



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Standards Committee

Date: **Thursday 27 August 2020**

Time: **6.00 pm**

Place: **Virtual meeting via Teams**

For any further information please contact:

Helen Barrington

Director of Organisational Development and Democratic
Services

0115 901 3896

Standards Committee

Membership

Chair Councillor Michael Boyle

Vice-Chair Councillor Michael Payne

Councillor Pat Bosworth
Councillor Andrew Ellwood
Councillor Mike Hope
Councillor Simon Murray
Councillor Martin Smith
Councillor Clive Towsey-Hinton
Rosalie Hawks
Patricia Woodfield

WEBCASTING NOTICE

As a result of legislation passed to enable remote meetings to take place during the COVID-19 emergency, this local authority meeting is being held remotely using conferencing software. This approach allows participants to not physically gather in a meeting room. In order to keep meetings open to the public, the live audio will be streamed at www.gedling.gov.uk and the video will be published after the meeting.

Please note: this meeting will be audio and video recorded for live and subsequent broadcast via the Council's website (www.gedling.gov.uk) - at the start of the meeting the Chair will confirm if all or part of the meeting is being recorded.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

For more information about how your personal data is collected and used please view our privacy notice <https://www.gedling.gov.uk/elections-privacy/>

AGENDA

Page

- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 12 March 2020.** 5 - 8
- 3 **Declaration of Interests.**
- 4 **LGA Consultation on the Model Code of Conduct** 9 - 37
Report of the Director of Organisational Development and Democratic Services
- 5 **Gifts and Hospitality 2019/20** 39 - 47
Report of the Director of Organisational Development and Democratic Services
- 6 **Code of Conduct Complaints Update** 49 - 64
Report of the Director of Organisational Development and Democratic Services
- 7 **Any other item which the Chair considers urgent.**

This page is intentionally left blank

MINUTES STANDARDS COMMITTEE

Thursday 12 March 2020

Councillor Michael Boyle (Chair)

Councillor Andrew Ellwood
Councillor Mike Hope
Councillor Simon Murray

Councillor Martin Smith
Rosalie Hawks

Absent: Councillor Michael Payne, Councillor Pat Bosworth
and Patricia Woodfield

Officers in Attendance: H Barrington

Independent Person: John Baggaley and Susan Dewey (Reserve)

15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies were received from Councillors Bosworth and Payne and Patricia Woodfield.

16 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 26 SEPTEMBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

17 DECLARATION OF INTERESTS.

None.

18 UPDATE ON IMPLEMENTATION OF THE BEST PRACTICE RECOMMENDATIONS FROM THE COMMITTEE ON STANDARDS IN PUBLIC LIFE REPORT - REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS.

Rosalie Hawks joined the meeting

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated in advance of the meeting, updating members in relation to progress against the agreed action plan to implement the best practice recommendations set out in the Committee on Standards in Public Life report

RESOLVED THAT:

- 1) The progress made to implement the best practice recommendations set out in the Committee on Standards in Public Life report at Appendix 1 be noted;
- 2) A working group be set up comprising Councillors Boyle, Towsey-Hinton, Hope, Smith or Murray depending on availability, Rosalie Hawks and John Baggaley to give views on an appropriate response to the consultation being carried out by the Local Government Association on a model Code of Conduct; and
- 3) The Monitoring Officer in consultation with the working group be authorised to prepare the consultation response to the Local Government Association in relation to the model Code of Conduct on behalf of the Standards Committee.

19 BULLYING AND INTIMIDATION OF ELECTED MEMBERS

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated in advance of the meeting, updating members in relation to responses received from councillors about bullying and intimidation experienced and the actions the Government, the Committee on Standards in Public Life and the Local Government Association have taken to tackle intimidation in public life.

RESOLVED THAT:

- 1) The actions by the Government, the Committee on Standards in Public Life and the Local government Association to tackle intimidation in public life is noted; and
- 2) The Local Government Association Councillors' guide to handling intimidation is circulated to all Members, shared with Parish Clerks for circulation to Parish Councillors, included in induction training for Members following future borough elections and saved in a location where Members can readily access it.

20 MEMBERSHIP OF STANDARDS COMMITTEE AND REVIEW OF INDEPENDENT PERSON REMUNERATION

John Baggaley and Susan Dewey left the meeting for consideration of this item as it relates to their remuneration.

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated in advance of the meeting, proposing a review of the membership of the Standards Committee and remuneration payable to the Independent Person and reserve.

RESOLVED THAT:

- 1) Standards Committee recommends to Council that the vacant co-opted parish representative post be removed from the Committee; and
- 2) Standards Committee recommends to Council that with effect from 1 April 2020 the remuneration paid to the Independent Person and the reserve Independent Person shall increase to £860 per annum and £400 per annum respectively.

21 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

22 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the confidential appendix would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12a of the Local Government Act 1972.

23 CODE OF CONDUCT COMPLAINTS UPDATE

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated in advance of the meeting, providing information about code of conduct complaints received between 17 September 2019 and 2 March 2020.

RESOLVED THAT:

- 1) The report be noted; and
- 2) The Chair of the Standards Committee to write to all group leaders to remind Members not to use the code of conduct complaints process for politically motivated complaints.

The meeting finished at 7.10 pm

Signed by Chair:
Date:



Report to Standards Committee

Subject: LGA Consultation on the Model Code of Conduct

Date: 27 August 2020

Author: Director of Organisational Development and Democratic Services

Purpose

To update Standards Committee on the LGA consultation on the Model Code of Conduct.

Recommendation

THAT the report be noted.

1 Background

- 1.1 Members will recall that the Committee on Standards in Public Life Report – Review of Local Government Ethical Standards report recommended that the Local Government Association (LGA) should create an updated model Code of Conduct for Members in consultation with representative bodies of councillors and officers of all tiers of local government.
- 1.2 At the last meeting of Standards Committee the model Code was being drafted and was expected to be considered by the LGA Executive on 12 March. At that time, an indicative timetable for consultation was 16 March to 24 April; with the final Code to be approved and launched at the end of June 2020. In light of the indicative timescales Standards Committee agreed to set up a working group to consider the draft model Code and delegated authority was given to the Monitoring Officer in consultation with that working group to prepare the final consultation response.
- 1.3 Unfortunately, due to Covid-19, the consultation was delayed, but has run for 10 weeks from Monday 8 June until Monday 17 August. A copy of the draft Code is attached at Appendix 1 and the consultation questions at Appendix 2. A number of workshops have been hosted by the LGA to provide the opportunity to find out about the background and reasoning

behind the drafting of the Code and ask questions, give opinions and make suggestions for alterations to the draft code. The Monitoring Officer and deputy Monitoring Officer attended one of the workshops on 29 July 2020.

- 1.4 It is understood that the feedback from the consultation will help the LGA develop a final draft, which will be reviewed by the LGA's Executive Advisory Board before being presented to the next LGA General Assembly expected to be held in the Autumn of 2020.
- 1.5 The working group comprising Cllrs Boyle, Hope, Murray and Towsey-Hinton, Rosalie Hawkes and John Baggaley met on 12 August 2020 and discussed the Council's response to the consultation. A copy of the final response will be circulated to all members of the Standards Committee for information.

2 Proposal

- 2.1 It is proposed that Standards Committee note the contents of the report.

3 Alternative Options

- 3.1 Not to note the report.

4 Financial Implications

- 4.1 There are no financial implications arising from this report.

5 Legal Implications

- 5.1 There are no legal implications arising from this report.

6 Equalities Implications

- 6.1 There are no equalities implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 There are no carbon reduction/environmental sustainability implications arising from this report.

8 Appendices

- 8.1 Appendix 1 – Draft LGA model Code of Conduct
- 8.2 Appendix 2 – LGA Consultation questions

9 Background Papers

9.1 None.

Statutory Officer approval

Approved by the Chief Financial Officer

Date: 13 August 2020

Drafted by the Monitoring Officer

This page is intentionally left blank

Local Government Association Model Member Code of Conduct

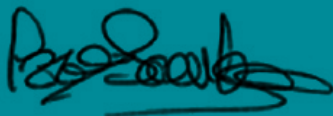
Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

As a councillor I commit to:

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

The principles are :

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	



Local Government Association

18 Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

© Local Government Association, May 2020

For a copy in Braille, larger print or audio,
please contact us on 020 7664 3000.
We consider requests on an individual basis.

THIS FORM IS FOR INFORMATION ONLY - DO NOT COMPLETE
PLEASE USE THE ONLINE SURVEY FORM TO SUBMIT YOUR RESPONSE

LGA Consultation on Draft Model Member Code of Conduct

Thank you for taking the time to complete this consultation. This Model Member Code of Conduct [[Model Member Code of Conduct.pdf](#)] aims to be concise, written in plain English and be understandable to members, officers and the public. The Model Member Code is designed to aid members in all tiers of local government model the behaviours and high standards that anyone would expect from a person holding public office. Equally, it articulates behaviour which falls below the standards that would be expected of council members. It is designed to help set a framework for public and councillor interaction, emphasising the importance of civility and that councillors should be protected from bullying, intimidation and abuse.

The LGA has reviewed the existing Model Member Code of Conduct and updated it here incorporating the recommendations from the Committee on Standard's in Public Life's recommendations on Local Government Ethical Standards and the representation from its membership. Part of the Committee's recommendations were the introduction of sanctions for breaches of the code, alongside an appeals process. This aspect is out of scope of this consultation, as it requires legislative changes by Government, but the LGA has sought to reflect some of the possible changes by using square brackets where legal changes would be necessary. The LGA is continuing to take soundings from the sector on the issue of sanctions in anticipation of a Government response to the Committee's recommendations.

This consultation addresses key areas that the LGA would like a view on to help finalise the Code. It is aimed at councillors and officers from all tiers of local government. If you would like a wider discussion about the code, please do sign up to one of the forthcoming Webinars the LGA are holding as part of this consultation. Details will be posted on our [LGA events website](#).

Instructions and privacy notice

You can navigate through the questions using the buttons at the bottom of each page. Use the 'previous' button at the bottom of the page if you wish to amend your response to an earlier question.

All responses will be treated confidentially. Information will be aggregated, and no individual or authority will be identified in any publications without your consent. Identifiable information may be used internally within the LGA but will only be held and processed in accordance with our [privacy policy](#). We are undertaking this consultation to aid the legitimate interests of the LGA in supporting and representing authorities.

Please complete your response in one go - if you exit before submitting your response your answers may be lost. If you would like to see an overview of the questions before completing the consultation online, you can access a PDF [here](#).

About you

Your name _____

Are you...

- A councillor
- An officer
- Answering on behalf of a whole council (Please provide council name below)
- _____
- Other (please specify below)
- _____

Please indicate your council type

- Community/Neighbourhood/Parish/Town
- District/Borough
- County
- Metropolitan/Unitary/London Borough
- Other (please specify below)
- _____

Application of the Code

Under the Localism Act 2012, the Code of Conduct applies to councillors only when they are acting in their capacity as a member. The LGA believes that because councillors are elected by the public and widely recognised by the public, it makes sense for them to continue to model these behaviours when they are making public comment, are identifying as a councillor and when it would be reasonable for the public to identify them as acting or speaking as a councillor. The Committee on Standards in Public Life supported this approach in their report into Local Government Ethical Standards. Whilst the LGA is waiting for Government's response to these recommendations the option has been added in square brackets as it would need changes in legislation.

Q1. To what extent do you support the proposal that councillors demonstrate the behaviours set out in the Code when they are publicly acting as, identifying as, and/or giving the impression that they are acting as a councillor, including when representing their council on official business and when using social media?

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

Q1a. If you would like to elaborate on your answer please do so here:

Q2. Is it sufficiently clear which parts of the Model Code are legal requirements, which are obligations, and which are guidance?

- Yes
- No
- Don't know

Q3. Do you prefer the use of the personal tense, as used in the Code, or would you prefer the passive tense?

- Personal tense ("I will")
- Passive tense ("Councillors should")
- No preference

Specific obligations

The Code lists 12 specific obligations – these set out a minimum standard councillors are asked to adhere to.

Each obligation or group of obligations is put into a wider context to explain why that particular obligation is important.

Q4. To what extent to you support the 12 specific obligations?

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
1. Treating other councillors and members of the public with civility.					
2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.					
3. Not bullying or harassing any person.					
4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.					
5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.					
6. Not preventing anyone getting information that they are entitled to by law.					
7. Not bringing my role or council into disrepute.					
8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.					

9. Not misusing council resources.					
10. Registering and declaring my interests.					
11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.					
12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.					

Q5. If you would like to propose additional or alternative obligations, or would like to provide more comment on a specific obligation, please do so here:

Q6. Would you prefer to see the obligations as a long list followed by the guidance, or as it is set out in the current draft, with the guidance after each obligation?

- As a list
- Each specific obligation followed by its relevant guidance
- No preference

Q7. To what extent do you think the concept of 'acting with civility' is sufficiently clear?

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

Q7a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

Q8. To what extent do you think the concept of 'bringing the council into disrepute' is sufficiently clear?

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

Q8a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

Q9. To what extent do you support the definition of bullying and harassment used in the code in a local government context?

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

Q9a. If there are other definitions you would like to recommend, please provide them here.

Q10. Is there sufficient reference to the use of social media?

- Yes
- No
- Don't know/prefer not to say

Q10a. Should social media be covered in a separate code or integrated into the overall code of conduct?

- Separate code
- Integrated into the code
- Don't know/prefer not to say

Q10b. If you would like to make any comments or suggestions in relation to how the use of social media is covered in the code please do so here:

Registration and declarations of interests

The law at present requires, as a minimum, registration and declaration of 'Disclosable Pecuniary Interests' - that is matters which directly relate to the councillor and their partner if applicable.

The LGA is proposing that all councillors are required to declare interests where matters also relate to or affect other family members or associates. The LGA has broadened the requirement to declare interests beyond this current statutory minimum in line with a recommendation from the Committee on Standards in Public Life. These specific provisions are set out in **Appendix B** of the Code.

Q11. To what extent do you support the code going beyond the current requirement to declare interests of the councillor and their partner?

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

Q11a. If you would like to elaborate on your answer please do so here:

Q12. Should the requirement to declare interests be in the main body of the code or in the appendix where the draft model code currently references it?

- In the main body of the code
- In the appendix
- Other (please specify below)
- Don't know/prefer not to say

Q12a. If you would like to make any comments or suggestions in relation to how the requirement to declare interests is covered in the code please do so here:

It is also suggested that more outside interests should be registered than is the current statutory minimum. These are set out in **Table 2 of the Appendix** and are designed to demonstrate to the community transparency about other bodies with which the councillor is engaged.

Q13. To what extent do you support the inclusion of these additional categories for registration?

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
Any organisation, association, society or party of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council					
Any organisation, association, society or party that exercises functions of a public nature of which you are a member or in a position of general control or management					
Any organisation, association, society or party directed to charitable purposes					
Any organisation, association, society or party of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)					

Q13a. If you would like to propose additional or alternative **categories** for registration, please provide them here:

Q14. To what extent to you support the proposed requirement that councillors do not accept significant gifts as set out in Obligation 11?

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

Q14a. If you would like to elaborate on your answer please do so here:

Q15. The draft code proposes £25 as the threshold for registering gifts and hospitality. Is this an appropriate threshold?

- Yes
- Yes, but the amount should be reviewed annually with the code's review
- No, it should be lower (please specify amount) _____
- No, it should be higher (please specify amount) _____
- Don't know/prefer not to say

Q16. The LGA will be producing accompanying guidance to the code. Which of the following types of guidance would you find most useful? Please rank 1-5, with 1 being the most useful.

- _____ Regularly updated examples of case law
- _____ Explanatory guidance on the code
- _____ Case studies and examples of good practice
- _____ Supplementary guidance that focuses on specific areas, e.g., social media
- _____ Improvement support materials, such as training and e-learning packages

Q16a. If you would like to suggest any other accompanying guidance please do so here:

Q17. If you would like to make any further comments about the code please do so here:

Once you press the 'Submit' button below, you will have completed your response.

Many thanks for taking the time to respond to this consultation. You are in control of any personal data that you have provided to us in your response. You can contact us at all times to have your information changed or deleted. You can find our full privacy policy here: [click here to see our privacy policy](#)

For information only - Do not complete

This page is intentionally left blank



Report to Standards Committee

Subject: Gifts and Hospitality 2019/20

Date: 27 August 2020

Author: Director of Organisational Development and Democratic Services

Purpose

To inform Standards Committee of gifts and hospitality received between 1 April 2019 and 31 March 2020 and identify any issues arising from the annual review of the Register of Gifts and Hospitality.

Recommendation

THAT the report be noted.

1 Background

- 1.1 The Council has a Gifts and Hospitality Code of Practice for Members and Officers to enable Members and Officers to decide on the circumstances and the manner in which gifts and hospitality may be accepted. The Code of Practice was reviewed during 2018 and minor amendments approved by both Standards Committee and Appointments and Conditions of Service Committee. Historically, each council department held its own register of gifts and hospitality in which details of gifts and hospitality offered to Officers were registered. Since 2012 the register for officers has been held centrally in an electronic folder on the I:Drive and during 2019 it was transferred to the online Employee Claims system. The system automatically sends an email reminder to Service Managers at the end of each quarter requesting that they ensure the register entries are up to date.
- 1.2 During 2019, presentations on Gifts and Hospitality were delivered by the Monitoring Officer to SLT and Service Managers on 5 June and 7 August

2019.

1.3 The register of gifts and hospitality for Members is still held in an electronic folder in the I:Drive and is updated on the Monitoring Officer's behalf by Democratic Services. Standards Committee will recall that in its report on Ethical Standards in Public Life, the Committee on Standards in Public Life recommended that local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV. This recommendation was accepted by the Standards Committee and the register was published on the website at the end of quarter 3 and quarter 4 in CSV format. It will continue to be published on a quarterly basis. Members received training on the need to register gifts and hospitality in excess of £50 as part of the induction training following the 2019 borough elections. They are being reminded on a quarterly basis to keep their Register of Interests including gifts and hospitality received via the 'Councillor Contact' emails.

1.4 The entries on the Register for officers shows that during 2019/20, across the Council's officers, 92 offers of gifts or hospitality were made; 89 were accepted and 3 were refused. Most common gifts were boxes of chocolates, and boxes of biscuits. There were 19 instances of hospitality offered consisting of networking lunches and dinners at a conference/Awards ceremony.

31 offers of hospitality were recorded by Members. These were all recorded by the Leader and Deputy Leader and were of a value (under £50) which did not require recording under the Code of Conduct.

The Gifts and Hospitality Register for Officers appears at Appendix 1. The Gifts and Hospitality Register for Members appears at Appendix 2.

1.5 In reviewing the register for officers, there are significantly more entries for 2019/20 than previous years (33 offers to officers recorded in 2018/19). This may be as a result of the work to raise the profile through 2 presentations to SLT and Service Managers and the fact that offers can now be recorded via the Employee Claims system. This does not give rise to a cause for concern although will be monitored.

1.6 A review of the register entries has identified the following gaps/concerns:

- It appeared that a number of entries had not been authorised by a manager. These have now been rectified. A system change has been made to ensure that where a member of staff leaves, their details still pull through to the report so it is clear who has authorised an entry. A further system change has been requested to generate an automatic reminder to staff who have entered details

but not submitted it for authorisation.

- A number of entries had been entered onto the registers on the I:drive notwithstanding the guidance that the online system was to be used from 1 October 2019. These have now been entered into the online system and authorised.
- Advice has been given on a number of occasions that the primary reason for acceptance should be that the gift is of low value, however there are a couple of entries that the reason for acceptance was “manners”, “ a thank you”, “it offends people”. These have been raised with the relevant managers direct.

1.7 There are no specific issues in relation to value of gifts accepted or repeat gifts from the same company which would give rise to a cause for concern. The entries relating to hospitality do not include examples of hospitality which is likely to be unacceptable (paid holidays, complimentary tickets to sporting events, use of company flats or hotel suites, or special concessionary rates).

1.8 In reviewing the register for Members, again there are significantly more entries for 2019/20 than previous years (0 offers to Members recorded in 2018/19). All entries were hospitality, comprising refreshments, lunch or dinner of a low value at group events. Standards Committee is aware that Members are only required to notify the Monitoring Officer of gifts or hospitality over £50. In all cases, the value of the individual hospitality did not exceed £50; however cumulatively offers from some organisations would exceed £50 in total. There are however no specific issues which would give rise to a cause for concern.

2 Proposal

2.1 It is proposed that the Committee notes the report.

3 Alternative Options

3.1 Not to provide an update on gifts and hospitality offered to officers and members,

4 Financial Implications

4.1 There are no financial implications arising from this report.

5 Legal Implications

5.1 With regard to Officers, Section 117(2) of the Local Government Act 1972 provides that an Officer of a Local Authority shall not, under the colour of his or her office of employment, accept any fee or reward whatsoever

other than his or her proper remuneration. The Bribery Act 2010 makes it an offence to seek, accept or agree to accept a financial or other advantage as an inducement or reward to perform a function improperly. In simple terms, it is a criminal offence for employees to seek or accept a financial or other advantage in return for making a decision, granting an award or performing any other public function, regardless of what decision is made.

5.2 The Code of Conduct requires Members to notify the Council's Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50.00 which they have accepted as a member from any person or body other than the authority within 28 days of receipt.

5.3 The Council has a Gifts and Hospitality Code of Practice for Members and Officers which has been approved by Standards Committee and Appointments & Conditions of Service Committee.

6 Equalities Implications

6.1 There are no financial implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

7.1 There are no carbon reduction/environmental sustainability implications arising from this report.

8 Appendices

8.1 Appendix 1 - Gifts and Hospitality Register for Officers 2019/20.
Appendix 2 - Gifts and Hospitality Register for Members 2019/20.

9 Background Papers

9.1 None.

Statutory Officer approval

Approved by the Chief Financial Officer
Date: 13 August 2020

Drafted by the Monitoring Officer

Department	Offer Date	Description	Amount	Acceptance
Development Services	11/11/19	John Lewis food hamper	500.00	Refused
Customer Services & IT	13/12/19	Box of chocolates	5.00	Accepted
Customer Services & IT	01/07/19	Box of chocolates	5.00	Accepted
Customer Services & IT	04/09/19	box of chocolates	3.00	Accepted
Customer Services & IT	09/10/19	Large bar of chocolate	2.50	Accepted
SLT	05/06/19	Lunch	12.00	Accepted
SLT	19/06/19	Soft Drinks	20.00	Accepted
SLT	02/07/19	Lunch	30.00	Accepted
SLT	03/07/19	Umbrella	15.00	Accepted
SLT	11/07/19	Dinner	40.00	Accepted
SLT	11/07/19	Lunch	50.00	Accepted
SLT	06/08/19	Breakfast	10.00	Accepted
Community Relations	08/11/19	4 bottles of Kopperburg cider	4.00	Accepted
Development Services	19/12/19	Box of low value Thornton chocolates	7.50	Accepted
Revenues & Welfare Support	06/01/20	2 tins of biscuits	10.00	Accepted
Revenues & Welfare Support	06/02/20	Caramel Slab	2.00	Accepted
Economic Growth & Regeneration	25/04/19	Invite to the Ingenuity 19 Awards Dinner	100.00	Accepted
Economic Growth & Regeneration	17/05/19	Invite to the East Midlands Building Control Awards	80.00	Accepted
Economic Growth & Regeneration	11/07/19	Invite to the NTU Chancellor Dinner	50.00	Accepted
Economic Growth & Regeneration	12/07/19	Invite to Nottingham Partners networking lunch	25.00	Accepted
Economic Growth & Regeneration	10/01/20	Invite to Nottingham Partners networking lunch	15.00	Accepted
Arnold Leisure Centre	01/10/19	Quality street tin and shortbread biscuits	5.00	Accepted
Arnold Leisure Centre	04/11/19	Box of roses chocolate	3.00	Accepted
Arnold Leisure Centre	12/12/19	Terrys chocolate orange chocolates	3.00	Accepted
Arnold Leisure Centre	12/12/19	Bag of chocolate roses	3.00	Accepted
Arnold Leisure Centre	13/12/19	box of sainsburys chocolates	3.00	Accepted
Arnold Leisure Centre	17/12/19	Cheese and cracker hamper	10.00	Accepted
Arnold Leisure Centre	26/01/20	box of roses chocolate	3.00	Accepted
Community Relations	23/07/19	wine left over from an event	95.84	Accepted

Leisure & Culture	15/12/19	Christmas card, flower/plant & chocolates	4.00	Accepted
Leisure & Culture	15/12/19	Bag of celebrations	2.50	Accepted
Richard Herrod Centre	11/12/19	Box of chocolates	2.50	Accepted
Richard Herrod Centre	13/12/19	Box of biscuits	2.50	Accepted
Richard Herrod Centre	18/12/19	Quality Street	4.00	Accepted
Richard Herrod Centre	18/12/19	Tub of Celebrations	4.00	Accepted
Richard Herrod Centre	19/12/19	Bag of sweets / toffees	2.50	Accepted
Revenues & Welfare Support	10/12/19	Box of Lindt Chocolates	5.00	Accepted
Calverton Leisure Centre	03/09/19	Box of chocolates	1.00	Accepted
Calverton Leisure Centre	17/09/19	Bottle of wine	5.00	Accepted
Calverton Leisure Centre	14/10/19	Flowers	5.00	Accepted
Calverton Leisure Centre	12/12/19	Wrapped Xmas gift	5.00	Accepted
Calverton Leisure Centre	12/12/19	Bottle of wine	5.00	Accepted
Calverton Leisure Centre	17/12/19	Quality Street for all staff	5.00	Accepted
Calverton Leisure Centre	17/12/19	Celebrations chocs for all staff	5.00	Accepted
Calverton Leisure Centre	17/12/19	Wrapped Xmas gift	5.00	Accepted
Calverton Leisure Centre	18/12/19	Wrapped Xmas gift	5.00	Accepted
Calverton Leisure Centre	18/12/19	Quality Street for all staff	5.00	Accepted
Calverton Leisure Centre	18/12/19	Bottle of wine	5.00	Accepted
Calverton Leisure Centre	20/12/19	Wrapped Xmas gift	5.00	Accepted
Calverton Leisure Centre	20/12/19	Bottle of wine	5.00	Accepted
Calverton Leisure Centre	20/12/19	Box of chocs	5.00	Accepted
SLT	02/12/19	box of celebrations	5.00	Accepted
Health Safety & Emergency Planning	03/03/20	Lunch (offered free of charge to all attendees with no hidden terms or conditions)	10.00	Accepted
Health Safety & Emergency Planning	03/03/20	pen, pad and cup	5.00	Accepted
Development Services	17/12/19	Small bunch of flowers given as retirement gift	10.00	Accepted
Community Relations	30/09/19	Tickets for opening afternoon trade session of the Nottingham Beer Festival	10.00	Refused
Economic Growth & Regeneration	19/12/19	Bag of stationery, sweets, pen, post-it notes	8.00	Accepted
Economic Growth & Regeneration	10/01/20	Invite to Nottingham Partners lunch and networking	15.00	Accepted

Redhill Leisure Centre	06/08/19	Home grown Cucumbers	0.50	Accepted
Redhill Leisure Centre	08/12/19	Box of Quality Street	5.00	Accepted
Redhil Leisure Centre	06/12/19	Box of quality street	2.00	Accepted
Redhil Leisure Centre	12/12/19	Fox's Family Time biscuits	2.00	Accepted
Redhil Leisure Centre	13/12/19	Royal Edinburgh Shortbread	4.00	Accepted
Redhil Leisure Centre	16/12/19	Fox's Chocolatey Selection	3.00	Accepted
Democratic Services	23/09/19	Gift Chocolate and Preserves	15.00	Accepted
Public Protection	19/12/19	Box of loose Fortnum & Mason xmas tea	5.00	Accepted
SLT	12/09/19	APSE dinner and pre-dinner drinks, and hotel, Newcastle (Awards evening)	150.00	Accepted
SLT	01/11/19	APSE Policy Committee Dinner, hotel, Manchester	200.00	Accepted
SLT	07/11/19	APSE Sports & Leisure Seminar Loughborough University	0.00	Accepted
SLT	05/12/19	MJ Forum lunch, Manchester	0.00	Accepted
SLT	05/12/19	APSE Performance Networks Dinner & Awards, & hotel accommodation at Grand Hotel, Blackpool	150.00	Accepted
SLT	06/12/19	APSE National Council Dinner & meeting, Grand Hotel Blackpool	40.00	Accepted
SLT	09/12/19	Car Park Sign for Chief Executive GBC	20.00	Accepted
Redhill Leisure Centre	03/09/19	2 packs of biscuits	2.00	Accepted
Redhill Leisure Centre	30/09/19	Greenhouse tomatoes	0.50	Accepted
Customer Services & IT	19/12/19	Box of Chocolates	4.00	Accepted
Customer Services & IT	23/12/19	Box of chocolates	5.00	Accepted
Redhill Leisure Centre	13/08/19	Home grown cucumbers	3.00	Accepted
Customer Services & IT	06/01/20	pen	3.00	Accepted
Development Services	20/12/19	Chocolates	9.00	Accepted
Leisure & Culture	01/05/19	Discount card for pizza hut	0.00	Refused
Arnold Leisure Centre	28/06/19	Box of biscuits	4.00	Accepted
Arnold Leisure Centre	28/06/19	Fudge	3.00	Accepted
Parks & Street Care	05/04/19	Water Bottles	3.00	Accepted
Parks & Street Care	11/04/19	6 cream eggs	2.50	Accepted

Economic Growth & Regeneration	17/01/20	NG Partners Lunch	25.00	Accepted
Economic Growth & Regeneration	24/01/20	Showman's Guild Lunch	25.00	Accepted
Redhill Leisure Centre	23/12/19	Fox's Fabulously biscuits Selection	2.99	Accepted
Corporate Director D	23/04/19	Bottle of wine	10.00	Accepted
Customer Services & IT	25/06/19	Bars of chocolate	2.00	Accepted
Customer Services & IT	25/10/19	Box of biscuits.	3.00	Accepted
Customer Services & IT	18/12/19	2 X Boxes of Ferrero Rocher	10.00	Accepted
			1,981.33	

REGISTER OF GIFTS AND HOSPITALITY OFFERED TO MEMBERS OF GEDLING BOROUGH COUNCIL

Elected Members 01/04/2019 - 31/03/2020

Name of person offered Gift or Hospitality	Department & Position	Date of offer or hospitality	Description of Gift or Hospitality Offered	Name of Person AND Company offering Gift or Hospitality	Estimated Value of the Gift or Hospitality	Accepted or Refused	Reason for acceptance
Cllr John Clarke	Leader of the Council	08/04/19	Lunch	LGA Rural Assembly	£10.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	23/04/19	Breakfast	Nottingham Partners	£7.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	09/05/19	Refreshments	Gedling Business Partnership	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	15/05/19	Refreshments	Army Engagement Team	£5.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	10/06/19	Refreshments	LGA	£10.00	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	10/06/19	Refreshments	LGA	£10.00	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	18/06/19	Refreshments	LGA	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	20/06/19	Dinner	APSE	£20.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	26/06/19	Refreshments	APSE	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	02/07/19	Dinner	APSE	£25.00	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	02/07/19	Dinner	APSE	£25.00	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	03/07/19	Dinner	LGA	£25.00	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	15/07/19	Lunch	LGIU	£7.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	18/07/19	Refreshments	LGA	£2.50	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	18/07/19	Refreshments	LGA	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	19/07/19	Refreshments	ICA	£2.50	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	06/09/19	Dinner	LGIU	£25.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	12/09/19	Dinner	APSE	£25.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	26/09/19	Refreshments	ICA	£5.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	23/10/19	Refreshments	University of Nottingham	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	31/10/19	Refreshments	LGA	£2.50	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	31/10/19	Refreshments	LGA	£2.50	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	04/11/19	Dinner	WLGA	£25.00	Accepted	Was a group invitation
Cllr Michael Payne	Deputy Leader of the Council	05/11/19	Dinner	LGIU	£25.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	06/11/19	Refreshments	APSE	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	19/11/19	Refreshments	Confetti	£5.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	05/12/19	Refreshments	APSE	£5.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	06/12/19	Refreshments	APSE	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	09/12/19	Refreshments	Inspire	£5.00	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	12/12/19	Refreshments	Gedling Business Partnership	£2.50	Accepted	Was a group invitation
Cllr John Clarke	Leader of the Council	12/12/19	Refreshments	Nottingham Organ Society	£2.50	Accepted	Was a group invitation

Total	£297.50
--------------	----------------

This page is intentionally left blank



Report to Standards Committee

Subject: Code of Conduct Complaints Update

Date: 27 August 2020

Author: Director of Organisational Development and Democratic Services

Purpose

To inform members of the Standards Committee of complaints received between 3 March 2020 and 13 August 2020.

Recommendation

THAT the report be noted.

1 Background

- 1.1 A summary of the complaints received since the implementation of the existing Standards regime (from 1 July 2012) is set out in the table at Appendix 1. Since 3 March 2020 the Monitoring Officer has received 5 new code of conduct complaints.
- 1.2 Members of the Standards Committee will recall that at the time of the last committee meeting, no complaints were outstanding. A summary of the decisions made in relation to the complaints determined since the last meeting appears at Appendix 2. At the time of drafting this report 4 complaints are outstanding.

2 Proposal

- 2.1 It is proposed that the Committee notes the report.

3 Alternative Options

- 3.1 Not to report code of complaints received by the Monitoring Officer.

4 Financial Implications

4.1 There are no financial implications arising from this report.

5 Legal Implications

5.1 Code of Conduct complaints must be dealt with in accordance with the Council's Approved Arrangements for Dealing with Complaints.

6 Equalities Implications

6.1 There are no equalities implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

7.1 There are no carbon reduction/environmental sustainability implications arising from this report.

8 Appendices

8.1 Appendix 1 – Summary of the Code of Conduct complaints received since 1 July 2012.

8.2 Exempt Appendix 2 – Summary of decisions on complaints determined between 3 March 2020 and 13 August 2020.

9 Background papers

9.1 None identified.

Statutory Officer approval

**Approved by the Chief Financial Officer
Date: 13 August 2020**

Drafted by the Monitoring Officer

APPENDIX 1

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
13/01	30/09/13	GBC	Member of public	No action	12/11/13
14/01	06/01/14	GBC	Member of public	Other Action (issue revised guidance on pre-determination)	05/02/14
14/02	18/07/14	GBC	Member of public	No action	12/08/14
14/03	18/07/14	GBC	Member of public	No action	12/08/14
14/04	21/07/14	Woodborough PC	Member of public	Informal resolution (apology)	26/08/14
15/01	05/05/15	GBC	Member of public	No action	09/06/15
15/02	15/09/15	Bestwood St. Albans PC	Member of public	No action	15/10/15
15/03	15/10/15	Bestwood St. Albans PC	Clerk	Local resolution (apology and procedural recommendation to Parish Council)	24/11/06
15/04	15/10/15	Bestwood St. Albans PC	Clerk	No action	26/11/15
16/01	08/03/16	Bestwood St. Albans PC	Clerk	Refer for investigation Investigation discontinued and case closed	05/05/16 38/07/17
16/02	17/03/16	Bestwood St. Albans PC	Member of public	No action	13/05/16
16/03	18/03/16	Bestwood St. Albans PC	Member of public	Informal resolution (training)	01/06/16
16/04	29/05/16	Bestwood St. Albans PC	Member of public	Other action (various procedural recommendations to Parish Council)	17/08/16
STD000299	05/06/17	GBC	Member of public	No action – outside scope of Code	19/06/17
STD000301	05/06/17	GBC	Member of public	No action – outside scope of Code	19/06/17

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
STD000302	05/06/17	GBC	Member of public	No action – outside scope of Code	19/06/17
STD000530	06/11/17	GBC	GBC Councillor	Informal resolution (apology)	15/12/17
STD000668	04/01/18	GBC	Member of public	No action – outside scope of Code	14/02/18
STD000990	06/09/18	GBC	GBC Councillor	Other action – Recommendations made in relation to Planning Delegation Panel process	25/10/18
STD001069	15/11/18	Calverton Parish Council	Parish Councillor	Informal resolution – apology and recommendations to the Parish Council that it adopts a revised Code of Conduct and introduces Committees with delegated powers. Subject Member did not accept informal resolution and refused to issue apology. No further action taken as not in the public interest to investigate.	21/03/19 13/05/19
STD001093	19/11/18	Calverton Parish Council	Parish Councillor	Informal resolution – apology and recommendations to the Parish Council that it adopts a revised Code of Conduct and introduces Committees with delegated powers. Subject Member did not accept informal resolution and refused to issue apology. No further action taken as not in the public interest to investigate.	21/03/19 13/05/19
STD001094	19/11/18	Calverton Parish Council	Parish Councillor	Other action – advice given to Councillor and recommended Clerk issue guidance to all parish councillors about individuals'	21/01/19

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
				right to record meetings.	
STD001096	21/11/18	Calverton Parish Council	Member of public	Not pursued by complainant	N/A
STD001108	28/11/18	Calverton Parish Council	Parish Councillor	No further action	07/02/19
STD001110	28/11/18	Calverton Parish Council	Parish Councillor	No further action	18/01/19
STD001111	28/11/18	Calverton Parish Council	Parish Councillor	No further action	21/01/19
STD001112	28/11/18	Calverton Parish Council	Parish Councillor	No further action	21/01/19
STD001113	28/11/18	Calverton Parish Council	Parish Councillor	No further action	24/01/19
STD001126	06/12/18	Calverton Parish Council	Parish Councillor	Not pursued by complainant	N/A
STD001138	11/12/18	Calverton Parish Council	Parish Councillor	No action	06/03/19
STD001199	23/01/19	Woodborough PC	Member of Public	No further action	20/03/19
STD001265	04/03/19	GBC	Member of Public	No further action	08/04/19
STD001298	18/03/19	GBC	Member of Public	Not pursued by complainant	N/A
STD001299	18/03/19	GBC	Member of Public	Not pursued by complainant	N/A
STD001354	02/05/19	Calverton Parish Council	Member of Public	Other action – recommendation to Parish Council that the Complaints Policy and Procedure be reviewed and amended to make it clear how a complaint relating to the Clerk to the Council should be dealt	26/06/19

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
				with, including who should investigate it and, recognising the conflict of interest, who should clerk the meeting and give advice to the councillors.	
STD001355	02/05/19	Calverton Parish Council	Member of Public	No further action	20/06/19
STD001402	23/04/19	Calverton Parish Council	Member of Public	Other action – recommendation to Parish Council that the Complaints Policy and Procedure be reviewed and amended to make it clear how a complaint relating to the Clerk to the Council should be dealt with, including who should investigate it and, recognising the conflict of interest, who should clerk the meeting and give advice to the councillors.	26/06/19
STD001403	23/04/19	Calverton Parish Council	Member of Public	Not pursued by complainant	N/A
STD001635	16/08/19	Calverton Parish Council	Member of Public	No further action	24/10/19
STD001737	29/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	25/10/19
STD001739	29/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001740	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
STD001742	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A
STD001743	29/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001744	29/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001746	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A
STD001747	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A
STD001748	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A
STD001749	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A
STD001750	29/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001751	29/09/19	GBC	Member of Public	Complaint treated as withdrawn	N/A
STD001752	29/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001753	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
STD001755	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with	18/10/19
STD001756	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with	18/10/19
STD001758(1)	30/09/19	GBC	GBC Councillor	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001758(2)	04/10/19	GBC	GBC Councillor	No further action	29/11/19
STD001759	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001760	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	25/10/19
STD001761	30/09/19	GBC	Councillor (not GBC)	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with	18/10/19
STD001762	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to	18/10/19

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
				deal with.	
STD001763	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001766	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001767	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001768	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001769	30/09/09	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001770	30/09/19	GBC	Member of Public	No further action.	29/11/19
STD001771	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
STD001772	30/09/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001773	01/10/19	GBC	Councillor (not GBC)	Complaint treated as withdrawn.	N/A
STD001774	01/10/19	GBC	Member of Public	No further action.	26/11/19
STD001775	01/10/19	GBC	Member of Public	Complaint treated as withdrawn.	
STD001778	02/10/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001779	01/10/19	GBC	Parish Councillor	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	12/11/19
STD001784	04/10/19	GBC	Member of Public	No further action.	26/11/19
STD001785	04/10/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001786	05/10/19	GBC	Member of Public	Reject Complaint – Not acting in official capacity. Referred to Group Leader to deal with.	18/10/19
STD001802	14/10/19	GBC	Member of Public	No further action. Referred to Group Leader to deal with.	26/11/19
STD001897	23/12/19	GBC	Member of Public	No further action.	14/02/20

Complaint Ref	Date received	GBC/Parish Council	Complainant	Decision	Date of decision
STD002164	09/06/20	Calverton Parish Council	Councillor (not GBC)		
STD002181	22/06/20	Calverton Parish Council	Member of Public		
STD002182	22/06/20	Calverton Parish Council	Councillor (not GBC)		
STD002187	26/06/20	Calverton Parish Council	Member of Public		
STD002207	13/07/20	GBC	Member of Public	Reject Complaint – Not acting in official capacity.	13/08/20

This page is intentionally left blank

By virtue of paragraph(s) 1,2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank