

ETHICS AND ENGAGEMENT COMMITTEE

Monday, 1 September 2014

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Geoff Ellis (Chair), Katie Vause (Vice-Chair), Gill Clayton-Hewson, Tony Gray, Ronald Hills, Adrianna McNulty, Ric Metcalfe, Edmund Strengiel and Loraine Woolley

Substitute member(s): Councillors David Grattrick, Marika Riddick and Ralph Toofany

Independent Person(s): Chris Elkington and Roger Vine

Officers attending: Democratic Services and Carolyn Wheeler

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Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
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- Present:** Councillor Geoff Ellis (*in the Chair*)
- Councillors:** Gill Clayton-Hewson (substituted for Tony Gray),
Ronald Hills, Adrianna McNulty, Ric Metcalfe,
Ralph Toofany, Katie Vause and Loraine Woolley
- Independent Person(s):** Roger Vine
- Apologies for Absence:** Chris Elkington, Councillor Tony Gray and Councillor
Edmund Strengiel

1. **Confirmation of Minutes - 17 March 2014**

RESOLVED that the minutes of the meeting held on 17 March 2014 be confirmed.

2. **Declarations of Interest**

No declarations of interest were received.

3. **Code of Conduct: Cases Review**

The Assistant Director of Legal and Corporate Support Services:

- a) presented a report containing information on recent cases relating to other local authorities' codes of conduct.
- b) highlighted that members should identify any issues raised within the report as being relevant for further consideration with regard to their impact upon members.
- c) drew members' attention to the withdrawal of an application for judicial review regarding the compatibility of the current standards provisions with the European Convention on Human Rights.
- d) invited members' questions and comments.

Members discussed the case involving a parish councillor who had acted as a contract manager and awarded payment to himself, noting surprise that the matter had not been referred for prosecution because it was not considered to be in the public interest.

RESOLVED that the report be noted.

4. **Boundary Review**

The Democratic Services Officer:

- a) presented a report regarding the Local Government Boundary Commission for England's review of the Council's electoral arrangements.
- b) highlighted the proposals contained within the report, which would allow the Council to respond to the consultation and to meet the necessary criteria.

- c) noted that the review had been undertaken as the council had a variance of ± 10 per cent from 1/11 of the mean electorate in more than 30 per cent of its wards.
- d) advised that the Committee was requested to make a recommendation to Council in advance of its final decision regarding a response to the Commission on 24 June 2014.
- e) invited members' questions and comments.

Members:

- advised that the proposals had not received the support of the opposition group as the boundaries had little difference from those in place in 1999, which the Commission had subsequently altered. The response from the Commission to the proposals would be awaited with interest and no alternative would be proposed until that stage.
- stated that the changes imposed in 1999 had not been supported by the majority of councillors at the time and so the similarity of the proposed revisions did not represent a valid reason for their rejection. It was a considerable challenge to re-balance the wards within the city while meeting the Commission's three criteria; there was, therefore, little room for manoeuvre and the proposed submission reflected an effective and non-partisan approach to the problem.
- noted that the submission would carry more weight with the Commission if it were supported unanimously by members and expressed regret that this appeared to be unlikely.

RESOLVED that Council be recommended to approve the draft submission and supporting documents.

5. **Defamation Act 2013**

The Assistant Director of Legal and Corporate Support Services:

- a) presented a report summarising the impact of the Defamation Act 2013.
- b) advised that the impact of the legislation was significant within the broader field of defamation, but did not have a direct bearing on advice previously issued to councillors regarding qualified privilege.
- c) questioned whether a guidance note should be re-issued in order to ensure members, particularly those recently elected, were aware of the relevant law.
- d) stressed the requirement for 'serious' harm to reputation to be shown in order for a successful action by an individual.
- e) noted that she would be meeting with the Communications Manager to discuss the production of a protocol regarding the manner in which the Council's reputation could be protected from defamatory comments.
- f) invited members' questions and comments.

Members:

- noted that the Act appeared to tilt the balance in favour of free speech rather than protecting the reputation of the individual.
- stated that the guidance was a useful reminder of the law, particularly in view of the increasing use of social media.
- discussed the manner in which councillors could limit their exposure to offensive comments and the limits upon the actions that could be taken by councils.

The Assistant Director of Legal and Corporate Support Services responded that any protocol would note the difficulties in bringing claims for defamation and would seek to manage relevant parties' expectations.

RESOLVED that:

1. the guidance regarding defamation be circulated to members.
2. a further report be provided to a future meeting regarding the Council's response to defamatory comments.

6. Member Induction Review

The Democratic Services Officer:

- a) presented a report regarding the induction process for new members following the May 2014 elections.
- b) summarised the changes from the previous induction programme.
- c) noted the feedback received from the members who had participated in the induction process.
- d) invited members' questions and comments.

Members:

- noted that feedback from councillors had been broadly positive and that the focus should continue to be upon tailoring content towards members without previous local government experience.
- stated that the compiled programme was extremely positive and thanked officers for its delivery.

RESOLVED that the report be noted.

7. Local Democracy Week Update

The Democratic Services Officer:

- a) presented a report updating members on the Council's plans for Local Democracy Week 2014.
- b) requested comments from members on the proposals provided, including the scope for further lesson plans to be produced for schools to use with secondary schoolchildren.

- c) noted that a proposal for a State of the City Debate would be considered later in the agenda and that this was proposed to have a direct link with Local Democracy Week.
- d) invited members' questions and comments.

Members:

- noted the role that councillors with teaching experience had to play in the creation of suitable lesson plans.
- suggested that the Council should make arrangements to offer suitable training to the teachers who would be delivering the lesson plans.
- welcomed the lesson plans and noted with disappointment that schools had not been more able to engage with the Council's previous events.

The Reserve Independent Person welcomed the plan, suggesting that consideration should be given to the number of children attending school within Lincoln who lived outside the city's boundaries and noting the potential for mixed messages if officers did not deliver the lessons.

The Democratic Services Officer responded that:

- an offer would be made to schools for teachers to receive any training or guidance they required.
- as Lincoln was the principal urban draw for an area extending beyond its own boundaries and had significant similarities to Lincolnshire's other district councils, the inclusion of children from outside Lincoln should not affect the proposed programme.

RESOLVED that the report be noted.

8. State of the City Debate

The Assistant Director of Legal and Corporate Support Services:

- a) presented a report regarding proposals for a State of the City debate.
- b) advised members of the format of the proposed event.
- c) highlighted the potential crossover with Local Democracy Week 2014.
- d) invited members' questions and comments.

Members:

- requested the Leader's view on the proposals. The Leader advised that the proposals were to be welcomed, noting that the event had to be outward-looking and properly assess the state of the city's health. In addition, linked themes were to be suggested which would allow the discussion to be topical and based around what the Council could do for Lincoln.
- suggested that the proposals be given further consideration by members.
- agreed that the idea was sound in principle, noting the risk that the outcome would be similar to scrutiny committees in which the final report bore little resemblance to members' discussions.

- noted that there was a risk of one-sided debate given the Council's current political balance.
- suggested that consideration be given to including young people in the event. In particular, a separate debate featuring school representatives would be especially beneficial.
- stressed that the event should be properly advertised.

RESOLVED that members be requested to submit any further proposals to Democratic Services for the attention of the Leader.

9. **Work Programme Update**

The Democratic Services Officer:

- a. presented the current Ethics and Engagement Committee work programme for consideration by members.
- b. invited members' questions and comments.

RESOLVED that the work programme be approved.

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SUBJECT:	CODE OF CONDUCT: CASES REVIEW
REPORT BY:	DIRECTOR OF RESOURCES
LEAD OFFICER:	CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

- 1.1 To provide information on recent cases relating to other local authorities' codes of conduct and consider their potential relevance to the Council.

2. National Cases Relating to Councillor Conduct

- 2.1 Since the removal of the Standards for England Board as part of the changes brought through the Localism Act 2011, the Council no longer receives a summary of cases reported from across the country. As a result, the cases chosen for consideration are drawn primarily from local government networks and media reports, and are summarised below.

- 2.2 The reports highlighted are gathered solely from information made available by the relevant local authorities. As cases are often considered to contain exempt information, there are potentially elements of the case which may not be publicly available. As such, members should be aware that the cases below are provided for the purpose of discussion and may not give the full picture in every regard.

2.3 Haringey Council

The council's mayor was censured by its standards committee after sending personal letters on mayoral headed paper using her official title and email address. The committee resolved that this constituted a breach of the council's code of conduct in the following areas:

- Failing to use resources in accordance with reasonable requirements
- Attempting to secure an improper advantage
- Bringing the office of mayor into disrepute

In addition to the censure, the councillor was instructed to attend training on the code of conduct within three months. The committee also recommended to the leader of the councillor's political group that the decision be taken into consideration when making appointments to committees and outside bodies. A notice summarising the decision would be published in the council's local newspaper and website.

2.4 East Riding of Yorkshire Council

A councillor was found to have breached the council's code of conduct by failing to

treat others with respect during a planning committee meeting and risking bringing the council into disrepute.

The agreed sanctions included attending a training course and receiving a letter of censure from the council's monitoring officer.

The complaints were made by two planning applicants after the councillor made comments, contrary to officer advice, at a site visit regarding a boundary wall which was not relevant to the decision in hand, and then referred to 'half-truths, untruths and maybe no truths' at the committee meeting. The complainants felt that the councillor's comments were directed at them, although the councillor denied this.

2.5 Stockton-on-Tees Borough Council

A councillor was held by the council's standards panel to have breached the council's code of conduct by disclosing legally privileged exempt information by placing legal advice received by the planning committee on his website, contrary to a clear warning that this should not be done.

The panel determined that the Councillor should be asked to provide written reassurance that he would not repeat the failure to comply with the Council's Code of Conduct in the same or similar circumstances. In the absence of such written reassurance the Councillor should not be provided with any exempt, confidential, or legally privileged council information for the remainder of his term.

3. **Potential Learning Points**

- 3.1 Having regard to these complaints which have been investigated by other local authorities, members should consider whether any appropriate actions can be identified to ensure that the likelihood of any future breaches of the Member Code of Conduct by members representing the City of Lincoln Council is limited.
- 3.2 The Ethics and Engagement Committee may wish to consider the following actions if any learning points are identified:
 - Issuing guidance to members and any other relevant parties on a general topic which presents a cause for concern with a view to potential future breaches of the Member Code of Conduct.
 - Requesting specific training for all members or members whose individual status would be relevant to the particular training.
 - Proposing amendments to the Member Code of Conduct and the procedure for considering complaints, if improvements can be identified.
 - Any other actions falling within the remit of the Committee which might aid the improvement of councillors' conduct.
- 3.3 If members are aware of further cases of broad interest from other local authorities in relation to ethical behaviour by councillors, details can be submitted via Democratic Services or raised at the meeting of the Committee for potential inclusion in a future report.

4. **Strategic Priorities**

- 4.1 The development of a fit-for-purpose council relies upon the proper conduct of officers and members. By considering the lessons learned from other local

authorities the Council is better positioned to take preventative action to resolve any potential issues before they arise.

5. Organisational Impacts

5.1 Finance

There are no direct financial implications arising from this report.

5.2 Legal Implications

The Ethics and Engagement Committee's role includes the promotion and maintenance of high standards of conduct by councillors and co-opted members; this report forms a part of the work of the Committee in proactively addressing any matter that could detract from the reputation and behaviour of the Council or its councillors.

6. Recommendation

- 6.1 That the Ethics and Engagement Committee note the contents of the report and recommend any suitable action arising from it.

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SUBJECT: ACHIEVING GENDER EQUALITY IN LOCAL GOVERNMENT

DIRECTORATE: DIRECTOR OF RESOURCES

LEAD OFFICER: CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

- 1.1 A number of recent reports have suggested that local government, in common with many other sectors of public and private life, does not give as prominent a role to women as to men. These reports are summarised and highlighted here for members' consideration, with a particular view to determining whether the Council does sufficient to remove any blocks to equal female participation in local democracy.

2. Summary of National Position

2.1 The Centre for Women & Democracy

The Centre for Women & Democracy produced a report titled *Sex and Power: Who Runs Britain?* (<http://www.countingwomenin.org/wp-content/uploads/2013/02/Sex-and-Power-2013-FINALv2.-pdf.pdf>) which examined the role of women in British public life. The report noted that women constituted 32 percent of councillors, but only 12.3 percent of council leaders in England, 13.3 percent of elected mayors and 14.6 percent of police and crime commissioners.

2.2 The report made six recommendations:

- Political parties should take immediate action to increase the number of women candidates at all levels of election with a view to fielding as many women candidates from as wide a variety of backgrounds and communities as possible in winnable seats in 2015. This should include active consideration of positive action measures in selection processes.
- In order to enable everyone concerned to develop a much better understanding of the issues, a monitoring form similar to that used in recruitment for public appointments and applications for funding should be introduced. It would be completed and submitted to returning officers by all candidates together with nomination forms at all levels of election, and the results collated and published annually.
- Government should pilot a new government-wide scheme to increase women's presence, profile and participation in the 2015 general election and beyond. This could be done by drawing together experience from the UK and abroad which could be used to improve both the participation and the candidacy of women of all backgrounds in Britain.
- Government, political parties and others should act to implement the recommendations of the Speaker's Conference Report published in 2010.
- In addition to adopting the proposals for cultural change in public life contained in reports such as the Speaker's Conference, the Councillors'

Commission, and the Equality and Human Rights Commission's Pathways to Politics, steps should be taken to develop a much wider set of proposals for improving the culture of both politics at all levels and the media coverage of them.

- All organisations – public, private and third sector – should take steps to ensure that, at meetings and events, both women and men appear on platforms as speakers, and editors and broadcasters should also take responsibility for commissioning contributions from both women and men as commentators and experts. Individual citizens should be encouraged to object to men-only platforms, panels and programmes.

2.3 Fawcett Society

The women's rights group, the Fawcett Society, has also produced a briefing paper regarding *Sexism and Local Government* (<http://www.fawcettsociety.org.uk/wp-content/uploads/2014/05/Fawcett-Society-Sexism-and-Local-Government.pdf>), which catalogues a number of general challenges and particular incidents faced by women in local government. The report highlights the low proportion of female councillors, evening meetings, low allowances, and political party selection processes as being particular challenges.

3. The City of Lincoln Council's position

- 3.1 Following the elections in May 2014, 12 of the Council's 33 councillors are women (36.36%). In 2009, 27.27% of councillors were women, which was in itself an increase from 21.21% in 2004. Based on these figures there appears to be a clear upward trend in the proportion of female councillors over the past 10 years.
- 3.2 However, within the Council's electoral boundaries, women make up 51.6% of the adult population. If the number of councillors elected were proportionate to the overall population, 17 councillors would be female, suggesting that there are currently approximately 30% fewer female councillors than would be expected.
- 3.3 With regard to electoral candidates, in the most recent local elections in May 2014 approximately two-thirds of the candidates were male and one-third were female. 36.36% of councillors elected in 2014 were women, meaning that the eventual return of female councillors was broadly in line with the proportion of female candidates standing.
- 3.4 As such, within Lincoln women are proportionally under represented both as candidates and as councillors. While the selection of candidates is clearly a matter for individuals and political parties, the Council has a duty to ensure that it does all it can to remove obstacles that might dissuade women from standing for election.
- 3.5 In this regard, some possible areas which might particularly affect women's inclination and capacity to undertake work as a councillor in comparison with men are likely to relate to childcare. While there is limited scope for the Council to make any changes which would lessen the overall workload of individual councillors, there is greater potential to make changes to the operation of committee meetings if members were so minded.
- 3.6 The timing of evening meetings can present particular difficulties for parents of school-age children who need to arrange childcare. While the timing of evening

meetings gives greater opportunities for those working during normal business hours, it is less convenient for those who might otherwise be able to attend daytime meetings while their children are at school.

- 3.7 The Council also offers a Childcare and Dependant Carers' Allowance of £5 per hour, which can be claimed for each child or dependant who requires cover while a member undertakes their duties. Because of the relatively low number of councillors at the Council and the high running costs it is not considered cost-effective to implement a crèche for use during meetings or at other times
- 3.8 Consideration could also be given to the number of meetings held during the summer holiday period. A number of other councils, including Lincolnshire County Council, do not normally hold meetings during the summer months. This allows members with children to more easily arrange childcare during the months when children are away from school.
- 3.9 For as long as women in broader society continue to undertake the majority of childcare duties any action undertaken by the Council is likely to have a limited impact. It is to be acknowledged that a councillor's role is often unavoidably time-consuming and so those balancing work and/or childcare are less likely to undertake the additional demands of becoming a councillor. However, any views or ideas members may have to improve the accessibility of elected office to women would be welcomed for discussion.

4. Strategic Priorities

- 4.1 The Council has a commitment to being a fit for purpose council, which could be construed as a responsibility to ensure that the Council actively seeks to encourage under-represented groups to play an active part in the Council's democratic process.

5. Organisational Impacts

5.1 Finance

There are no direct financial implications arising from this report.

5.2 Legal Implications

There are no direct legal implications arising from this report.

6. Recommendation

- 6.1 That members consider whether the Council can take any further action to improve the opportunities for the election of female councillors.

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SUBJECT: MEMBER DEVELOPMENT UPDATE

DIRECTORATE: DIRECTOR OF RESOURCES

LEAD OFFICER: CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 To provide members with an update on the delivery of member development within the Council. The Council is committed to developing its councillors to ensure they have the skills and knowledge to carry out their roles in the most effective manner. The member development programme is a key part of this process, and this report provides a summary of the current position for members' consideration. It also provides an opportunity for members to directly feed into and shape the member development process.

2. 2014/15 Summary

2.1 In addition to the new member induction programme, for the year to date the following member development or briefing events have been held:

- Anti-Social Behaviour Strategy and Anti-Social Behaviour, Crime and Police Act 2014 briefing
- Car Parking Strategy workshop
- Local Government Finance training
- Audit Committee training
- Licensing Act 2003 training
- Safeguarding briefing
- Licensing Committee training
- Planning Committee training

2.2 Training will also be delivered on media and presentation skills in the coming months and is likely to be targeted towards those members who are most likely to interact with the media in an official capacity. Any further training will be delivered in response to emerging priorities or requests from members. As ever, committee members are invited to discuss any proposals for training or development which would be of benefit to themselves or other councillors.

2.3 As has been the case in previous years, newly-elected members have been offered the opportunity to complete a personal development plan either with officers or fellow councillors. This plan gives a number of different options for potential future development as well as the freedom to suggest training which would be beneficial for individual members. Wherever possible, any development opportunities will be offered to as many councillors as feasible.

3. Webinars

- 3.1 Members have recently expressed an interest in the potential for training to be delivered via 'webinars'. A webinar is a form of training or meeting which allows participants to see and hear content over the internet. It also usually allows participants to contribute to the event either through a telephone conference call or a computer microphone.
- 3.2 For more information regarding how webinars operate, members may wish to view the following videos. The first (<http://youtu.be/Gz2wBT9gZfo>) gives a brief summary of how a webinar operates, while the second (<http://youtu.be/vJr8GdEEFL8>) is a recording of a webinar already undertaken
- 3.3 In recent years it has become more common for external training providers to offer training via webinars. However, the majority of opportunities for this remain within professional training aimed at officers. Indeed, webinars for councillors from third-party trainers remain very much the exception rather than the rule. As such, any provision of webinars would need to be delivered directly by the Council, rather than relying upon training companies or consultants.
- 3.4 Usage of webinars within local government for member training remains uncommon. Attempts have been made to seek feedback from other local authorities regarding their experiences in this area, although the response to date has been extremely limited.
- 3.5 If members were minded to progress with webinar-style training, a dedicated commercial web broadcasting platform is likely to be considerably more expensive than the Council's limited usage would justify. Instead consideration could be given to using a more limited free platform such as Skype. Using either a tablet computer or a laptop the Council would be able to broadcast a video conference call to up to 10 people. Councillors could then use tablet computers to access the online broadcast and interact with the trainer.
- 3.6 A further alternative to webinars which might broaden the reach of member development events would be to make video recordings of events. These recordings could then be shared either on DVD or via online video streaming (in the same form as commercial services such as YouTube). This would have the advantage of councillors being able to benefit from training at a time which is convenient for them. There would also be the opportunity to develop a library of recordings that would particularly benefit new councillors.
- 3.7 The principal disadvantages of recording training events would be the cost of equipment and the amount of officer time required to set-up and process recordings. If there were significant demand from councillors for this to be carried out it is likely that this could be justified based upon the increased reach of training events from which councillors might otherwise not benefit. Some external training providers might also be unwilling to have their sessions recorded in order to protect their future revenue and image rights.

It is also worth noting that many of the topics on which training and information briefings are delivered can cease to be relevant in a relatively short space of time, often owing to changing legislation, case law, or processes.

- 3.8 Members may also recall that the Council has already made use of an online training platform for councillors. The broad reaction to this platform has suggested that members prefer a traditional training format, with usage remaining extremely low despite attempts to promote its availability. As such, officers have continued to focus on providing member development events which require councillors to attend in person.
- 3.9 Members are therefore requested to offer feedback on the advantages and disadvantages of webinars or training recordings, focussing in particular on whether councillors would be likely to take advantage of any relevant opportunities.

4. Organisational Impacts

4.1 Finance

Any suggested changes to the delivery of or support for member development must be funded from within its existing budget.

4.2 Legal Implications

None.

5. Recommendation

- 5.1 That members note the current status of member development.
- 5.2 That members offer feedback regarding the options for the recording or live web-broadcasting of member development events.
- 5.3 That members provide feedback on the operation of member development, including any specific guidance on the training areas to be delivered during 2013/14 and for the new municipal year.

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SUBJECT: HOUSES IN MULTIPLE OCCUPATION DISPENSATION

DIRECTORATE: DIRECTOR OF RESOURCES

LEAD OFFICER: CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 To propose the granting of a dispensation for all elected members in accordance with the Ethics and Engagement Committee’s terms of reference.

2. Background

2.1 The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made significant changes to the interests which members were required to register and declare in relation to Council business.

2.2 As part of the Member Code of Conduct adopted by the Council, the Standards Committee assumed the powers to grant dispensations to members for the following reasons:

- (1) that so many members of the decision making body have Disclosable Pecuniary Interests in a matter that it would “impede the transaction of the business”. In practice this means that the decision making body would be inquorate as a result.
- (2) That without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter.
- (3) That the authority considers that the dispensation is in the interests of persons living in the authority’s area
- (4) That, without a dispensation, no member of the Executive would be able to participate on the matter, or
- (5) That the authority considers that it is otherwise appropriate to grant a dispensation.

3. Proposed Dispensation

3.1 At the Council meeting of 12 August 2014 a petition was received regarding the options for managing houses in multiple occupation within the city, specifically within the West End. The Policy Scrutiny Committee will be examining the matter in detail with the additional potential for the Executive to consider this matter in the future.

- 3.2 Given the potential for any changes to the current arrangements to affect either an individual ward or the city as a whole, there is the possibility that councillors could be precluded from properly debating the matters at hand as a result of a Disclosable Pecuniary Interest. Specifically, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 affect any members with 'any beneficial interest in land which is within the area of the relevant authority.' If that member is present at a meeting and is aware of his or her disclosable pecuniary interest in any matter being considered the member cannot participate in any discussion of the matter or in any vote.
- 3.3 Given the fundamental public interest in allowing residents to have their views represented in meetings by their councillors as well as the potential for any such matter to preclude the majority of councillors from participating in the meeting, the Committee is recommended to consider granting dispensations to all members under section 33 of the Localism Act 2011.
- 3.4 If members were minded to grant such a dispensation, it is recommended that the dispensation should be granted as being in the interests of persons living in the authority's area, whose elected representatives would be unable to take part in the consideration of a matter of importance to the city.

4. Finance Implications

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

5. Legal Implications

- 5.1 As established within the report, any dispensations must be granted in accordance with the provisions of the Council's Member Code of Conduct, and the relevant primary and secondary legislation.

6. Recommendations

- 6.1 That the committee consider agreeing a dispensation for a period of four years from the date of the decision for all members who meet the following criteria:
- a) the member has a disclosable pecuniary interest for a beneficial interest in land held in the area of the authority; and
 - b) the nature of the business wholly relates to the development or implementation of policies concerning houses in multiple occupation.

SUBJECT:	OPEN AND ACCOUNTABLE LOCAL GOVERNMENT
DIRECTORATE:	DIRECTOR OF RESOURCES
LEAD OFFICER:	CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 To provide a summary of the Council's position with regard to the recently enacted provisions within the Openness of Local Government Bodies Regulations 2014.

2. Openness of Local Government Bodies Regulations 2014

2.1 Under section 40 of the Local Audit and Accountability Act 2014 the Secretary of State for Communities and Local Government was empowered to create and implement regulations regarding access to local government meetings and documents.

2.2 These regulations, as laid before Parliament, included:

- automatic permission for members of the public to report on, film, photograph or make audio recordings of public council meetings.
- the requirement for councils to publish written records of any decision made by officers where the effect of the decision is to grant permissions or licences, affect the rights of individuals, award contracts or incur expenditure which materially affects the body's financial position.
- the introduction of a criminal sanction for a person who has custody of a document required to be available for public inspection and who, without reasonable excuse, intentionally refuses a request for or blocks access to that document.

2.3 The Department for Communities and Local Government has recently issued non-statutory guidance for the press and public on Open and Accountable Local Government (attached as **Appendix A**).

2.4 This report is provided for members' information to summarise the current legal position regarding public access to meetings and documents, while also noting the actions already undertaken to ensure the Council's compliance with the changed legal environment.

3. City of Lincoln Council's Position

3.1 Prior to the introduction of the new regulations, a survey undertaken to examine the openness of local authority meetings across Lincolnshire and Yorkshire, indicated that the majority of councils still restricted the reporting or recording of their meetings in some manner. The City of Lincoln Council, along with seven other

councils across the region, was highlighted in a positive manner for its unrestricted approach to public access.

- 3.2 Members will recall that the Council has already acted to ensure that people have the right to record meetings held in public, provided that no disruption is caused. This represented a change from the previous position which required any recording or photography within meetings to be authorised by the chair of the meeting.
- 3.3 The Council is also already compliant with the provisions referenced within the guidance relating to the arrangements around publicising decision making. Details of these were reported to scrutiny committee meetings during the autumn of 2012 with regard to Executive decisions. These requirements have now been extended, in part, to non-Executive decisions. The service areas likely to be affected by the new provisions relating to the publication of delegated non-Executive officer decisions summarised above have been alerted to the relevant change in the law.
- 3.4 While no specific arrangements have been made regarding the provision of 'reasonable' facilities for journalists, officers have always endeavoured to make adjustments both for the public and for journalists wherever possible, provided that the adjustments do not have a significant impact on resources or on others' access to the meeting.
- 3.5 As such, it is not considered that any further action is required at this time, although officers will continue to monitor the manner in which the new regulations take effect.

4. Strategic Priorities

- 4.1 Ensuring compliance with the Council's legal duties and making our democratic processes open and accessible to the public contributes towards the strategic priority of ensuring a fit-for-purpose council.

5. Organisational Impacts

5.1 Finance

There are no direct financial implications arising from this report.

5.2 Legal Implications

There are no direct legal implications arising from this report.

6. Recommendation

- 6.1 That members note the actions undertaken with regard to ensuring access to the Council's meetings and documents.



Department for
Communities and
Local Government

Open and accountable local government

A guide for the press and public on attending and reporting meetings of local government

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About this Guide

The national rulesⁱ have been changed to make councils, including parish and town councilsⁱⁱ, and other local government bodies such as fire and rescue authorities, more transparent and accountable to their local communities. A full list of bodies to which the rules apply is at **annex A**.

This plain English Guideⁱⁱⁱ gives practical information about what these new rules mean for members of the public attending meetings of local government bodies, including meetings of a body's committees, sub-committees and any joint committees involving two or more bodies. The Guide also covers meetings of any council's executive (i.e. the council's cabinet^{iv}), including any committees and sub-committees of the executive.

In particular, this Guide gives practical information about how members of the public can use modern technology and communication tools to report on meetings they are attending, and about how to access information on decisions taken by a body's officers or individual members. This Guide will also help the public to know when they can attend meetings of local government bodies, and what documents and information are available to them. It should also help councillors and officers to comply with the new rules.

As the Guide explains, different rules apply to different meetings, particularly meetings of a parish council or parish meeting, and the meetings of a council's executive, its committees or sub-committees.

- **Part 1** focuses on the use of various communication tools for reporting the proceedings of any meeting of a local government body which is open to the public.
- **Part 2** explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers.
- **Part 3** explains how the public can access all other meetings of a local government body, other than parish and town councils, and records of certain other decisions taken by officers.
- **Part 4** explains how the public can access meetings of parish and town councils, parish meetings and the Council of the Isles of Scilly, and records of certain decisions taken by those councils' officers.
- **Part 5** focuses on other rights that the public have to access information.

This Guide now replaces the Guide titled "Your council – going to its meetings, seeing how it works" that the department issued in June 2013.

All footnotes are listed at the end of the Guide.

Part 1 Your rights to attend and report meetings

This part of the Guide applies to all the local government bodies listed at annex A.

Why are there new national rules?

We now live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. This will ensure we have strong, 21st century, local democracy where local government bodies are genuinely accountable to the local people whom they serve and to the local taxpayers who help fund them.

Who do these rules help?

These rules help any members of the press and public who want to know about, view or report the work of local government bodies. The “press” is defined in the widest terms – including traditional print media, filming crews, hyper-local journalists and bloggers.

The new national rules^v have increased your rights to film, audio-record, take photographs, and use social media such as tweeting and blogging to report the proceedings of all such meetings that are open to the public.

Are all meetings of a local government body open to the public?

All meetings must be open to the public except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public – see Part 2 for the rules for a council’s executive, Part 3 for the rules for other local government bodies, other than parish and town councils, and Part 4 for the rules for parish and town councils.

Can I film or audio-record the meeting?

Yes, councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings.

There is no legal requirement for councils to webcast their meetings, but where councils and other local government bodies webcast any of their public meetings, they should, as a matter of good practice, notify the public.

Do I need to have advance permission to report the meeting?

No. Whilst we would encourage people to contact staff in advance if they want to film or record, equally, we would discourage any system which “vetted” journalists or restricted reporting to “approved” journalists. Councils should support freedom of the press within the law and not seek to restrict those who may write critical comments.

Can I film or audio-record a private meeting^{vi}?

The rules on the use of communication methods, such as filming and audio-recording, only require local government bodies to allow the reporting of meetings open to the public. The relevant council or local government body may not allow you to film or audio-record its private meetings. You may also not be allowed to leave recording equipment in the room where a private meeting is held for the purpose of reporting on the meeting.

Can I tweet or blog a council or local government body meeting?

Yes, the new rules^{vii} allow for reporting of meetings via social media of any kind. Therefore bloggers, tweeters, and for example, Facebook, YouTube users and individuals with their own website, should be able to report meetings. You should ask your council for details of the facilities they are providing for reporting.

If I am a councillor, can I tweet or blog during council meetings?

The national rules do not prevent councillors from tweeting and blogging at meetings, so they should be able to do so provided it is not disruptive and does not detract from the proper conduct of the meeting. Whilst councillors are expected to comply with their body’s code of conduct, this should not prevent councillors from tweeting or blogging when appropriate.

What sort of facilities will my council or local government body provide?

Councils or local government bodies are required to provide “reasonable facilities” to facilitate reporting. This should include space to view and hear the meeting, seats, and ideally a desk. Councils and local government bodies should use their common sense to determine the range of reasonable facilities they can actively provide to support the free press in all its forms.

To facilitate public scrutiny and public reporting, local authorities should not conduct their meetings in foreign languages.

Will I be allowed to film, tweet, blog or audio-record the meetings of other bodies not listed in annex A?

The Government message is that all public bodies should adopt maximum openness and transparency. This is also essential for bodies or groups making decisions for their local area because they are expected to be open and transparent in their decision-making. While the new national rules do not apply to some local groups such as neighbourhood forums and Local Enterprise Partnerships, such groups are encouraged, when having public meetings, to embrace the use of modern technology and should allow the same filming, audio-recording, taking of photographs, tweeting and blogging as applied to local government bodies, particularly if they are in receipt of public funds. This will give local people the opportunity to see how decisions are being made that affect their community.

Are there any limits to what I can say in a tweet or video I publish?

The law of the land applies – including the law of defamation and the law on public order offences (see the Crown Prosecution Service guidance on social media^{viii}).

Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

Are there other limits that I should be aware of?

The council or local government body should consider adopting a policy on the filming of members of the public, and ensure that they protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.

Will I be able to provide commentary during the meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. The new rules do not permit oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.

Can I be asked to leave a meeting because I'm taking photographs, filming or audio-recording the meeting or using social media?

Generally, people attending public meetings must be readily able to film, audio-record, take photographs or use social media. Councils and other local government bodies must take steps to ensure this is the case. However, those undertaking these activities must not act in a disruptive manner, which could result in being excluded from the meeting.

What is disruptive behaviour?

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- moving to areas outside the areas designated for the public^{ix} without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- asking for people to repeat statements for the purposes of recording.

You may be excluded from a meeting if you act in a disruptive manner.

Can I leave recording equipment in a public meeting room and record without being present?

There is no legal prohibition, however, under the national rules, the local government body may require any such recording to stop if at any stage the meeting becomes a private meeting.

But the local authority says reporting is a breach of its Standing Orders?

It is a legal duty for the local government body to follow the new provisions. If a local government body's existing Standing Orders are not fully in line with the new legislation, in the short-term, we recommend they simply waive the relevant provisions of those old Standing Orders which could be taken to inhibit the new reporting rules, and then take steps to update formally its Standing Orders.

Part 2 Access to meetings and documents of a council's executive

This Part explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers. A council's executive (i.e. the council's cabinet) is its main decision making body consisting of an elected mayor or leader and a number of councillors. This Part applies to councils with either a leader and cabinet or elected mayor and cabinet. It does not apply to councils operating the committee system or other local government bodies listed in Annex A.

What are the national rules for access to meetings and documents of a council's executive?

The national rules are principally provided by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which introduced significantly greater transparency and openness into the meetings of a council's executive, its committees and sub-committees. The rules also strengthen the rights of councillors to access information about items to be discussed at a public or private meeting of their council's executive.

Who can make an executive decision in my council?

The decision maker can be the executive, its committees and sub-committees, joint committees, joint sub-committees, individual councillors, and officers who have delegated responsibility from the executive to make executive decisions. Your council may have local rules^x that will explain who may make a decision.

Attending the meetings of your council's executive

How will I know about a forthcoming public meeting of my council's executive?

Your council must give a notice of the meeting at least 5 clear days before it takes place. The details of the meeting must be published at your council's offices and on its website where practicable. The agenda must be published with any background papers. No item can be considered if the item is not available for inspection by the public with 5 clear days' notice.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda, public report and background papers must be published as soon as the item is added to the agenda. In some circumstances, the whole or part of a

report may not be available for public inspection because it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

Can I obtain a copy of the agenda and other relevant papers for a public meeting of my council's executive?

Yes, your council must provide you with a copy of the agenda, and other relevant papers once you have made payment of postage and/or copying charge. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Can a council's executive choose to meet in private?

All meetings of an executive including meetings of its committees or sub-committees must be open to the public, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.

The rules require a meeting of an executive to be closed to the public in two specific circumstances:

- If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of confidential information; or
- a lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

In addition, a meeting can also be closed to the public where the executive so decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the executive if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement forcing councils to discuss exempt information in private.

What is confidential information?

Confidential information means:

- information provided to the council by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

Can I be asked to leave a public meeting?

Yes. As a member of the public you can be asked to leave a meeting so that the executive, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained.

How will I know about a private meeting of my council's executive?

Prior to holding a private meeting, your council must have published on its website and at its offices at least 28 clear days' notice of its intention to consider a matter in private and the reasons for the private meeting. This is to ensure that members of the public have reasonable opportunity to make representations as to why the proposed private meeting should not be held in private.

At least 5 clear days before the meeting, your council must confirm its intention to go ahead with the private meeting through another notice on its website and at its offices. This second notice has to include details of any representations received and the council's response to them.

Can a private meeting of my council's executive be held if 28 days' notice is not given to the public?

A private meeting can only be held without 28 days' notice after the agreement of the Chairman of the Overview and Scrutiny Committee has been obtained that the meeting is urgent and cannot reasonably be delayed. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or, in their absence, the Vice Chairman) must be obtained. If this agreement is granted the council must publish a notice about why the meeting is urgent and cannot be deferred. This notice must be available at its offices and on their website. If agreement is not given then the meeting must either be held in public, or the council must comply with the 28 day notice requirements.

Can I attend an executive's pre-briefing meeting with local authority officers?

No. The rules apply only to when councillors meet as a decision making body to exercise their statutory executive responsibilities. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council's executive, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require a council to keep records of any executive decisions^{xi} made as soon as reasonably practicable after any public meeting. The written records must reflect the following information:

- Details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest of an executive member of the decision-making body; and
- a note of dispensation granted by the Head of Paid Service in respect of any declared conflict of interest.

You can then inspect the records and any reports considered at the meeting at your council's offices and on the council's website if it has one. All of these documents can be inspected for six years beginning from the date of the meeting apart from background papers which can be inspected for four years beginning from the date of the meeting. These records may be kept in electronic format.

Apart from information about meetings, are there other means of knowing about decisions likely to be made by a council's executive, its committees and sub-committees?

Yes. The national rules require a council to publish its intention to make a key decision^{xii} in a document at least 28 clear days prior to when the decision is intended to be made. The notice has to include details of the individual or executive body that will make the decision, the matter that is subject to a decision, other documents to be considered, and where these other documents are available. This notice document must be available at the council's offices and on its website before the decision is made.

This allows you to have sufficient knowledge in advance of those decisions that will be of genuine concern to you and your local communities.

Can a key decision of a council's executive^{xiii} be made without giving the 28 days' notice?

Yes, provided the following requirements are met:-

- the relevant Overview and Scrutiny Committee Chairman is informed in advance and in writing (or all the members of the Overview and Scrutiny Committee) about what the decision is concerning;
- a notice about the key decision to be made is made available for inspection at the council's offices and published on the website; and
- 5 clear days elapse following the day a notice is published about the key decision to be made.

If there is a case of special urgency, for example an urgent decision on a negotiation, expenditure or contract, the decision must only be made if the agreement of the Overview and Scrutiny Committee Chairman is received. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or in their absence the Vice Chairman) must be obtained. If agreement is given, a notice explaining why the decision is urgent and cannot reasonably be deferred, must be published and should be available at the council's offices and on its website as soon as reasonably practicable.

Can 28 days' notice of a key decision also provide 28 days' notice required for a council executive's private meeting?

It is up to your council to decide whether the 28 day key decision document should contain the details required for a private meeting notice. Where there is an intention to make a key decision at a private meeting, your council must comply fully with all the national rules.

Can my council's executive make key decisions and not follow the national rules?

No. Councils must comply with all the national rules since they are prescribed by law. Should a decision be made without applying the key decision rules because the council thinks that the decision is not a key decision, but subsequently the Overview and Scrutiny Committee decides the decision is a key decision, the executive may be asked to submit a report to the full council.

Executive decisions by an individual member or officer

Can an individual member or an officer of a council's executive take decisions on matters that are the executive's responsibility?

Yes, where the rules of your council allow this. Decision makers can be individual councillors, and officers who have delegated responsibility from the executive to make executive decisions.

How will I know about an executive decision taken by a member or officer?

When a member or officer takes a decision on matters that are the responsibility of the council's executive, this must be recorded in writing. The form of the written record is for the council to decide, but the following should be included:

- details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest declared by any executive member consulted in relation to the decision; and
- a note of dispensation granted in respect of any declared conflict of interest.

Are all decisions made by councils' officers to be so recorded?

No. The requirement to record decisions extends only to "executive decisions". Executive decisions can sometimes be defined in your council's rules. Decisions which are taken by officers under specific delegations from a meeting of their council's executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council's rules and are not in this "executive decisions" category; as such they do not need to be recorded.

The decisions that should be not recorded might include the following examples:

- Decisions to allocate social carers to particular individuals, or for example, to provide walking aids;
- decisions to allocate a social housing unit to an applicant or to send someone to carry out repairs;
- decisions to review the benefit claims of an individual applicant and
- decisions to allocate market stalls to individual traders.

Where officers have been empowered to act on behalf of their council's executive, examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values;
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and/ or provision of allotment land and green spaces;
- awarding of Discretionary Rate Relief
- the opening hours of local libraries; and
- the holding of car boot sales/markets on council-owned land.

This is not intended to be an exhaustive list, rather a series of examples to illustrate that, in the interests of maximum transparency, these Regulations require more than just key decisions to be recorded.

Ultimately it is for local decision makers to decide what information should be recorded on the basis of the national rules.

How can I see any records of decisions taken by executive members or officers?

Once a record of executive decisions taken by an executive member or officer has been made, you should be able to inspect the record at the council's offices and on its website as soon as reasonably practicable.

However you will not be able to see some of the information if it is considered to be either confidential or exempt information.

Can I ask for a copy of any records of executive decisions?

Yes. You can ask for a copy of any documents relating to executive decisions and your council should supply the information once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Your rights as a councillor

If I am a councillor, do I have any right to access meeting documents?

As a councillor, you can inspect any document that contains material to be discussed at least 5 days before a public meeting is held. In case of a private meeting or decision made by an individual executive member or officer, you can inspect the document within 24 hours of the conclusion of the meeting or the decision being made.

In addition, if you are a member of an overview and scrutiny committee, you can ask for any document that contains business transacted at a meeting of the executive, its committees or sub-committees or officer of the authority. The executive must provide the

document within 10 days after it (the executive) receives the request. In an instance where the executive cannot release the whole or part of the document, the executive must provide you with a written explanation.

What other rights do councillors have to inspect documents of their councils?

In addition to the rights conferred on councillors by these Regulations in relation to executive decision making, councillors also have statutory rights to inspect documents of the council and its committees under Part 5A of the Local Government Act 1972. Councillors may also request information held by their council under the Freedom of Information Act 2000 (or the Environmental Information Regulations 2004 in relation to environmental information). Councillors may have rights under the common law to inspect such documents held by their council as are reasonably necessary for them to perform their duties.

What happens if documents relating to executive decisions are not made public?

It is a criminal offence if, without a reasonable excuse, a person who has in his or her custody a document^{xiv}, which the national rules require to be made available to the public, refuses to supply the whole or part of the document or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she can be fined up to £200^{xv}.

Part 3 Access to non-executive meetings and documents of a local government body, other than parish and town councils

This Part explains how the public can access all meetings (other than those of a council's executive) of a council or other local government body, other than parish and town councils. These meetings include those of a body's committees, sub-committees and any joint committees involving two or more local government bodies. It also explains how to access the records of certain non-executive decisions taken by the officers of local government bodies, other than parish and town councils.

Attending the meetings

How will I know about a forthcoming meeting of my council or local government body which will be open to the public?

Your council or local government body must give a notice of the meeting at least 5 clear days before a public meeting is held. The details of the meeting, such as the time and place, must be published at your council or local government body's offices. The notice may also be published on the body's website where practicable. You can also inspect the agenda and any background papers at least 5 clear days before the meeting.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda and background papers must be published as soon as the item is added to the agenda.

An item that is not on the agenda can only be considered in special circumstances if the chairman is of the opinion that the item should be considered at the meeting as a matter of urgency. Any such special circumstances should be specified in the minutes.

How can I obtain a copy of the agenda and other relevant papers for a public meeting?

If you are representing a newspaper, your council or local government body must provide you with a copy of the agenda and any background upon payment of postage and/or copying charge. Councils and local government bodies are encouraged to provide a similar service to other members of the public upon request and payment of postage and/or copying charge.

In some circumstances, the whole or part of a report may not be available for public inspection if it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Can a meeting be held in private?

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information; and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

What is confidential information?

Confidential information means:

- information provided to the council or local government body by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

Can I be asked to leave a public meeting?

Yes. As a member of the public you can be asked to leave a meeting so that the council or local government body, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained. The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

How will I know about a private meeting of my council or local government body?

The rules do not require your council or local government body to notify the public if a meeting will be held in private. However, where part of a public meeting will be held in private, it should be explained when the public is notified of the meeting.

Can I attend a pre-briefing meeting with local authority officers?

No. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council or local government body, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the council or local government body to make the following documents available for inspection after a public meeting:

- a copy of the minutes;
- a summary of the proceedings, where applicable;
- a copy of the agenda;
- a copy of any report for the meeting as relates to any item during which the meeting was open to the public; and
- a copy of a list of the background papers for any report for the meeting.

You can then inspect the records and any reports considered at the meeting at your council or local government body's offices and on the council or local government body's website if it has one. All of these documents can be inspected for six years, apart from background papers which can be inspected for four years beginning from the date of the meeting.

Decisions by officers

Can an officer take decisions on matters that are the council or local government body's responsibility?

Yes, where the council or local government body's rules^{xvi} allow this.

How will I know about decisions made by officers?

The new national rules require the recording of certain decisions^{xvii} taken by officers acting under powers delegated to them by a council or local government body, its committees or sub-committees or a joint committee. The written record must be available for inspection at the council or local government body's offices and on the website if it has one^{xviii}, as soon as reasonably practicable, and should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

Where a decision is taken under a specific express authorisation, the names of any member of the council or local government body who has declared a conflict of interest must be recorded.

The relevant council or local government body must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

Can I see all decisions made by my council or local government body's officers?

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation and to only three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to "grant a permission or licence"; that "affect the rights of an individual" (i.e. to change an individual's legal rights)^{xix}; or to "award a contract or incur expenditure which, in either case, materially affects^{xx} that relevant local government body's financial position".

Officers take many administrative and operational decisions about how they go about their day to day work within the council's or local body's rules. These decisions will not need to be recorded.

You will not be able inspect some recorded decisions if the whole or part of the records contain confidential or exempt information.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values (the values will vary according to the relevant council or local government body);
- a decision to carry out major road works;
- determination of licencing applications, building control decisions and notices; and
- decisions to give listed building consents.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published includes the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as giving permission to a local society to use the authority's premises;
- decisions on operational matters such as day to day variations in services;
- decisions to give business relief to individual traders;
- decisions to review the benefit claims of an individual applicant; and
- decisions taken in response to requests under the Data Protection Act 1998 or the Freedom of Information Act 2000.

These are a few selected examples and not an exhaustive list. It is for the council or local government body to decide what information should be recorded on the basis of the national rules.

Can I ask for a copy of any records of decisions taken by an officer of my council or local government body?

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council or local government body.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

What happens if documents relating to decisions are not made public?

It is a criminal offence if, without reasonable excuse, a person with custody of a document^{xxi} (which is required by the national rules to be made available to the public),

refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200^{xxii}.

Part 4 Access to meetings and documents of parish and town councils

As a member of the public, you have the right to attend the annual parish and town meeting, as well as the meetings of parish and town councils^{xxiii}, and of the Council of the Isles of Scilly. This Part explains how the public can access meetings of these councils and records of certain decisions taken by those council's officers.

Attending meetings of parish councils and the Council of the Isles of Scilly

How will I know about a forthcoming meeting of a parish or town council or the Council of the Isles of Scilly which is open to the public?

Parish and town councils and the Council of the Isles of Scilly must give notice of their meeting at least 3 clear days before it takes place. Where a parish meeting^{xxiv} is called, at least 7 clear days' notice must be given.

Notice of the meeting specifying the business to be discussed must be placed in a central conspicuous place within the parish or area at least 3 clear days before the meeting. These councils are also encouraged to place copies of the agenda, meeting papers and notice of meetings at offices and on their website, if they have these facilities.

Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

What is confidential information and publicity prejudicial to the public interest?

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

Can I be asked to leave a public meeting?

Yes. As a member so the public you can be asked to leave a meeting so that the council can discuss matters in private, but only in the limited circumstances described above. The rules also do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your parish and town council, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the parish and town councils to make a copy of the minutes available for inspection after a public meeting.

You can inspect the minutes at your council's offices and on the council website if it has one.

Decisions by officers

Can an officer take decisions on matters that are the parish or town council's responsibility?

Yes, where the parish or town council's rules allow this.

Are there means of knowing about decisions made by individuals?

Yes. The rules require the recording of certain decisions^{xxv} taken by officers acting under powers delegated to them by a parish or town council, its committees or sub-committees or a joint committee. The written record should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

You can see these records of decisions made by officers along with any other background papers because they have to be available for inspection at the council's offices and on its website as soon as is reasonably practicable after the decisions are made^{xxvi}.

The relevant parish or town council must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

Can I see all decisions made by my parish or town council's officers?

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation, and only to three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to “grant a permission or licence”; that “affect the rights of an individual” (i.e. to change an individual’s legal rights)^{xxvii}; or to “award a contract or incur expenditure which, in either case, materially affects^{xxviii} that relevant local government body’s financial position”.

Officers take many administrative and operational decisions on how they go about their day to day work within the council’s rules. These decisions will not need to be recorded.

You will not be able inspect some recorded decisions if the whole or part of the records contain confidential information or any other information, which its publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- decision to renew a lease to an Allotment Association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- a decision to sign an allotment tenancy agreement;
- decisions to allocate burial plots; and
- decisions to book rooms or sports grounds; and decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.

Can I ask for a copy of any records of decisions taken by an officer of my parish or town council?

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage,

copying or any other necessary charge for transmission which will be determined by your parish or town council.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

What happens if documents relating to decisions are not made public?

It is a criminal offence if, without reasonable excuse, a person with custody of a document^{xxix} which is required by the national rules to be made available to the public, refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200^{xxx}.

Part 5 Your other rights of access to information

Are there other rights I can exercise?

The Local Government Transparency Code sets out the minimum datasets that your local authority should publish. These include spending transactions valued over £500, salaries of senior staff, organisational charts, contracts and the location of public land and assets. The Code applies to local authorities, including parish councils with annual income or expenditure (whichever is the higher) over £200,000^{xxxi}. Local authorities with annual income or expenditure of above £6.5m will soon be statutorily required to comply with Part 2 of the Code when the relevant regulations are in place. You can obtain further information on this from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308185/Local_Government_Transparency_Code_2014_Final.pdf

You can inspect a council's detailed financial accounts, ledgers and records under section 15 of the Audit Commission Act 1998. In addition, the Accounts and Audit (England) Regulations 2011^{xxxii} cover checking not just the accounts, but also "all books, deeds, contracts, bills, vouchers and receipts related to them". More information on this right is available at: <https://www.gov.uk/government/policies/making-local-councils-more-transparent-and-accountable-to-local-people/supporting-pages/peoples-rights-to-see-council-accounts>

Also, you have the right to request information held by your council by submitting a Freedom of Information Act request to your council (a similar regime exists in relation to environmental information under the Environmental Information Regulations 2004). Information on the Freedom of Information Act and data protection is available on the Information Commissioner's Office website at: <http://ico.org.uk/>

You have certain rights to re-use for your own purposes documents held by the council under the Re-use of Public Sector Information Regulations 2005. These Regulations provide that any request for re-use must be in writing, and where possible and appropriate the council must make the document concerned available for re-use by electronic means. More information is available at:

<http://www.legislation.gov.uk/ukxi/2005/1515/introduction/made>

Where can I find the legislation relating to access to local government bodies' and council's executive meetings and information?

The relevant legislation about access to local government body meetings and information is in Section 40 of the Local Audit and Accountability Act 2014. The relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2014/2/section/40>

The detailed provisions on how any person can report on the meetings of a local government body are in The Openness of Local Government Bodies Regulations 2014 which can be found at:

<http://www.legislation.gov.uk/id/uksi/2014/2095>

The legislation relating to access to information regarding decisions made by council executives, and their committees, sub-committees and joint committees is Part 1A of the Local Government Act 2000 – see sections 9G and 9GA. This part was inserted as a result of amendments made by the Localism Act 2011 and the relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/2/part/1>

The detailed provisions on the rights to attend meetings and obtain information of an executive are in the secondary legislation made under the 2000 Act, that is the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which can be found at:

<http://www.legislation.gov.uk/uksi/2012/2089/contents/made>

The legislation relating to access to meetings and documents of a council and other local government bodies can be found in Part VA of the Local Government Act 1972, available at the following link:

<http://www.legislation.gov.uk/ukpga/1972/70/part/VA>

The legislation relating to access to meetings of a parish or town council can be found at section 1 the Public Bodies (Admission to Meetings) Act 1960, available at the following link:

<http://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

Annex A – Description of the local government bodies that are covered by the new rules

- (a) a district council,
- (b) a county council in England,
- (c) a London borough council,
- (d) the London Assembly (Greater London Authority),
- (e) the Common Council of the City of London in its capacity as a local authority or police authority,
- (f) the London Fire and Emergency Planning Authority,
- (g) Transport for London,
- (h) a joint authority established under Part 4 of the Local Government Act 1985,
- (i) an economic prosperity board,
- (j) a combined authority,
- (k) a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (l) a National Park Authority for a National Park in England,
- (m) the Broads Authority,
- (n) the Council of the Isles of Scilly,
- (o) a parish council, and
- (p) a parish meeting.

The new national rules also apply to the committees, sub-committees and joint committees of these local government bodies.

Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

The qualifications to the list of exempt information are as follows:

- A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under--
- [the Companies Acts (as defined in section 2 of the Companies Act 2006)];
 - the Friendly Societies Act 1974;
 - the Friendly Societies Act 1992;
 - the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;
 - the Building Societies Act 1986; or
 - [(f) the Charities Act 2011.
- B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

C. Information which—

falls within any of numbers 1 to 7 above; and
is not prevented from being exempt by virtue of number A or B above,

is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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- ⁱ The new national rules are in The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089).
- ⁱⁱ A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- ⁱⁱⁱ The Guide should not be taken as providing any definitive interpretation of the statutory requirements on councils, members, officers, or of public rights: those wishing to address such issues should seek their own legal advice.
- ^{iv} A council's cabinet is its main decision making body, consisting of an elected mayor or leader and a number of councillors.
- ^v Part 2 of the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...)
- ^{vi} "Private meeting" is a meeting or part of a meeting during which the public are excluded for limited and certain circumstances described in the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012
- ^{vii} Regulation 4 of The Openness of Local Government Bodies Regulations 2014
- ^{viii} http://www.cps.gov.uk/legal/a_to_c/communications_sent_via_social_media/
- ^{ix} Any area designated for the public should be appropriate for filming, audio-recording and photographing.
- ^x Each council has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- ^{xi} An "executive decision" means a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the executive of a local authority.
- ^{xii} "key decision" means an executive decision which, is likely—
to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.
- ^{xiii} All references to 'a council executive' should be construed to include the executive's committees and sub-committees, joint committees, and joint sub-committees.
- ^{xiv} A document can be the written record of executive decisions made by an executive member or officer or any other background papers.
- ^{xv} This fine could change to reflect any future changes in legislation and/or national policy.
- ^{xvi} Each council or local government has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- ^{xvii} Regulation 7(2) of the 2014 regulations.
- ^{xviii} If a local government body does not have offices or a website, other appropriate means should be used to allow you to access these documents, such as publishing the information on a website of another local authority body in the area.
- ^{xix} These decisions do not include decisions taken pursuant to an existing framework of rights.
- ^{xx} As the financial position of bodies affected by these rules varies, what constitutes the material threshold is a judgement that should be made by individual bodies.
- ^{xxi} A document can be the written record of decisions made by an officer, or any background papers.
- ^{xxii} This fine could change to reflect any future changes in legislation and/or national policy.
- ^{xxiii} A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- ^{xxiv} A parish meeting is a meeting for all of the local government electors of the parish. This can be in the case of an annual meeting in an area where there is a separate parish council, or any meeting of local government electors where there is no separate parish council.
- ^{xxv} Regulation 7(2) of the 2014 regulations.
- ^{xxvi} If a parish or town council does not have offices or a website, other appropriate means should be used to make the papers accessible to the public, such as publishing the information on the website of the local principal authority.
- ^{xxvii} These decisions do not include decisions taken pursuant to an existing framework of rights.
- ^{xxviii} As the financial position of bodies affected by these rules varies, what constitutes the 'material threshold' is a judgement that would be made by individual bodies.
- ^{xxix} A document can be the written record of decisions made by an officer, or any background papers.
- ^{xxx} This fine could change to reflect any future changes in legislation and/or national policy.

^{xxxi} The government has recently consulted on a new transparency code for certain authorities with a turnover not exceeding £25,000 pa, which will act as a substitute for routine external audit. The draft code is available at: <https://www.gov.uk/government/consultations/draft-transparency-code-for-parish-councils>

^{xxxii} Under the new Audit framework, this right is restated in Section 26 of the Local Audit and Accountability Act 2014. The Government will be consulting shortly on draft regulations in relation to the new arrangements. Some changes are proposed to the framework for exercising public rights, but broadly the aim is to simplify and clarify arrangements. The intention is for the regulations to be in place for the accounting period 2015-16.

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SUBJECT:	WORK PROGRAMME UPDATE
REPORT BY:	DIRECTOR OF RESOURCES
LEAD OFFICER:	CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

- 1.1 To put forward the current Ethics and Engagement Committee work programme for consideration by members.

2. Work Programme Summary

- 2.1 The work programme is attached as **Appendix A**, and was agreed at the last meeting of the Committee.
- 2.2 Members are encouraged to put forward any proposals for relevant matters of concern or interest to them or the residents of their ward which the Ethics and Engagement Committee may be able to consider.

3. Changes Made to the Work Programme

- 3.1 At the meeting of 17 March 2014, the work programme for 2014/15 was agreed. Work on the three primary strands of the Committee's work has been staggered throughout the year. There is flexibility within the work programme to react to changing priorities as necessary.

4. Organisational Impacts

- 4.1 Finance
There are no direct financial implications arising from this report.
- 4.2 Legal Implications
Any additions to the work programme should be made in accordance with the scope of the Committee as established within its terms of reference.

5. Recommendation

- 5.1 That the Committee consider the work programme and propose any suitable changes if necessary.
- 5.2 That the Committee consider items scheduled for the next meeting and any necessary arrangements relating to them.

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Ethics and Engagement Committee Work Programme 2014/15

23 June 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> ▪ To note the issues raised and consider a suitable response if required.
Defamation Act 2013	To update guidance on defamation as a result of the recently-implemented change in the law.	<ul style="list-style-type: none"> ▪ To consider the guidance, offer any suggestions for amendments, and to recommend circulation to other elected members
Member Induction Review	Following consideration of the plans for the induction of any newly-elected councillors in May 2014, this will provide an opportunity for members to consider the outcome of the induction provided to new members.	<ul style="list-style-type: none"> ▪ To consider the delivery of member inductions and to offer any recommendations for future improvement.
Local Democracy Week Update	To update members on the plans for Local Democracy Week 2014.	<ul style="list-style-type: none"> ▪ To consider the arrangements made and recommend any suitable changes.
Boundary Review	The City of Lincoln Council's boundaries are being reviewed by the Boundary Commission, which involves an assessment of the relative number of electors in each electoral ward.	<ul style="list-style-type: none"> ▪ To note the consultations undertaken as part of the boundary review and to offer comment on the potential impact for the city's electors.
State of the City Debate	Following consideration of the best means to promote constructive debate within Council meetings, members recommended trialling a State of the Area debate.	<ul style="list-style-type: none"> ▪ To note and guide the development of the debate.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> ▪ To agree the work programme. ▪ To consider the arrangements for the next meeting.

1 September 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Increasing the Diversity of Electoral Candidates	Across the United Kingdom, elected members in local government are often disproportionately drawn from certain sections of the population, with significant disparities existing in areas such as race, gender, and age.	<ul style="list-style-type: none"> To determine whether any barriers to a broader range of electoral candidates exist that the Council could reasonably address, noting that the Council has no role in influencing the selection process of political parties.
Member Development Update	Member development has become increasingly important in recent years as the Council seeks to ensure elected members have the skills and knowledge to perform their roles as effectively as possible.	<ul style="list-style-type: none"> To consider the current provision of member development and offer guidance on its future operation.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> To agree the work programme. To consider the arrangements for the next meeting.

27 October 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Local Democracy Week Review	To update members on the events held during Local Democracy Week.	<ul style="list-style-type: none"> To consider any positive and negative outcomes from Local Democracy Week with a view to future arrangements.
Polling Station Review	To advise on the outcome of the consultation carried out in respect of the Polling District and Places Review and recommend to Council a Schedule of Polling Stations for	<ul style="list-style-type: none"> To recommend to Council proposals for Polling Districts, Places and Stations for future elections.

	approval.	
Individual Electoral Registration	Individual electoral registration (IER) is being introduced across the country, shifting the process for registering electors from a household to an individual basis.	<ul style="list-style-type: none"> ▪ To consider the manner in which IER is being implemented within Lincoln and the potential impact upon voter registration.
Increasing Democratic Engagement with Young People	The Committee has made particular efforts to engage with young people in recent years and will seek to continue its democratic engagement projects.	<ul style="list-style-type: none"> ▪ To consider the manner in which the Council engages with young people
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> ▪ To agree the work programme. ▪ To consider the arrangements for the next meeting.

8 December 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> ▪ To note the issues raised and consider a suitable response if required.
Encouraging Electoral Engagement	Turnout in Lincoln's local government elections, in common with many other areas of the country, is often below 30%, meaning that the majority of electors are choosing not to exercise their right to vote, while others entitled to vote may not even be registering to do so.	<ul style="list-style-type: none"> ▪ To examine voter registration and electoral turnout, and to discuss the manner in which this can be improved.
Local Decision-Making	The Council may appoint area committees as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.	<ul style="list-style-type: none"> ▪ To assess whether introducing area committees would improve the operation of the Council and links with communities.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> ▪ To agree the work programme. ▪ To consider the arrangements for the next meeting.

2 February 2015

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Committee Structure and Terms of Reference	The Committee's terms of reference extend to considering the governance of the Council. The Committee is therefore requested to consider whether overall committee structure remains appropriate to the Council's functions.	<ul style="list-style-type: none"> To offer views on the appropriateness of the committee structure for the Council's business.
Petition Scheme Review	The Council adopted a petition scheme in April 2010 setting out how petitions will be handled. Since that time, the scheme has not been formally reviewed to assess its effectiveness.	<ul style="list-style-type: none"> To consider whether Petition Scheme would benefit from any revisions.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> To agree the work programme. To consider the arrangements for the next meeting.

23 March 2015

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Member Development Update	Member development has become increasingly important in recent years as the Council seeks to ensure elected members have the skills and knowledge to perform their roles as effectively as possible.	<ul style="list-style-type: none"> To consider the current provision of member development and offer guidance on its future operation.
Work Programme 2015/16	The Committee's work programme is agreed on an	<ul style="list-style-type: none"> To agree the work programme for

	ongoing basis in consultation with the Chair and the Committee.	2015/16. ▪ To consider the arrangements for the next meeting.
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