

ETHICS AND ENGAGEMENT COMMITTEE

Monday, 21 March 2016

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Geoff Ellis (Chair), Liz Maxwell (Vice-Chair), Carol Daniel, Tony Gray, Ronald Hills, Adrianna McNulty, Ric Metcalfe, Edmund Strengiel and Loraine Woolley

Substitute member(s): Councillors Marika Riddick, Gill Clayton-Hewson and Ralph Toofany

Independent Person(s): Chris Elkington and Roger Vine

Officers attending: Democratic Services and Becky Scott

A G E N D A

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1. Confirmation of Minutes - 7 December 2015	3 - 8
2. Declarations of Interest	
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 Loraine Woolley (<i>in the Chair</i>)
Councillors:	Gill Clayton-Hewson (substituted for Tony Gray), Carol Daniel, Gary Hewson (substituted for Geoff Ellis), Ronald Hills, Jackie Kirk (substituted for Liz Maxwell), Adrianna McNulty, Ric Metcalfe and Edmund Strengiel
Independent Person(s):	Chris Elkington and Roger Vine
Apologies for Absence:	Councillor Geoff Ellis, Councillor Liz Maxwell and Councillor Tony Gray

17. Election of a Chair

In the absence of the Chair and Vice Chair, members were invited to nominate a replacement chair for the meeting.

It was therefore proposed, seconded, and RESOLVED that Councillor Woolley be appointed as Chair.

18. Confirmation of Minutes - 21 September 2015

RESOLVED that the minutes of the meeting held on 21 September 2015 be confirmed.

19. Declarations of Interest

No declarations of interest were received.

20. Individual Electoral Registration - Update

Steve Swain, the Principal Democratic Officer:

- a) presented a report updating members on progress made with the Individual Electoral Registration programme.
- b) invited members' questions and comments.

Members noted that relatively few students appeared to be registered on university campuses. The Principal Democratic Officer advised that students were not obliged to register at their term-time addresses if they remained registered at home. Typically, the number of students registered increased in years when general elections were held.

Members questioned whether greater prominence could be given to the threat of fining those who did not register to vote. The Principal Democratic Officer responded that pursuing offenders through the courts was very time-consuming and expensive. In a time of straitened resources, it was not common for councils to prioritise this type of action.

Members discussed whether the new system of registration was more straightforward and questioned whether uptake was higher or lower. The Principal Democratic Officer advised that as it was no longer possible to carry forward people

who failed to register on an annual basis, the number of registered electors had reduced. Efforts continued to contact approximately 3,500 people who had not confirmed their registration.

Members questioned what the current number of registered electors was and expressed interest in gathering data for comparator councils. The Principal Democratic Officer responded that there were approximately 61,000 people currently registered.

Members questioned what the main reason was for the drop in the number of students registered to vote each year. The Principal Democratic Officer responded that first-year students in halls of residence were particularly unlikely to register to vote as they often retained their home registration and were more difficult to contact than students living in private houses.

Members questioned whether the Individual Electoral Registration would be easier to manage in the future. The Principal Democratic Officer noted that people were increasingly willing to respond to electoral forms digitally which improved processing times. However, a minority of potential electors required a disproportionate degree of effort in encouraging them to register to vote.

The Reserve Independent Person questioned whether carrying out additional work to encourage registration on an annual basis was the most effective use of resources. The Principal Democratic Officer responded that the Council's electoral system ordinarily meant that at least one election was held every year, meaning that any reduction in the frequency of the Council's efforts to encourage registration could jeopardise people's ability to vote.

Members questioned whether there were any benefits to electors or councils through registering to vote, other than allowing people to take part in elections. The Principal Democratic Officer highlighted the use of the electoral register in allowing credit reference agencies to carry out checks on potential borrowers. However, local authorities were unable to set charges which reflected the work required to produce the electoral register, meaning that credit reference agencies acquired electoral registers at a flat rate fee of £10 plus £1.50 for every 1,000 electors.

RESOLVED that the report be noted.

21. Code of Conduct: Cases Review

Becky Scott, the Legal and Democratic Services Manager:

- a) presented a report containing information on recent cases relating to other local authorities' codes of conduct.
- b) summarised the cases within the report, noting the particular areas which members might wish to consider.
- c) invited members' questions and comments.

Members:

- noted that the highlighted complaints appeared to have been a waste of resources for the investigating councils, with councillors having behaved within the bounds of acceptable behaviour.

- discussed their previous experience of complaints made locally, and noted that expectations of councillors' behaviour varied between meetings, with particular latitude given for political debate in full council meetings.

RESOLVED that the report be noted.

22. Improving Member Development Attendance

Becky Scott, the Legal and Democratic Services Manager:

- a) presented a report, which had been requested at the previous meeting of the Committee.
- b) drew members' attention to the options available for improving member development attendance rates and the current attendance rate at member development events.
- c) invited members' questions and comments.

Members:

- discussed the manner in which the attendance statistics were compiled and expressed the general view that a mean 49% attendance rate at member development events was acceptable and likely to be in keeping with other local authorities.
- considered the opportunities for using video conferencing to avoid members having to attend City Hall in person.
- debated whether there was any merit in gathering information as to why members had been unable to attend events and questioned whether any practical response would be possible once the information had been received.
- emphasised the importance of ensuring suitably high attendance in order to be sure that the cost of providing any training was justifiable.
- noted the danger of providing identical training on an annual basis if members became less willing to attend the training as a result of its repetition.
- highlighted the limitations of whipping by political groups.
- noted that it was useful for political group leaders to be able to access member development attendance data.
- suggested that exemptions from certain training should be possible for councillors who had been in post for more than a certain number of years.
- emphasised that councillors were not full-time professionals and so it was important to provide a motivating factor to encourage the attendance. For example, this could include making further use of individual development plans.

RESOLVED that the political group leaders be recommended to consider attendance at member development events in further detail.

23. Proposed Changes to the Constitution

The Legal and Democratic Services Manager:

- a) presented a report containing details of a number of proposed changes relating to the Council's Member Code of Conduct.
- b) summarised the proposed changes.

- c) drew members' attention to the proposed extension of powers to grant dispensations for personal and pecuniary interests.
- d) invited members' questions and comments.

Members:

- discussed the proposed revision to the Member Code of Conduct complaints form, noting that the option to submit a complaint anonymously had been retained. Members noted that this could interfere with councillors' rights to know the details of an accusation made against them and so an anonymous complaint would be relevant only in exceptional circumstances.
- considered the limitations placed upon councillors through being required to declare interests and then being unable to discuss the items about which they had the greatest knowledge.
- noted that complaints received against councillors were often unrelated to actions undertaken in his or her role of a councillor.

The Independent Person emphasised the importance of having provisions in place which allowed the Monitoring Officer to make decisions as to whether a complaint merited further investigation.

The Legal and Democratic Services Manager confirmed that anonymous complaints would ordinarily be rejected as the councillor would be unable to contest the allegation properly, as had occurred in a recent complaint.

RESOLVED that Council be recommended to incorporate the following changes to the Constitution:

- Revisions to the Member Code of Conduct.
- The incorporation of the assessment criteria, complaints form, and Hearings Sub-Committee Procedure in relation to complaints under the Member Code of Conduct.
- The extension of any powers currently held by the Ethics & Engagement Committee or the Monitoring Officer to grant dispensations in relation to Disclosable Pecuniary Interests also to be applicable to personal and pecuniary interests.

24. **A Councillor's Guide to Interests**

The Democratic Services Officer:

- a) presented a guide which had been compiled to assist members in understanding their responsibilities when taking part in Council business.
- b) advised that the guide was specific to the Council's Member Code of Conduct and was intended to act as an accessible summary rather than being exhaustive and definitive.
- c) invited members' questions and comments.

Members welcomed the provision of the guide.

RESOLVED that the document be circulated for the attention of all elected members.

25. 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.

Members requested that a further update be provided on the Individual Electoral Registration system.

RESOLVED that:

- 1. the work programme be approved.
- 2. an update on the Individual Electoral Registration system be scheduled for the meeting on 21 March 2016.

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SUBJECT:	CODE OF CONDUCT: CASES REVIEW
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
LEAD OFFICER:	CAROLYN WHEATER, CITY SOLICITOR

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 Any 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 any cases below are provided for the purpose of discussion and may not give the full picture in every regard.

2.3 Saddleworth Parish Council

A parish councillor convicted of offences relating to child pornography but not given a custodial sentence has continued in his role as a councillor despite protests from fellow councillors and the public. The councillor was refused entry to a recent meeting but has refused to resign from his post. A spokesperson for the Secretary of State for Communities and Local Government confirmed that the rules relating to such a situation under the Localism Act 2011 were being reviewed.

2.4 Shropshire Council

The leader of Shropshire Council resigned after it was found he had breached the member code of conduct by failing to declare a conflict of interests in board meetings of a wholly-owned council company. The councillor was a non-executive director of the company and had taken part in decisions to appoint the company's auditor without making any declaration of interest. It was later discovered that one of the auditing company's shareholders held shares in a small private company in which the councillor also held shares.

While the councillor sought to present his company as being effectively dormant, it was found that his failure to declare an interest meant the councillor had failed to meet the standards of honesty, integrity and leadership expected of him. The councillor had offered to apologise and attend training, which was considered to be a suitable outcome.

2.5 Wiltshire Council

A decision to grant planning permission was quashed by the High Court in a judgment which found evidence of bias by a councillor member. The councillor was a director of an affordable housing company which was particularly well-positioned to contract with the developer of the relevant site to develop the affordable housing element of the plans.

The judge found that the councillor did not have an automatic pecuniary interest in the decision, but did find that the councillor's behaviour met the test for potential bias as a fair-minded and informal observer having considered the facts would conclude that there was a real possibility of bias.

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: MEMBERS' IT ALLOWANCES

DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK

LEAD OFFICER: CAROLYN WHEATER, CITY SOLICITOR

1. Purpose of Report

- 1.1 To request members' views regarding changing the provision of IT allowances to members.

2. Background to Members' IT Allowances

- 2.1 The current Member ICT Policy was drafted in 2010 and has been subject only to minor amendments since that time. As well as containing general provisions relating to the use of IT by elected members, the Member ICT Policy sets out a series of allowances which members are entitled to claim. These allowances are as follows:

- Computer Equipment (£60 per annum or a Council-provided computer)
- Printer (£15 per annum or a Council-provided printer)
- Broadband (£240 per annum)
- Paper and printer cartridges:
 - Replacement paper and cartridges (maximum 4 per year); or
 - Up to £100 per year for receipted expenses.

- 2.2 If a member claimed all of these allowances he or she could receive an additional £415 per year. No receipts or invoices are required other than for paper and print cartridges, and these are seldom claimed. Approximately two-thirds of elected members receive more than £150 each year in relation to these allowances. In 2014-15, the Council paid a total of £6,182.50 in taxable expenses of this kind to members.

- 2.3 As the Committee will be aware, information technology is in continual flux both within and outside the Council. Since the adoption of the Member ICT Policy, the internet has become increasingly central in everyday life, with people accessing the internet more frequently and in a wider variety of ways.

- 2.4 In view of these changes both in the use of information technology and the ongoing need to make financial savings wherever possible, the Committee is requested to provide its views regarding the proposed changes to allowances outlined below.

3. Proposals for Change

3.1 Broadband Allowance

In 2014, 84% of households were estimated to have broadband internet access. Of the 16% of households without access to the internet, 23% cited cost as the

principal reason for not having access (either of broadband itself or PC equipment). This equates to less than 4% of households not having access to the internet owing to cost. Based on long-term trends, it is likely that access to broadband internet will continue to increase.

- 3.2 Equally, the Joseph Rowntree Foundation's regular survey of minimum income standards has classified internet access as an essential part of life in the UK for a number of years, regardless of household type. People are also able to access an increasing number of free internet services, with wireless internet access now freely available in a number of sites across Lincoln, including City Hall.
- 3.3 Given that more than 96% of households either have or can afford internet access, it is worth considering the rationale for providing a broadband allowance regardless of the actual cost incurred or whether a councillor is actually incurring those costs as a direct result of their role as a councillor.
- 3.4 Line rental costs have historically been considered to be covered within the basic allowance and members may consider it reasonable to treat broadband internet in the same manner.
- 3.5 Computer/Printer Allowance
As highlighted above, members have the opportunity to receive a computer or printer from the Council, or can receive allowances in lieu of equipment. At present the majority of councillors claim neither equipment nor an allowance.
- 3.6 27 councillors currently have access to a tablet computer provided by the Council for paperless working. Another councillor uses a tablet computer issued before the start of the paperless working programme. All councillors also have access to printing and IT facilities at City Hall.
- 3.7 The tablet computers issued to councillors are anticipated to have a lifespan of 3-4 years. At present the purchase of IT equipment is made from reserves which are sufficient to fund the replacement of the iPads already issued. As previously reported to the Policy Scrutiny Committee, the use of iPads has freed capacity within the Democratic Services team to allow the Democratic Services Assistant post to remain vacant. The savings from this post for this financial year, are expected to be £18,600.
- 3.8 The Council continues to provide dedicated IT facilities for councillors at City Hall, including computers, printers, and internet access. The Council also offers members the opportunity to install home-working software on their own computer in order to access the Council's systems.
- 3.9 Proposed Revision
If members were minded to re-allocate the funds currently spent on members' IT allowances, the cost is anticipated to be sufficient to meet the Council's long-term costs in supplying IT equipment to elected members. In order to ensure that councillors are properly supported on an ongoing basis, it is suggested that members consider allocating an annual sum equivalent to that currently spent on IT allowances to be used exclusively on the cost of members' IT equipment.
- 3.10 As noted above, funding remains available to meet the Council's anticipated costs for members' IT equipment in the medium term. However, the timing of all-out

elections in May 2016 combined with imminent significant cuts to the Council's budget, make it opportune to seek to implement any changes early in the new municipal year. This limits the scope for any members to be disadvantaged through changes to the scheme midway through a term of office.

- 3.11 It is proposed that members will continue to be able to choose whether they wish to have a tablet computer provided to them by the Council. All members who do not have access to a tablet computer continue to have the right to receive printed copies of meeting agendas.
- 3.12 Given the relatively low take-up of either computers or the computer allowance among members, it should be considered whether the provision of computers should either be limited to tablet devices or assigned based on councillors having a particular role, such as being a member of the Executive. This removes the budgetary risk that a large number of members will unexpectedly request a computer or allowance and place existing resources under strain.

4. Strategic Priorities

- 4.1 The Council is committed to becoming and continuing to be a fit for purpose organisation. Elected members play a critical role in this and it is vital that councillors have access to the necessary equipment to carry out their roles. Equally, it is important to ensure that people are adequately compensated for the costs they incur in being a councillor.

5. Organisational Impacts

5.1 Finance

There is no dedicated budget for the purchase of members' IT equipment. Previous investment in tablet computers has been made from long-standing reserves. These reserves are considered to be sufficient to fund tablet computers in the medium term. However, the Council faces considerable pressures on its budgets in coming years and it is prudent to seek a solution which can safeguard the ongoing provision of IT equipment to elected members. This could be achieved by allocating funds currently spent on members' IT allowances to a dedicated reserve for members' IT equipment.

- 5.2 As a direct result of widespread use of tablet computers and reduced demand for printed agendas, savings of £18,600 pa have been made through reductions in staffing, while the Council has been able to avoid considerable increases in printer rental costs by renting a lower capacity printer. The savings generated by paperless working have been utilised within the general fund, thereby assisting in achieving the Council's overall savings target.

5.3 Legal Implications

There are no direct legal implications arising from this report.

6. Recommendation

- 6.1 That members consider and offer views regarding the proposed changes to members' IT allowances.

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SUBJECT:	MEMBER DEVELOPMENT UPDATE
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
LEAD OFFICER:	CAROLYN WHEATER, CITY SOLICITOR

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. 2015/16 Member Development

2.1 In addition to *ad hoc* workshops and seminars covering consultations with members and briefings on areas of Council business, training in the following areas has been or will be delivered during 2015/16:

- Planning Committee. All Planning Committee members are required to attend this annual refresher course reminding councillors of the key principles and factors to bear in mind when making planning decisions.
- Licensing Act 2003. In common with the Planning Committee, all councillors who sit on the sub-committees of the Licensing Committee must attend training to ensure decisions are made fairly and in keeping with the law.
- Chairing Skills. Targeted at prospective and current meetings chairs, this training was intended to provide a mixture of practical tips and role play to improve members' abilities to chair a meeting effectively. This included both current and prospective chairs and vice-chairs.
- Member Code of Conduct. The Council's Monitoring Officer provided an update to councillors on their responsibilities under the Council's Code of Conduct and under the Localism Act 2011, including maintaining the register of interests and declaring any relevant interests at meetings.
- Effective Communication with the Public. Delivered in response to a request from an elected member, this session was provided in order to guide councillors on enhancing their interactions with members of the public, with an emphasis on dealing with challenging situations or people.
- Prevent anti-terrorism training was provided to all members in association with Lincolnshire Police. This training was intended to inform members regarding spotting the signs of terrorism and how it could be tackled.

2.2 The Council has also provided opportunities for councillors to attend relevant training and briefing events with organisations such as Local Government East Midlands, as well as offering the opportunity to attend training events organised

collaboratively with other local authorities in Lincolnshire. While a number of councillors have made use of external training opportunities, including at the LGA Leadership Academy, locally-hosted events continue to form the focus of the member development programme.

- 2.3 Any members, whether on the Committee or otherwise, are encouraged to discuss any individual or general training requirements with Democratic Services.

3. 2016/17 Member Development

- 3.1 As members will be aware, all seats on the City of Lincoln Council will be subject to the election on 5 May 2016. As a result of this, a focus will be placed upon providing training in the early part of 2016/17 to accommodate the increased likelihood of a significant change in the Council's membership. Training provided for members in the coming year is likely to include the following topics:

- Equality & Diversity
- Public Speaking
- Charing Meetings
- Planning Committee
- Scrutiny Committees
- Local Government Finance
- Specialist training for members taking part in the Licensing Sub-Committees operating under the Licensing Act 2003
- Domestic abuse and safeguarding
- The Prevent anti-terrorism programme
- Emergency planning

- 3.2 All members were consulted regarding the provision of training topics for the coming year. Six suggestions were made for training in addition to those topics outlined above, which were

- Managing casework as a ward councillor
- Assessing your personality type and learning how to work with it.
- An introduction to how the council works (including the roles of the Leader, the Executive, scrutiny committees and other elected members) and the management structure
- Taking notes at meeting
- Improving grammar and punctuation
- Learning to write well at work

- 3.3 The Committee is therefore requested to offer any comments regarding these suggestions or any others which members feel should be delivered as part of the member development programme.

- 3.4 Some members have also noted that the Council's two-day induction programme can place a significant strain on new councillors in terms of the amount of information to be absorbed in a relatively short period of time. As a result a number of training sessions which would otherwise be delivered as part of the induction process will be scheduled for evenings early in the municipal year, to which all members will have access. It is proposed that the induction process will continue to

take place over two days, but with fewer sessions taking place over those days.

4. Organisational Impacts

4.1 Finance

There are no direct financial implications arising from this report.

4.2 Legal Implications

There are no direct legal implications arising from this report.

5. Recommendation

5.1 That members note the current status of member development.

5.2 That members provide feedback on the operation of member development, including any specific guidance on the training areas to be delivered in the future.

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SUBJECT: PROPOSED AMENDMENTS TO THE CONSTITUTION

DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK

LEAD OFFICER: CAROLYN WHEATER, CITY SOLICITOR

1. Purpose of Report

1.1 To propose a number of changes to the Council’s Constitution.

2. Power to Amend Constitution

2.1 The Ethics and Engagement Committee has the power to consider improvements to the Council’s governance and to recommend such changes to the other bodies for approval if required.

2.2 As part of the ongoing monitoring and use of the Council’s Constitution, members and officers are able to suggest amendments to the Constitution in order to improve its operation, to clarify unclear areas, and to incorporate updates. Any changes will require the approval of the Council.

3. Proposed Changes

3.1 Officers have compiled the following list of proposed changes together with the reason for each proposed change. Members are requested to consider the proposed changes and offer any comments regarding their suitability.

3.2

Location	Proposed Change	Reason
Part 2 (Articles of the Constitution)	To incorporate all available terms of reference for bodies appointed by Council.	Currently not all bodies appointed by Council have terms of reference included in the Constitution. For ease of reference, it is proposed that these be incorporated wherever possible.
Part 2 (Article 4.1)	Removal of the Equality Objectives Action Plan from the Policy Framework.	While, given the strategic focus of the Equality Objectives, it remains appropriate for Council to set the Equality Objectives the practical implementation of the objectives appears to be better suited to being an Executive function.
Part 2 (Article 17.3)	Amendment of current duty to provide printed copies in various locations across the	The Constitution is easily accessible at City Hall and via the Council’s website. It no longer seems necessary to provide printed copies in other locations, particularly in view

	city.	of the regular need to manually update these printed copies.
Part 3 (Functions for which the Council Must Be Responsible by Law)	Removal of the duty to keep list of persons entitled to sell non-medical poisons.	This duty has been removed under the Deregulation Act 2015.
Part 4 (Council Procedure Rules Relating to Meetings)	Clarification of the deadline for submitting questions by the public.	To ensure that the interpretation of deadlines is clear it is suggested that, for example, in ordinary circumstances the relevant deadline will be noon on the Friday seven working days before a Council meeting being held on a Tuesday.
Part 4 (Council Procedure Rules Relating to Meetings)	Clarification of the deadline for submitting motions.	To ensure that the interpretation of deadlines is clear it is suggested that, for example, in ordinary circumstances the relevant deadline will be noon on the Friday seven working days before a Council meeting being held on a Tuesday.
Part 4 (Executive Procedure Rules, Rule 1.6)	Amendment of requirement to present a schedule of Executive meetings to the Council's Annual Meeting.	This function is already completed as part of the annual approval of the timetable of meetings by Council.
Part 4 (Scrutiny Procedure Rules, Rule 17)	To give responsibility for Councillor Calls for Action solely to the Policy Scrutiny Committee.	Responsibilities are current split between the Policy Scrutiny Committee and the Select Scrutiny Committee. As the Policy Scrutiny Committee meets most frequently it is more efficient to allocate it sole responsibility for this function.

4. Organisational Impacts

4.1 Finance

There are no direct financial implications arising from this report.

4.2 Legal Implications

There are no direct legal implications arising from this report.

5. Recommendation

5.1 That Council be recommended to approve the proposed changes to its Constitution.

SUBJECT: WORK PROGRAMME 2016-17

DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK

LEAD OFFICER: CAROLYN WHEATER, CITY SOLICITOR

1. Purpose of Report

1.1 To put forward a proposed Ethics and Engagement Committee 2016-17 work programme for consideration by members.

2. Work Programme Summary

2.1 The work programme attached as **Appendix A** is put forward as a framework around which members can build any additional business the Committee wishes to carry out. As a number of recurring items from previous years have either been resolved or have not been recently progressed these have been provisionally removed from the timetable. **Appendix B** is this year's work programme, which is provided for members' information.

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.

2.3 An update item scheduled for this meeting in relation to Individual Electoral Registration has been postponed to the next meeting of the Committee owing to staffing commitments to the forthcoming election.

3. Organisational Impacts

3.1 Finance

There are no direct financial implications arising from this report.

3.2 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.

4. Recommendation

4.1 That the Committee consider the work programme and propose any suitable changes if necessary.

4.2 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 2016/17**20 June 2016**

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 Induction Review	Following consideration of the plans for the induction of any newly-elected councillors in May 2016, 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 2016.	<ul style="list-style-type: none"> To consider the arrangements made and recommend any suitable changes.
Electoral Registration Update	Individual electoral registration (IER) has been introduced across the country, shifting the process for registering electors from a household to an individual basis. Following a report to the previous meeting, an update was requested to provide information relating to attempts to encourage the registration of those who had not been transitioned from the previous register.	<ul style="list-style-type: none"> To consider the ongoing impact of Individual Electoral Registration on the number of registered electors in Lincoln.
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.

25

12 September 2016

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases	To examine national developments of relevance to the	<ul style="list-style-type: none"> To note the issues raised and consider

Review	Members' Code of Conduct.	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 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.

5 December 2016

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.
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 for 2015/16. ▪ To consider the arrangements for the next meeting.

6 March 2017

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 2016/17	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 for 2016/17.▪ To consider the arrangements for the next meeting.

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Ethics and Engagement Committee Work Programme 2015/16**8 June 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 Induction Review	Following consideration of the plans for the induction of any newly-elected councillors in May 2015, 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 2015.	<ul style="list-style-type: none"> To consider the arrangements made and recommend any suitable changes.
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.

29

21 September 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.
Local Democracy Week Update	To update members on the plans for Local Democracy Week 2015.	<ul style="list-style-type: none"> To consider the arrangements made and recommend any suitable changes.
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	<ul style="list-style-type: none"> To consider the current provision of member development and offer guidance on its future operation.

	perform their roles as effectively as possible.	
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.

7 December 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.
Individual Electoral Registration	Individual electoral registration (IER) has been 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 has been implemented within Lincoln and the potential impact upon voter registration.
Improving Member Development Attendance	To consider whether and how councillors can be encouraged to take part in member development events.	<ul style="list-style-type: none"> ▪ To discuss options for improving member attendance, potentially via using e-learning or alternative forms of training delivery. ▪ To investigate the possibility of sanctions or incentives to encourage attendance.
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 for 2015/16. ▪ To consider the arrangements for the next meeting.

21 March 2016

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 2016/17	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 for 2016/17. ▪ To consider the arrangements for the next meeting.

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