

COMMITTEE DETAILS

Standards Committee

- Browse meetings and agendas for this committee
- View contact details for the members of this committee
- View attendance statistics
- View declarations of interest

Purpose of Committee

Standards Committee Mission Statement

Standards Committee News



We are seeking one new parish council member and two new independent members to serve from 2010-14. Documents and application forms are available on-line. Please contact Holly Adams, Democratic Services Officer, 01954 713030, if you have any questions or require a hard copy.

The Standards Committee promotes and maintains high standards of conduct within the district council and parish councils, through the Members' Code of Conduct.

It is one of the Council's governance committees: bodies which have decision-making powers and report to full Council. District Council members are appointed by full Council, parish members are elected directly by parish councils and meetings, and independent

members have their appointment ratified by full Council following a recommendation from the Standards Committee Appointments Panel. All members serve four-year terms and are eligible for re-appointment. Further details about the responsibilities of the Standards Committee are available in Part 2, Article 9 and Part 3, Table 1 (Responsibility for Council Functions) of the Constitution.

Please see also Part 5 of the Constitution for the procedures for the local investigation of referred complaints and for local standards hearings, which were adopted by Council on 25 January 2007.

This body comprises at least six district councillors (council members), at least four persons independent of the council (selected following advertisement and known as independent members) and at least three parish councillors from parishes within the district (parish members). Standards Committee meetings are open to the public, although deliberations may be held in private session. In 2009-10, the Committee includes eight council members, two from each of the three recognised political groups on the Council, and two non-group members.



Standing, L-R: Roger Hall (District Member, Conservative); Alan Hampton, Vice-Chairman (Independent Member); Susan van de Ven (District Member, Liberal Democrat); Nigel Cathcart (District Member, Labour); Georgina Butcher (Independent Member); Cicely Murfitt (District Member, non-group); John House (Independent Member); Bob Bryant (Parish Member)
Seated, L-R: James Williams (Independent Member); Kathy English, Chairman (Independent Member); Michael Farrar (Parish Member)
Not photographed: Sandra Doggett (District Member, Independent Group); Dave Kelleway (Parish Member); Janet Lockwood (District Member, Liberal Democrat); Tony Orgee (District Member, Conservative); Mary Pilfold-Allan (Independent Member); Eric Revell (Independent Member); Alex Riley (District Member, Independent Group); Chris Tomsett (Parish Member)

Further information about the Standards Committee is available on the Parish Council Guidance page.

If you are a District or Parish Councillor who might require a dispensation, this flowchart could help you decide whether or not one is necessary. If you need to apply,

please download and complete an Application for Dispensation.

Further information:

- Standards Committee Newsletter
- Local Code of Conduct Complaints Process and Forms
- Standards for England



Standards and Ethics Category

Membership

- Mrs Kathleen English (Chairman) Independent Member
- Alan Hampton (Vice-Chairman) Independent Member
- Bob Bryant Parish Member
- Ms Georgina Butcher Independent Member
- Cllr Nigel Cathcart District Council Member, non-group
- Cllr Mrs Sandra Doggett District Council Member, Independent Group
- Michael Farrar Parish Member
- Cllr Roger Hall District Council Member, Conservative Group
- John House Independent Member

- Dave Kelleway Parish Member
- Cllr Mrs Janet Lockwood District Council Member, Liberal Democrat Group
- Cllr Mrs Cicely Murfitt District Council Member, non-group
- Cllr Tony Orgee District Council Member, Conservative Group
- Mrs Mary Pilfold-Allan Independent Member
- Eric Revell Independent Member
- Cllr Alex Riley District Council Member, Independent Group
- Chris Tomsett Parish Member
- Cllr Dr Susan van de Ven District Council Member, Liberal Democrat Group
- James G. Williams Independent Member

Contact Information

Support officer: Holly Adams. 03450 450 500

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Bolton Council

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Standards Committee

The Monitoring Officer
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The Monitoring Officer

Who is the council's Monitoring Officer?

Alan R Eastwood

For contact details please see
contact information on the
right.



The role of the Monitoring Officer

The Monitoring Officer needs to be aware of the potential conflicts involved in advising the Standards Committee and advising Members and any Sub-Committees of the Standards Committee.


Advising the Standards Committee


It is important that Standards Committees receive high quality, independent advice. The Standards Board for England, therefore, recommends that a Monitoring Officer should be the adviser to the Standards Committee, unless they have an interest in the matter that prevents them from performing this role independently. If this situation arises the Monitoring Officer would arrange for another appropriately qualified Officer to advise the Standards Committee.

In advising the Standards Committee, the Monitoring Officer or his deputy or other legal adviser should:

- Make sure that Members of the Standards Committee understand

Downloads

 Letter from the Chair of Bolton Standards Committee

 Standards Committee information about the members

Links

Internal Links

Councillor's Code of Conduct

The government's framework of ethical standards and a code of conduct for elected members.

How to complain about a Councillor

Describes the process to complain about a Councillor to the monitoring Officer

External Links

Standards Board for England

Provides an independent national overview of how local authorities promote and improve the ethical behaviour of their members

Bolton Council is not responsible for the content of external internet links

Contact information

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Director Of Chief
Executive's Department
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BL1 1RU

their powers and procedures

- Make sure that the determination procedure is fair and will allow the allegations to be dealt with as efficiently and effectively as possible
- Make sure that the Member about who the allegation is made understands the procedures the Standards Committee will follow.
- Provide advice to the Standards Committee during the hearing and their determination
- Help the Standards Committee produce a written decision and a summary decision

[Visit](#)

01204 331101

[Email](#)

Advising Members

Monitoring Officers play an important role in advising their Members on a day to day basis. In performing this role, Monitoring Officers need to be aware of the potential conflict that can arise, as these conflicts could prevent them from advising the Standards Committee at a later stage.

However, conflicts of interest are not likely to arise simply from informal discussions with Members and the Monitoring Officer.

The Standards Board for England recommends that Monitoring Officers consider other methods in order to reduce the likelihood of such conflicts, including:

- Arranging for another Officer to advise Members; or
- Continuing to advise Members, identifying possible scenarios that may lead to conflicts and re-assuring themselves that if their advice could be material to the investigation, they have another appropriately experienced Officer who is prepared to support the Standards Committee in its hearings and deliberations.

Main Page Content
Core Principle 3

Core Principle 3 – Promoting high standards of conduct and behaviour across the Council

Summary: We recognise that good governance is underpinned by shared values and demonstrated in the behaviour of our members and staff. Our values (the way in which we will work for the community in pursuing our aims) are set out in our Corporate Plan. The standards of conduct and behaviour we expect of members and officers are clearly set out in the Newcastle Charter in particular the Ethical Governance Framework in Part 5. This is supported by training programmes for both members and staff.

[Quick links to related evidence.](#)

This is how we ensure that members and officers set an example by behaving in ways that exemplify high standards of conduct and effective governance.

1. The Council's leadership sets a tone for the organisation by creating a climate of openness, support and respect.

Evidence of compliance

- Corporate Plan (Vision and Values)
- Part 5.1A of the Newcastle Charter (Nolan's Seven Principles of Public Life)
- Part 5.1B of the Newcastle Charter (General Principles of Local Government Conduct)
- Part 5.2A of the Newcastle Charter (Code of Conduct – Members)
- Part 5.2C of the Newcastle Charter (Code of Conduct – Employees)
- Part 5.2D of the Newcastle Charter (Legislation relating to declarations of interest)
- Part 5.3A of the Newcastle Charter (Policy for Confidential Reporting of Concerns "Whistleblowing")
- Part 5.3B of the Newcastle Charter (Policy Statement on Fraud and Corruption)
- Part 5.4A of the Newcastle Charter (Protocol – Member/Officer Relations)
- Part 5.4B of the Newcastle Charter (Protocol on the use of council equipment)
- Standards Committee Terms of Reference include responsibility for promoting high standards of conduct across the Council
- Part 5.4G of the Newcastle Charter (Protocol for dealing with complaints against councillors)
- Dignity at Work Policy
- Part 4B of the Newcastle Charter (Access to Information Procedure Rules)
- Employee Contracts of Employment
- Members Training Programme
- Freedom of Information Procedures
- Staff and member Newcastle Charter E-Learning Modules
- Access to Portfolio Group papers

What we still need to do

- ▣ Continue development/implementation of training and development programmes for officers and members

2. The standards of conduct and personal behaviour expected of our members and staff, between members and staff and between the Council, its partners and the community are defined and communicated through codes of conduct and protocols.

Evidence of compliance

- ▣ Part 5.1A of the Newcastle Charter (Nolan's Seven Principles of Public Life)
- ▣ Part 5.1B of the Newcastle Charter (General Principles of Local Government Conduct)
- ▣ Part 5.2A of the Newcastle Charter (Code of Conduct – Members)
- ▣ Part 5.2C of the Newcastle Charter (Code of Conduct – Employees)
- ▣ Part 5.3B of the Newcastle Charter (Policy Statement on Fraud and Corruption)
- ▣ Part 5.4A of the Newcastle Charter (Protocol – Member/Officer Relations)
- ▣ Performance Management Framework
- ▣ Standards Committee Terms of Reference include responsibility for promoting high standards of conduct across the Council
- ▣ Member Training Programme
- ▣ Staff and member Newcastle Charter E-Learning Modules
- ▣ Procedures in place for dealing with complaints against members (Part 5.4G of the Newcastle Charter) and officers (Corporate Complaints Procedure)

What we still need to do

- ▣ Complete review of governance arrangements in significant partnerships involving the City Council

3. Arrangements are in place to ensure that members and employees of the Council are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders.

Evidence of compliance

- ▣ Part 5.1A of the Newcastle Charter (Nolan's Seven Principles of Public Life)
- ▣ Part 5.1B of the Newcastle Charter (General Principles of Local Government Conduct)
- ▣ Part 5.2A of the Newcastle Charter (Code of Conduct – Members)
- ▣ Part 5.2C of the Newcastle Charter (Code of Conduct – Employees)
- ▣ Register of interests and register of gifts and hospitality for both members and officers
- ▣ Financial Regulation 8 (Procurement and Contracts)
- ▣ Standing Order 42 (Canvassing of and recommendations by Members)
- ▣ Part 5.4C of the Newcastle Charter (Protocol on Development Control Matters and Guidance Note on Members' Discussions with Developers)

- Part 5.4D of the Newcastle Charter (Protocol on Regulatory Committee)
- Part 5.4E of the Newcastle Charter (Protocol on Licensing Committee)

What we still need to do

- Formalise monitoring and review mechanisms at directorate and corporate levels

This is how we ensure that our organisational values are put into practice and are effective.

4. We have developed and maintain shared values including leadership values for both the organisation and staff reflecting public expectations and we communicate these with members, staff, the community and partners.

Evidence of compliance

- Part 5.1A of the Newcastle Charter (Nolan's Seven Principles of Public Life)
- Part 5.1B of the Newcastle Charter (General Principles of Local Government Conduct)
- Part 5.2A of the Newcastle Charter (Code of Conduct – Members)
- Part 5.2C of the Newcastle Charter (Code of Conduct – Employees)
- Part 5.4A of the Newcastle Charter (Protocol – Member/Officer Relations)
- Member Training Programme
- Staff Newcastle Charter E-Learning Modules
- Customer Services Strategy
- Human Resources policies and services such as corporate induction, customer service training, dignity at work policy, flexible working policies
- Monitoring through staff surveys and corporate complaints procedures
- One Council Improvement Plan

What we still need to do

- Implement elected member role descriptions

5. We have in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice.

Evidence of compliance

- Standards Committee conducts regular ethical governance audits and surveys to monitor the awareness and effectiveness of ethical standards in practice
- Standards Committee submits an annual report on its work to City Council
- Internal Audit work programme
- Monitoring officer role
- Performance Management Framework
- Member Code of Conduct

- ▣ Officer Code of Conduct
- ▣ Workforce Learning and Development Plan

What we still need to do

- ▣ Review the effectiveness of existing arrangements in the light of the Local Government and Public Involvement in Health Act which received the Royal Assent on 30 October 2007

6. We have an effective Standards Committee.

Evidence of compliance

- ▣ Standards Committee Terms of Reference
- ▣ Standards Committee Annual Report to City Council
- ▣ Standards Committee agendas
- ▣ Standards Committee member attendance at regional and national events e.g. Standards Board Annual Conference
- ▣ Regular meeting of of Standards Committee Chairs and Monitoring Officers

What we still need to do

- ▣ Continue rolling out training programme
- ▣ Respond to issues arising from 2007/08 Ethical Governance Audit

7. We use the organisation's shared values to act as a guide for decision making and as a basis for developing positive and trusting relationships within the authority.

Evidence of compliance

- ▣ Article 4 of the Newcastle Charter (Decision Making)
- ▣ Part 7.D of the Newcastle Charter (Guidance – Decision Making)

What we still need to do

- ▣ Ongoing monitoring and review of Charter provisions

8. We expect our partners to uphold the same values that we do and to demonstrate this in their behaviour.

Evidence of compliance

- ▣ Partnership Management Framework
- ▣ Governance structures of individual partnerships
- ▣ Declarations of interest

What we still need to do

- ▣ Review governance structures of significant partnerships

>> [Core Principle 4](#)