approximately until the third week of January to request a review. If no review is requested the matter will be concluded.								

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Strategic Governance Board

To be held in the Vinnitsa Room on
Thursday, 19 November, 2009 from 12.30pm to 2.00pm

Agenda

- 1. Update on the Board's Programme of Work (David Blackburn)**
- 2. Comprehensive Area Assessment (Christina Wells and Steven Pilsworth)**
 - Latest requirements for the assessment, when is the next assessment due and who is going to coordinate responses?
 - Mapping out of response to the PwC assessment for use of resources such as procurement savings, national indicator data collection and growth agenda governance.
 - Creation of a Governance Hub to provide shared access to latest information and policies.
- 3. Annual Governance Statement (Steve Crabtree)**
 - Questionnaires for Directors / Heads of Service to obtain assurance and consideration of any fundamental changes to governance arrangements that need to be reflected in the Annual Governance Statement.
 - Update on the key actions which needed addressing.
- 4. Information Governance (Diane Baker and Catriona Taylor)**
 - New mandatory requirements for the marking and security handling of personal information.
 - Introduction of an Information Governance Framework.
- 5. Other Governance Issues: Quick Progress Reports/Updates**
 - **Risk Management (Stuart Hamilton)**
Development of risk management in the Council, updating of strategic risk register and review by CMT and incident management.
 - **HR Policy Development (Mike Kealey)**
Process and programme for development of HR policies.
 - **Ethics and Standards (Diane Baker and Kim Sawyer)**
Update on how this is being developed for Members and officers.

- **Audit Overview (Steve Crabtree)**
Governance issues identified from Internal Audit / External Audit reports.

6. Approval of Additions to the Board's Programme of Work and Identification of Lead Officers for new items (Helen Edwards and David Blackburn)

7. Date and Time of Next Meeting

Circulation:

Permanent Membership

- Solicitor to the Council (Chairman) – Helen Edwards
- Head of Human Resources – Mike Kealey
- Head of Corporate Services – Steven Pilsworth
- Heads of Legal – Emma Black and Kim Sawyer
- Chief Internal Auditor – Steve Crabtree
- Compliance and Ethical Standards Manager – Diane Baker
- Head of Business Support, City Services – Steve Ward
- Head of Strategic Improvement and Partnership Division – Christina Wells
- Resilience Services Manager – Stuart Hamilton
- Principal Democratic Services Officer – David Blackburn
- Corporate Governance Manager – Carol Tilley

Standing Invitation to Attend Meetings

- Cabinet Member for Resources – Councillor David Seaton
- Chairman of the Audit Committee – Councillor Matthew Dalton
- Chairman of Standards Committee – Steve Boast
- Chief Executive – Gillian Beasley

For any further information about the Strategic Governance Board, the agenda or the Board's work programme please contact David Blackburn on 01733 452325 or david.blackburn@peterborough.gov.uk.

STANDARDS COMMITTEE	AGENDA ITEM No. 5
13 JANUARY 2010	PUBLIC REPORT

Monitoring Officer	Helen Edwards Solicitor to the Council	Tel. 452539
Report author	Kim Sawyer Head of Legal Services and Deputy Monitoring Officer	Tel: 452361

REPORT OF THE MONITORING OFFICER

R E C O M M E N D A T I O N S
1. <i>That the Standards Committee recommend whether members should permit their registered interests to be posted on the Council's website.</i>

1. CONTENTS OF REPORT

1.1 At the Council meeting on 2 December 2009, Councillor Goldspink moved the following motion:

“That this Council:

- (i) Agrees that, as a matter of policy, in the interests of ease of access, openness and transparency and to be consistent with the spirit of the Standards Board for England’s National Code of Conduct, Members’ interests will be automatically published online via the Council’s website, unless a Member specifically requests otherwise, in which case a note to that effect will appear on the website instead.”

1.2 It was agreed that this matter be referred to the Standards Committee to recommend whether to publish the register of Members’ interests on the Council’s website before a final decision was taken by full Council.

2. ITEMS FOR CONSIDERATION

2.1 Under the Code of Conduct Members are required to register certain interests in order to:

- ensure public confidence in the probity of the Council,
- maintain the accountability of its members and
- maintain transparency in local government decision making.

2.2 This has, since the introduction of the Code, been a public register (*section 81(6) Local Government Act 2000*) and the duties apply equally to Parish Councillors as they do to Council Members.

2.3 Since 2007 members are also required to declare any gifts and hospitality received which have a value of £25 or more and to declare the name of the person or organisation making the donation within 28 days of receiving it. This is also a public register.

2.4 The Code of Conduct requires all members to complete a register of interests form at the beginning of their term of office and whenever the Council adopts a new Code, whichever is the earliest. Members have an obligation to report any changes to the Monitoring Officer within 28 days which ensures that the register is always kept up to date.

2.5 A copy of the register of interests form for this Council is attached at Appendix 1. Members will note that on the last page Councillors may request that their information is placed on the website.

- 2.6 Members will of course be concerned that sensitive or confidential information may be included on the website. There is provision within the Code for the member to request and the Monitoring Officer to agree that sensitive information does not need to be included in the register.
- 2.7 Standards for England say that sensitive information is that 'which a member considers could create a serious risk that the member or someone in their household would be subjected to violence or intimidation' if the information became publicly available. Cited examples include employees of companies conducting scientific research or where the Member is a magistrate or judge in criminal cases where they may be likely to receive threats.
- 2.8 In order to exclude sensitive information from the website the Monitoring Officer must agree that the information is sensitive and can therefore be withheld.
- 2.8 Members should be aware that the most recent consultation on the Code of Conduct (December 08) asked whether the rules in relation to sensitive information ought to be revised. The outcome of that consultation is still awaited.
- 2.9 A brief survey of other Councils' websites by the Deputy Monitoring Officer has revealed that the majority of Councils, which have a webpage dedicated to the Standards Committee, do have a public register of Members' interests. These tend to be the larger authorities e.g. the London boroughs and the County Councils. Some of those Councils withhold further information from the website e.g. home addresses for their Members.
- 2.10 An extract from the website of the pages relating to the Standards Committee of this Council are included at Appendix 2. It is suggested that, if Members are in favour of publishing the registers on the website, development of these pages be carried out in conjunction with the Strategic Governance Board which aims to provide pages relating to the Council-wide governance agenda.

3. MATTERS FOR CONSIDERATION

- 3.1 It is suggested that members might wish to consider:
- Whether it is appropriate for details of Members interests to be placed on the website
 - Whether the register of gifts and hospitality ought also to be placed on the website
 - Whether any information (other than sensitive information) ought to be withheld from the website.

4. CONSULTATION

- 4.1 A copy of this report has been sent to each parish council. Any responses received from the parish councils will be reported verbally to the Committee.

5. APPENDICES

Appendix 1: Copy of the register of interests form

Appendix 2: Webpages relating to the Standards Committee

<p>3. Employment or business carried on by me.</p>	<p>3.</p>
<p>4. Name(s) of any person or body who employs or has appointed me.</p>	<p>4.</p>
<p>5. Name(s) of any person or body, other than a relevant authority, who has made a payment to me in respect of my election or any expenses incurred by me in carrying out my duties.</p>	<p>5.</p>
<p>6. Name(s) of any person or body who has a place of business or land in the authority's area and in whom I have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000, or one hundredth of the total issued share capital (whichever is the lower).</p> <p><i>Note: The nominal value of shares is the face value of those shares (the value recorded on the share certificate). You do not need to specify the value of your shareholdings.</i></p>	<p>6.</p>

<p>10. Address or other description of any land where the landlord is the local authority in which I am, or a firm in which I am a partner, a company of which I am a remunerated director, or a person or body of the description specified in paragraph 6 above, is the tenant.</p>	<p>10.</p>
<p>11. Address or other description of any land in the authority's area for which I have a licence (alone or jointly with others) to occupy for 28 days or longer.</p>	<p>11.</p>


Signed

Date

- Note:*
- (1) *Please return this form direct to the Members' Services Unit at Peterborough City Council, Town Hall, Bridge Street, Peterborough PE1 1HG*
 - (2) **You must *within 28 days of becoming aware of any change to the interests specified above* provide *written notification* of the same to the Monitoring Officer.**
 - (3) Please would you also confirm whether or not you wish your declarations to be entered on the website, by ticking the box.
 - I agree that my details will be published on the Peterborough City Council website.

Signed
MONITORING OFFICER

Date



The personal information that you provide on this form will be handled by Peterborough City Council in accordance with the Data Protection Act 1998. We do not pass on your details to any third party unless you give us permission or the Council is legally obliged to do so.

Committee details

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Standards Committee

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- [View declarations of interest](#)

Purpose of Committee

Our Standards Committee is a group of ten people appointed by the city council to promote high standards of conduct by city councillors, parish councillors and co-opted members. Five seats on the committee are taken by independent people - ordinary members of the public who have responded to our advert in the local press and applied to join the committee. They give their time voluntarily, to serve the community. One of these independent people chairs the committee. The rest of the committee is made up by five city councillors being representatives of the Conservative, Labour, Liberal Democrats and English Democrats groups and the Peterborough Independent Forum. Two elected parish councillors also sit on the committee.

The committee promotes and maintains high standards of conduct by city and parish councillors, encourages all city and parish councillors to observe the [Code of Conduct](#), informs councillors about the Code of Conduct and helps them to avoid inadvertent breaches, arranges training for councillors on matters relating to the Code of Conduct and deals with any complaints about breaches of the Code of Conduct by a councillor.

[Local Standards Framework and Legislation.](#)

Membership

- Steve Boast (Chairman)
- Anne Smith (Vice-Chairman)
- David Whiles
- Brenda Fearon
- Orlando Menendez

- [Councillor Adrian Miners](#)
- [Councillor Marion Todd](#)
- [Councillor Nazim Khan MBE](#)
- [Councillor Darren Fower](#)
- [Councillor Graham Murphy](#)
- Denis Batty
- [Councillor Zahid Hussain \(Reserve\)](#)
- [Councillor Ray Dobbs \(Reserve\)](#)
- Ronald Nesbitt (Reserve)
- [Councillor Nick Sandford \(Reserve\)](#)
- [Councillor Charles W Swift OBE \(Reserve\)](#)
- [Councillor Stephen Goldspink \(Reserve\)](#)

Contact Information

Support officer: Alex Daynes, 01733 452447.

Phone: 01733 452447

Email: alexander.daynes@peterborough.gov.uk



Home A-Z of Services Online Services Site Map Adv. Search Help Contact Us News Accessibility Text Only

Print this page

Home Council and democracy Democracy Councillor information Members' interests

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29

- Home
- Council and democracy**
- Democracy
- Councillor information
- Members' interests**
- What is expected of a councillor
- Political breakdown

Members' interests

Under the code of conduct for councillors all members of the council must declare any interests of a personal or professional nature that they might have, in the interests of openness and transparency.

These are classified as:

financial or other interests including employment, property or business interests

involvement in external organisations, for example as a school governor or council representative on another public body

Details of all councillor's interests are maintained in a register kept for the purpose by the council's Democratic Services Section and is available for inspection by members of the public. Some councillors have also consented to details of their interests being published on the council's website. See your councillors information pages to see registered interests (if consented).

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Home | A-Z of Services | Online Services | Site Map | Adv. Search | Help | Contact Us | News | Accessibility | Text Only

Print this page

Home | Council and democracy | Democracy | Councillor information | What is expected of a councillor

Search powered by Google

Home

Council and democracy

Democracy

Councillor information

Members' interests

What is expected of a councillor

Political breakdown

What is expected of a councillor?

Councillors come into contact with a very wide range of people and are asked to make decisions about many different local issues. It is important that they follow high standards of behaviour and integrity, acting as they do on the public's behalf. The council's Code of Conduct for members sets clear guidance for councillors and can be found within the council's constitution.

Some key points are:

Councillors must treat others with respect

Councillors must not bring the council into disrepute

Councillors must not use their council contacts or knowledge to secure to themselves or others an improper advantage, or to place others at a disadvantage

Councillors must not act on an issue where they have an obvious conflict of interest

Councillors must register with the council, in writing, details of any financial or other personal interests and these records are open to public inspection at the Town Hall. Some councillors have agreed that their interests can be viewed on our website. If a councillor is at a meeting where a subject is discussed in which he or she has a personal interest, that councillor must declare the interest publicly. In

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31

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some cases the councillor must leave the meeting and not join in the debate and decision.

All complaints alleging a breach of the code of conduct are referred to a sub committee of the standards committee for initial assessment. Councillors and cabinet members lead the council's policy programme and make important choices about our services. Others approve (or reject) **planning and licensing** applications or hear appeals. Some provide independent challenge and scrutiny of cabinet and committee decisions. All 57 councillors together decide the **budget, council tax** and major policies.

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32