

ETHICS AND ENGAGEMENT COMMITTEE

Wednesday, 29 May 2013

6.00 pm

Committee Room 1, City Hall

Membership:	Councillors Geoff Ellis (Chair), David Jackson (Vice-Chair), Chris Burke, Ronald Hills, Ric Metcalfe, Hilton Spratt, Ralph Toofany and Loraine Woolley
Substitute member(s):	Councillors Brent Charlesworth, Geoff Kirby, Gill Clayton-Hewson and David Grattrick
Independent Person(s):	Russell Pond, Rodney Booth and Chris Elkington (Reserve)
Officers attending:	Democratic Services and Carolyn Wheeler

A G E N D A

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1. Confirmation of Minutes - 11 March 2013	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 Geoff Ellis (<i>in the Chair</i>)
Councillors:	Chris Burke, Brent Charlesworth, Ronald Hills, David Jackson, Rosanne Kirk and Ralph Toofany
Independent Person(s):	Russell Pond
Also in Attendance:	Tallulah Carter-Kelly Douglas Franks Luke Gregory-Jones Jane Hancock
Apologies for Absence:	Councillors Hilton Spratt
Substitutes:	Jane Clark

18. Confirmation of Minutes - 31 January 2013

RESOLVED that the minutes of the meeting held on 31 January 2013 be confirmed.

19. Declarations of Interest

No declarations of interest were received.

20. The Promotion of Citizenship within Schools

The Chair welcomed student and teacher representatives from Lincoln Christ's Hospital School who had been invited to speak regarding their experience of citizenship lessons and more broadly regarding the relationship between local government and young people.

The Democratic Services Officer:

- a. presented a report regarding the provision of citizenship lessons within Lincoln's schools.
- b. noted that members had expressed an interest in the item at a previous meeting and had requested that school representatives be invited to provide their views on the topic.

Question/Comment 1

Members requested details of pupils' experiences of citizenship lessons.

The student representatives (Tallulah Carter-Kelly, Douglas Franks, and Luke Gregory-Jones) responded that:

- citizenship lessons had not always formed a particularly prominent or memorable role in their education to date.
- the subject had been useful with particular regard to learning about the judicial system.

Question/Comment 2

Members questioned whether the Council could do more to encourage participation by young people.

The student representatives responded that council involvement, either by the city or county council, was minimal, and noted that there was scope for councils to take greater involvement with sixth-form pupils through General Studies lessons.

Question/Comment 3

Members and school representatives discussed the advantages and disadvantages of compulsory voting systems and lowering the voting age to allow 16 year olds to vote in local and national elections.

Question/Comment 4

The teacher representative (Jane Hancock) questioned the student representatives regarding the possible reasons for young people failing to engage with politics. The student representatives suggested a number of possible reasons for the lack of engagement including a failure to engage with pupils in lower years, a lack of emphasis on local government in schools, and a need for new methods of communication, such as social media, to be embraced.

Members noted the divide between younger people and older people in terms of the extent to which they made use of the internet to communicate; there was a further need to ensure inter-generational cooperation and a responsibility for younger people to look after older people.

Question/Comment 5

Members and school representatives discussed the historic power distribution between central and local government.

Question/Comment 6

The teacher representative noted the role of political parties in encouraging young people to engage with politics, noting one of the student representative's difficulty in taking a full role in a political party without meeting the minimum membership requirements.

Members discussed the manner in which political parties could work with young people, including through universities. The role of social media in encouraging new participation was further discussed, in addition to the under-representation of both women and young people as a whole throughout political parties.

Question/Comment 7

Members and student representatives discussed the relative benefits of young people

taking an active interest in politics, and the extent to which those who took an interest in politics formed a minority within their age group.

Question/Comment 8

Members questioned what single action the student representatives would want the Council to take in order to improve electoral turnout.

The student representatives responded that it was necessary to show people how significant an impact local politics could make to their lives. In particular, local government needed to be given the power to resist central government control in order to allow bridges to be formed between neighbourhoods and local politics.

Question/Comment 9

Members discussed the manner in which they could develop the contributions of the teacher and student representatives to improve the Council's democratic engagement with young people. Further work would need to be carried out to establish a suitable format for an initial trial, preferably continuing with the assistance already provided by those from Lincoln Christ's Hospital School.

RESOLVED that officers be requested to work with representatives from Lincoln Christ's Hospital School to establish an initial event allowing the Council to contribute towards aiding young people's engagement with democracy.

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

The Legal and Democratic Services Manager:

- 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 of the Council.
- c. invited members' questions and comments.

Members:

- questioned whether the administering of medical advice fell within the remit of a standards committee.
- noted the seriousness of an executive member speaking to the council's planning committee regarding an application crossing over with his portfolio responsibilities.
- questioned what form the 'ethical training' prescribed in one judgment was likely to take.
- discussed the lack of effective sanctions now available to standards committees following the Localism Act 2011.

The Legal and Democratic Services Manager responded that:

- the reference to medical advice was likely to be particular to the facts of the individual case.
- 'ethical training' was likely to incorporate a discussion with the authority's monitoring officer.

RESOLVED that the report be noted.

22. **Qualified Privilege**

The Legal and Democratic Services Manager:

- a. presented a report regarding the effect of qualified privilege with regard to potentially defamatory statements made by councillors.
- b. noted that the report and guidance had been provided in response to members' request at the previous meeting of the Committee.
- c. discussed the potential impact of the Defamation Bill and the likelihood of parliamentary delay in progressing the bill.
- d. highlighted the need for members continually to be aware of the consequences of their statements.
- e. invited members' questions and comments.

Members noted:

- that the guidance was useful and reinforced the divide between the specific protection afforded to Members of Parliament and the risks which councillors should have in mind regarding defamation.
- that the briefing note provided some reassurance regarding the extent to which councillors were able to speak in the public interest.
- the difficulty that a court would face in determining whether a councillor had made a statement as honest comment or with malice.

RESOLVED that the briefing notes regarding qualified privilege and the use of social media be circulated to all elected members.

23. **Member Development Review**

The Democratic Services Officer:

- a. presented a report updating members on current progress with member development.
- b. emphasised the benefits associated with members taking an active role in guiding

the Council's approach to member development.

- c. questioned whether members were comfortable with publishing details of the courses and briefings which members had attended.
- d. highlighted the possible options for changing the delivery and selection process for future member development options, and invited members to provide feedback regarding this.
- e. invited members' questions and comments.

Members:

- noted the need for members to take greater responsibility in guiding their own development.
- proposed that members should be issued with certificates for attending training events.
- discussed the publication of training attendance information for councillors, noting a willingness for the information to be made available to the public on the internet.
- suggested that greater priority should be given to assessing the IT skills of new councillors, and discussed the level of personal accountability councillors should have in declaring the level of their skills.
- stressed the need for any personal development plans to be completed on a confidential basis.

RESOLVED that:

1. officers continue to develop their approach to member development with input where appropriate from members.
2. reports regarding the progress of member development be regularly provided to future meetings.

24. **Member Code of Conduct & Terms of Reference Revision: The Principles of Public Life**

The Legal and Democratic Services Manager:

- a. presented a report proposing potential changes to the Member Code of Conduct and the Committee's terms of reference.
- b. advised that the Committee on Standards in Public Life had recently updated its principles of public life, and members were requested to consider whether the changes should be reflected in the Council's Member Code of Conduct.
- c. noted that the Committee's current terms of reference excluded the Leader of the Council from taking any part in meetings; as a result of the Committee's extended remit it was therefore proposed that the exclusion of the Leader be limited solely

to the consideration of complaints made against individual members of the Council.

- d. invited members' questions and comments.

RESOLVED that Council be recommended to:

1. approve revisions to the Member Code of Conduct, replacing the previous principles of public life with those included in the fourteenth report of the Committee on Standards in Public Life.
2. approve revised terms of reference for the Ethics and Engagement Committee permitting the Leader to be appointed to take part in all matters other than those directly relating to complaints made against members of the Council.

25. **Work Programme Update**

The Democratic Services Officer:

- a. presented the current Ethics and Engagement Committee work programme for consideration by members.
- b. noted the revision of wording associated with the item relating to the diversity of electoral candidates in order to clarify the distinction between the roles of political parties and the Council.
- c. requested guidance from members on the Committee's priorities for 2013/14.
- d. invited members' questions and comments.

RESOLVED that:

1. the work programme be approved.
2. officers, in consultation with the Chair, be requested to compile a suitable work programme for 2013/14.

SUBJECT:	TERMS OF REFERENCE AND MEMBERS' CODE OF CONDUCT
REPORT BY:	DIRECTOR OF RESOURCES
LEAD OFFICER:	CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 To highlight the terms of reference agreed by Council on 16 April 2013.

2. Revisions Made to the Terms of Reference

2.1 As agreed at the meeting of 11 March 2013, the Ethics and Engagement Committee's terms of reference were amended to allow the Leader to be appointed to take part in all matters other than those directly relating to complaints made against members of the Council. The revised terms of reference are attached as **Appendix A**.

3. Revisions Made to the Member Code of Conduct

3.1 Also agreed at the meeting of 11 March 2013 was a technical revision to the Member Code of Conduct reflecting the changes made to the national principles of public life. The revised Member Code of Conduct is attached for information as **Appendix B**.

4. Organisational Impacts

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

4.2 Legal Implications
There are no legal implications arising from this report.

5. Recommendation

5.1 It is recommended that the Ethics and Engagement Committee notes the revisions to its terms of reference and the Member Code of Conduct.

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Ethics and Engagement Committee Terms of Reference

1. Ethics and Engagement Committee

The Council will appoint an Ethics and Engagement Committee.

2. Composition

- The Ethics and Engagement Committee will comprise eight councillors appointed annually from among their number.
- The Leader of the Council shall be excluded from taking part in matters directly relating to complaints made against members of the Council, but shall be allowed to be appointed and to act as a member of the Committee in all other matters.
- The Ethics and Engagement Committee will be appointed in accordance with political proportionality rules.
- The Ethics and Engagement Committee and/or Monitoring Officer must consult the Independent Person on matters relating to the Members' Code of Conduct and dispensations.
- The Ethics and Engagement Committee can invite the Independent Person to attend Ethics and Engagement Committee meetings and meetings of the Assessment and Hearing Sub-Committees. The Committee may also invite the Independent Person to speak at the Committee's meetings but he or she will not be entitled to vote on any matters.
- The Committee shall meet at least quarterly unless otherwise agreed.
- The quorum for the Committee shall be three councillors.

3. Role and Function

The Ethics and Engagement Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by elected and co-opted members.
- (b) assisting Councillors in observing the Members' Code of Conduct.
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct.
- (d) Monitoring the operation of the Members' Code of Conduct.
- (e) Advising, training or arranging to train Councillors on matters relating to the Members' Code of Conduct.
- (f) Assess and hear any cases of an alleged breach of the Members' Code of Conduct.
- (g) Granting dispensations to members on the following grounds:
 - (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.
- (h) To decide upon and authorise allowances for Independent Person(s).
 - (i) To consider matters relating to the governance of the Council and ethical conduct by councillors, and propose relevant guidance if appropriate.
 - (j) To monitor councillor development and offer guidance intended to improve its efficacy, value, or delivery.
 - (k) To develop innovative and effective proposals to improve democratic engagement.

4. Code of Conduct Hearings

The following panels will be appointed as and when required:

Assessment Sub-Committee which will:

- (a) assess any alleged breach of the member code of conduct which has been referred to them by the Monitoring Officer, in consultation with the Independent Person.

Hearing Sub-Committee which will:

- (a) hear any cases against an alleged breach of the member code of conduct.
- (b) be authorised to impose one or more of the following sanctions, if thought appropriate:
 1. reporting its findings to Council.
 2. recommending to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council.

3. recommending to the Leader of the Council that the member be removed from Executive or removed from particular portfolio responsibilities.
4. instructing the Monitoring Officer to arrange training for the member.
5. removing the member from all outside bodies to which they have been appointed.
6. withdrawing facilities provided to the member by the Council, such as computer, website and/or email or internet access.
7. excluding the member from Council offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committees or Sub-Committees.

The Assessment Sub-Committee and Hearing Sub-Committee will each comprise three members appointed proportionally.

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CODE OF CONDUCT FOR MEMBERS

1.0 Application

This code applies to you whenever you are acting in your capacity as a member of this authority and it is your responsibility to comply with the provisions of this Code.

You are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both positive and negative impacts on the authority.

The Code is based upon the “Nolan Principle – the seven principles of public life” which are set out as Appendix one.

2.0 Interpretation

In this Code –

“meeting” means any meeting of –

- (a) the authority;
- (b) the executive of the authority;
- (c) any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees, or area committees;

whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members.

“member” includes a co-opted member and an appointed member.

3.0 General Conduct

3.1 When acting in your role as a member of the authority:

- 3.1.1 Do treat others with respect and not bully any person
- 3.1.2 Do provide leadership to the authority by personal example
- 3.1.3 Do not conduct yourself in a manner which is likely to bring the authority into disrepute
- 3.1.4 Do use your position as a member in the public interest and not for personal advantage
- 3.1.5 Do not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is-
 - a. reasonable and in the public interest

- b. made in good faith and in compliance with the reasonable requirements of the authority; and
 - c. you have consulted with the Monitoring Officer prior to its release if appropriate
- 3.1.6 Do not prevent another person from gaining access to information to which that person is entitled to by law.
- 3.1.7 When using or authorising the use by others of the resources of the authority-
 - 3.1.7.1 Do act in accordance with the authority's reasonable requirements including the requirements of the authority's ITC policy, copies of which has been provided to you and you have deemed to have read;
 - 3.1.7.2 Do make sure that such resources are not used improperly for political purposes (including party political purposes); and
 - 3.1.7.3 Do have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

4.0 Disclosable Pecuniary Interests

You must –

- 4.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest. The statutory requirements with regards to disclosable pecuniary interests are attached as Appendix 2 to this code.
- 4.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests
- 4.3 make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item or business affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent

5 Other Interests

5.1 You must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the following descriptions, for inclusion in the register of interests.

(2) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(iii) any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

(3) You must, within 28 days of becoming aware of any new interest or change to any interest registered under paragraph (1), notify the Monitoring Officer of the details of that new interest or change.

2 Disclosure of interests

(1) Subject to sub-paragraphs (2) to (5), where you have a personal interest described in paragraph 1 above or in paragraph (2) below in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) (A) You have a personal interest in any business of your authority

(i) where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a *relevant person* to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision, or

(ii) it relates to or is likely to affect any of the interests you have registered as a disclosable pecuniary interest.

(B) In sub-paragraph (2)(A), a *relevant person* is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in paragraph 1(2)(a)(i) or (ii).

(3) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 1(2)(a)(i) or 1(2)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(4) Where you have a personal interest but, by virtue of paragraph 4, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(5) Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

3 Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

4 Sensitive interests

Where you consider that disclosure of the details an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

5 Non participation in case of pecuniary interest

(1) Where you have a personal interest in any business of your authority you also have a pecuniary interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business—

(a) affects your financial position or the financial position of a person or body described in paragraphs 1(2) or 2(2) ;or

(b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph.

(2) Subject to paragraph (3) and (4), where you have a pecuniary interest in any business of your authority—

a) You may not participate in any discussion of the matter at the meeting.

5.0 Interests arising in relation to scrutiny committees

5.1 In relation to any business before a scrutiny committee of the authority (or of a sub-committee of such a committee) where-

- 5.1.1 That business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- 5.1.2 At the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph 7.1.1 and you were present when that decision was made or action was taken;

Or

- 5.1.3 that business relates to a decision made (whether implemented or not) or action taken by you (whether by virtue of the Council's constitution or under delegated authority from the Leader);

You may attend a meeting of the scrutiny committee of your local authority or of a sub-committee of such a committee but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose whether under a statutory right or otherwise.

6 Gifts and Hospitality

- 6.1 You must within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value of in excess of £50 which you have accepted as a member from any person or body other than the authority
- 6.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality
- 6.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

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

INTEGRITY

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

OBJECTIVITY

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

ACCOUNTABILITY

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

OPENNESS

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

HONESTY

Holders of public office should be truthful.

LEADERSHIP

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

Disclosable pecuniary interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, in relation to disclosable pecuniary interests.

These provisions are enforced by criminal sanction.

1 Notification of disclosable pecuniary interests

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

(In the extracts from the Regulations below, 'M' means you and 'relevant person' means you and your partner, as above)

<i>Subject</i>	<i>Prescribed description</i>
<i>Employment, office, trade, profession or vacation</i>	<i>Any employment, office, trade, profession or vocation carried on for profit or gain.</i>
<i>Sponsorship</i>	<i>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</i>
<i>Contracts</i>	<i>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</i>
<i>Land</i>	<i>Any beneficial interest in land which is within the area of the relevant authority.</i>
<i>Licences</i>	<i>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</i>

Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority;</p> <p>and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

These descriptions on interests are subject to the following definitions;

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

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

2 Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection and will be published on the authority's website.

3 Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2).

4 Non participation in case of disclosable pecuniary interest

A) If you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting,

1. You may not participate in any discussion of the matter at the meeting.
2. You may not participate in any vote taken on the matter at the meeting.
3. If the interest is not registered, you must disclose the interest to the meeting.
4. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Note: In addition, Standing Orders require you to leave the room where the meeting is held while any discussion or voting takes place.

B) Where an executive member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the executive member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

5 Dispensations

The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

6 Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.

- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

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 Elmbridge Borough Council

As part of a *Daily Telegraph* investigation, councillors at a number of local authorities were secretly recorded discussing their work as consultants with regard to planning applications. The Audit and Standards Hearings Panel of Elmbridge Borough Council considered an external investigator's report into the conduct of one of its councillors in this matter. It was found that the councillor had breached the relevant Member Code of Conduct in two respects:

- failure to treat others with respect
- conducting himself in a manner contrary to the duty to maintain high standards of conduct

The Panel found no breach of the code regarding using his position as a councillor improperly to secure for himself an advantage. The following actions were agreed:

- Censure of the councillor for his conduct
- Accepting the apology offered by the councillor for communication to all members
- Recommending to the councillor's group leader that he be removed from the planning committee and its sub-committees, and not act as substitute in respect of those bodies while continuing with his business activities.

2.4 Oxford City Council

The former Lord Mayor of Oxford was accused of making an inappropriate comment to a female member of an under-13s sport team while acting in his official capacity.

The standards committee made a finding of fact that it was highly probable that the mayor did make the comment, which was found to be inappropriate and disrespectful, and therefore amounted to a failure to treat others with respect.

The inappropriate remark had also brought both the office of Lord Mayor and the city council into disrepute. The committee therefore decided that there had been a further breach with regard to the councillor conducting himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute.

The committee resolved that the councillor should be censured for the breach of the code and that the committee's decision should be reported to all members of council. The committee further agreed with the recommendation of the Independent Persons that there was no reason that the councillor should not continue to undertake the full range of his mayoral duties, although he has now resigned the post.

2.5 Stroud District Council

A complaint was made by one parish councillor against another in relation to the other's taking part in the public participation element of a planning matter while having a disclosable pecuniary interest. The site affected by the planning application backed onto the councillor's property and he had been advised by the parish clerk that he should not speak as a result of his interest. The councillor rejected this advice stating that his right to free speech overrode the usual effects of his disclosable pecuniary interest. This claim was rejected by the investigating officer, while the standards panel further found that the councillor had acted in a rude, abrasive, and potentially bullying manner towards the parish clerk, thereby constituting a breach of the code of conduct.

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: HEARING SUB-COMMITTEE OUTCOME

REPORT BY: DIRECTOR OF RESOURCES

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

1. Purpose of Report

1.1 To report to Ethics and Engagement Committee the outcome of the Hearing Sub-Committee held on the 16th April 2013.

2. Hearing Sub-Committee

2.1 On the 16th April 2013 the Hearing Sub-Committee heard an allegation that Councillor Hewson had breached the member code of conduct.

2.2 The sub-committee found that Councillor Hewson had breached the code of conduct; details of the allegation and the decision therein are attached as Appendix 1 to this report.

3. Requirement to Report Outcome

3.1 In accordance with the Localism Act 2011 and agreed local procedure, all details of alleged breaches of the member code of conduct and any action taken must be reported to the Ethics and Engagement Committee.

4. Organisational Impacts

4.1 Finance

There are no financial impacts arising from this report.

4.2 Legal Implications

As outlined in the report.

5. Recommendation

5.1 That the committee note the outcome of the Hearing sub-committee and refer the findings to full Council.

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Appendix 1 – update on code of conduct cases.

Councillor	Date of alleged breach	Allegation	Decision of Hearing Sub Committee
Councillor Gary Hewson	February 2013	That Councillor Hewson sent an email to the Leader, Cllr Pete West and the DHCS which was alleged to have been disrespectful to officers of the Council; within the email Council Hewson alleged that officers were lying, that the housing service was 'lousy and lying' and that an officer had made a mess of a previous disciplinary investigation which Councillor Hewson had chaired.	<p>The Hearing Sub-Committee held that Councillor Hewson had breached the member code of conduct. The sub-committee was unanimous in the view that the tone and the language of the e-mail sent by Councillor Hewson, particularly the use of the word "lying" and with reference to another officer in the email that was totally unconnected was inappropriate.</p> <p>The sub-committee stated that Councillor Hewson was contacting a chief officer, as an elected member of the Council and that the tone, language and style of the email was not commensurate with that role.</p> <p>The sub-committee directed that the breach of the code of conduct should be marked by a formal censure for Councillor Hewson, as well as reporting its finding to full Council.</p>

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SUBJECT: PAPERLESS MEETINGS TRIAL

REPORT BY: DIRECTOR OF RESOURCES

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

1. Purpose of Report

- 1.1 Following the Committee's consideration on 31 January 2013 of the potential for providing committee papers to councillors electronically, this report is provided to outline details of the trial already agreed in principle.

2. Background to Paperless Meetings

- 2.1 At the meeting of 31 January 2013, the Ethics and Engagement Committee resolved that its members would be willing to take part in a trial of paperless working in committee meetings.
- 2.2 The Council has recently completed a transfer from its previous unsupported committee management software to the Modern.Gov software package. One of the benefits of the new software is the provision of electronic tablet applications which allow for straightforward access to committee papers via either Android or Apple (the two major mobile device platforms for tablets and smartphones). As such, systems are now in place to allow the trial of paperless meetings to begin at members' convenience.
- 2.3 Councillors will therefore be requested to confirm whether they require a tablet device to be issued to them for the purposes of the trial, which is intended to run until the meeting of 1 October 2013, at which members' findings can be considered.

3. Intended Outcomes

3.1 The advantages of paperless meetings

The primary benefits of paperless meetings are the financial and environmental savings made possible through a significant reduction in the amount of printed material produced for each meeting. Without having carried out a trial or agreed the specifics of any scheme it is difficult to provide precise estimates for likely savings, partly because savings per councillor will vary significantly according to which committees they receive paperwork for. However, in order to give members an outline of the possibility for savings, figures are provided below for information.

- 3.2 The Council currently prints approximately 300,000 pages every year for its committees at an average cost of £0.04 per page. Excluding the cost of paperwork provided for officers and the public (estimated as accounting for half of all papers), an average councillor is calculated to receive 4,500 pages per year at a cost of

£180 per year. In addition to this, the majority of agendas are then posted to councillors at an approximate cost of £30 per year per councillor. Over the course of a 4-year term, a cost of £840 per councillor is clearly higher than the provision of a tablet computer costing £360. While these estimated figures are only indicative and subject to multiple variables, paperless working certainly justifies further investigation in view of the potential financial and environmental savings. The provision of tablet computers would also provide a further benefit in giving councillors an additional way of accessing their Council IT accounts for mobile working.

3.3 Testing usability

The main purpose of the trial will be for members to experience using tablet devices both for reading materials prior to a meeting and referring to them during it. This is inevitably a significantly different experience from using paper, but will still allow members to add highlighting, annotations, and notes to an agenda as required. As such, members will be requested to keep a brief log of their experience with the devices and feedback any comments or issues to officers and, if necessary, the Committee.

3.4 Exempt information

The standard tablet application for accessing committee papers is provided purely for public material, meaning that anyone, including members of the public, will be able to download the public sections of any committee agenda. The Council also has access to a secure version of the application which would allow exempt information, i.e. Section B of an agenda, to be provided to the relevant members. While this facility would form a key part of any full move to holding paperless meetings, as a result of the need to secure any exempt information it is not recommended that this is trialled until members and officers are fully confident in using the standard application.

3.5 Practical points

In response to questions raised by members previously regarding insurance for tablet devices and the possibility of the Council providing a choice of Android or Apple tablets, officers have liaised with IT Services to establish the current situation. With regard to insurance, tablet computers issued by the Council are insured under a pre-existing policy. In terms of making use of different mobile operating systems, the Council currently only provides Apple iPads; alternative Android tablets, while often initially cheaper, carry additional service costs which outweigh any potential savings in comparison with Apple iPads. While it is likely that these service costs will soon be eliminated, it is intended that any paperless meetings trial would primarily make use of Apple iPads.

3.6 It is proposed that members of the Committee for the municipal year 2013/14 will be issued with an Apple iPad for use during an initial three-month trial. Any members already in possession of a suitable Apple iPad or Android device will be encouraged to make use of that device for the purposes of the trial. During that time, these members will not be issued with paper agendas unless an electronic copy cannot be provided.

3.7 The specific outcomes of the trial and members' experiences of paperless meetings will shape the steps following the trial's conclusion. In particular, consideration will need to be given to the possibility of the broader use of tablet

devices by councillors outside the confines of the initial trial.

4. Organisational Impacts

4.1 Finance

The initial investment for members trialling tablet devices can be funded from within existing budgets. As outlined above, any cost in providing tablet devices on an ongoing basis is likely to be funded from savings made in printing costs. Part of the printing costs reflect the lease of a printer held specifically for the production of committee papers. While the base cost of the lease will remain the same regardless of the number of agendas being printed, it is anticipated that a significant move towards paperless working would allow for further rationalisation of printing, by either leasing a smaller and cheaper printer, or by combining printing with other departmental printers.

4.2 Legal Implications

Members taking part in the trial will be requested to sign a document requesting that their Council summons be delivered to City Hall, rather than their home address. This reflects the unusual position of Council meetings within the Local Government Act 1972, which requires that printed papers are formally served on members.

4.3 While the issue of the incompatibility of Council summons with paperless working has been raised with the Department for Communities and Local Government previously, no clear indication has been made of when the legislation will be revised to reflect modern working practices. In the absence of clear direction from central government, delivering the summons to City Hall at members' request is felt to be an adequate compromise between practicality and the purpose of the original legislation.

5. Recommendation

5.1 That members endorse the approach set out within the report for the trial of paperless working with elected committee members.

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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 2013/14 Ethics and Engagement Committee work programme for consideration by members.

2. Work Programme Summary

- 2.1 As requested at the last meeting of the Committee, officers have compiled a provisional work programme for 2013/14. Working with the Chair of the Committee, a work programme has been developed and is attached as **Appendix A**.
- 2.2 In addition to ongoing work regarding member behaviour and development, the two principal strands of the work programme relate to improving democratic engagement, primarily through an examination of democratic engagement with young people and the diversity of electoral candidates.
- 2.3 Discussions regarding the development of a suitable format for planned member panel sessions within local schools are continuing with Lincoln Christ's Hospital School, and will be reported back to the Committee at its next meeting.
- 2.4 Members are also 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. Significant Topics

- 3.1 A number of items within the work programme are relatively straightforward and self-contained; reports for these matters can be produced by officers for members' consideration without significant prior guidance. However, a number of items on the proposed work programme for 2013/14 deal specifically with topics falling within the widened remit of the Committee, following the changes to its terms of reference during 2012/13. As such, members are invited to comment on the items highlighted below and discuss the appropriate focus for the particular topic.
- 3.2 Increasing Democratic Engagement with Young People
The Committee has already begun to investigate some of the ways in which the Council can improve levels of democratic engagement with young people. This work is currently centred around trialling interactive panels between school pupils and councillors, details of which will be reported to the next meeting of the

Committee. However, this strand of work could potentially be broadened to encourage young people outside the school system to engage with local democracy.

3.3 In particular, the scope for increasing democratic engagement with young people crosses over with the two other primary strands for the Committee regarding electoral engagement and the diversity of electoral candidates. As such, members may wish to consider which of the following areas are to be prioritised and how a particular action plan can be developed:

- Improving democratic engagement with students attending local universities, with particular regard to voter registration.
- Reaching young people not in formal education who might otherwise be unlikely to take part in any democratic engagement work already being undertaken with local schools.

3.4 Encouraging Electoral Engagement

Voter turnout in Lincoln at the most recent local election to the Lincolnshire County Council was 26.35%, set against 26.81% for the 2012 elections to the City of Lincoln Council. The failure of a significant majority of Lincoln's voters to take part in these elections fits into a broader national picture, which has been construed by some as threatening the democratic legitimacy of the respective institutions.

3.5 Setting aside issues which the Council cannot directly influence, such as broader structural issues relating to local government and elections as a whole, members are recommended to consider the manner in which the Council can seek to understand why local electors choose not to take part in the local democratic process and whether any actions can be taken to improve voter turnout. This could include reference to the following areas:

- Inviting expert representation on voter turnout at a local and national level, to include analysis of the demographic profiles of those who do and do not vote.
- Investigating the appropriateness and cost of additional promotional work for registering to vote and taking part in elections.

3.6 Increasing the Diversity of Electoral Candidates

In combination with national rates of low voter turnout, Lincoln is not untypical in that the profile of its elected representatives varies significantly in some areas from the make-up of its electorate. In order to ensure the opportunity for both a plurality of views and the full enfranchisement of different groups within Lincoln, members may wish to consider the diversity of electoral candidates and whether any work should be undertaken to encourage certain groups to take a formal role in the Council.

3.7 A significant part of this work may entail identifying demographic groups which are currently underrepresented within the Council and questioning whether this is in any way due to barriers, perceived or otherwise, that the Council is able to remove. By way of reference, some key demographic data for Lincoln's population of those over the age of 18 years is produced below. While recognising that the election of candidates is clearly and ultimately the responsibility of the people, it is striking that in a number of key areas councillors do not appear to be

demographically representative of Lincoln's population as a whole.

Age

Age	Number	Proportion of all 18+ residents
18-29	23,369	30.9%
30s	11,887	15.7%
40s	12,016	15.9%
50s	10,161	13.4%
60s	8,665	11.4%
70s	5,471	7.2%
80s+	4,127	5.5%

Gender

Gender	Number	Proportion of all 18+ residents by gender
Male	36,652	48.4%
Female	39,044	51.6%

Ethnicity (including under-18s)

Ethnicity	Number	Proportion of all residents
White: English/Welsh/Scottish/Northern Irish/British	83,653	89.4%
White: Irish	719	0.8%
White: Gypsy or Irish Traveller	80	0.1%
White: Other White	4,927	5.3%
Mixed/multiple ethnic group: White and Black Caribbean	367	0.4%
Mixed/multiple ethnic group: White and Black African	189	0.2%
Mixed/multiple ethnic group: White and Asian	372	0.4%
Mixed/multiple ethnic group: Other Mixed	302	0.3%
Asian/Asian British: Indian	522	0.6%
Asian/Asian British: Pakistani	139	0.1%
Asian/Asian British: Bangladeshi	139	0.1%
Asian/Asian British: Chinese	452	0.5%
Asian/Asian British: Other Asian	542	0.6%
Black/African/Caribbean/Black British: African	504	0.5%
Black/African/Caribbean/Black British: Caribbean	165	0.2%
Black/African/Caribbean/Black British: Other Black	109	0.1%
Other ethnic group: Arab	175	0.2%
Other ethnic group: Any other ethnic group	185	0.2%

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 future meetings and any necessary arrangements relating to them.

Ethics and Engagement Committee Work Programme 2013/14**29 May 2013**

Topic	Matter for Consideration	Outcome
Revised Terms of Reference	To highlight the terms of reference agreed by Council on 16 April 2013.	<ul style="list-style-type: none"> ▪ To note the changes to the operation of the Committee.
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.
Paperless Meetings Trial	To approve details of the trial already agreed in principle at the previous meeting.	<ul style="list-style-type: none"> ▪ To consider and endorse an approach for the trial of paperless working with elected committee members.
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.

30 July 2013

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 suitable a suitable response if required.
Increasing Democratic Engagement with Young People	Following discussions with pupils and teachers from a local school at a recent meeting, plans for member panels interacting with students are being developed for members' consideration.	<ul style="list-style-type: none"> ▪ To consider the format for any future member panels taking place in local schools.
Webcasting Cost-Benefit Analysis	Following discussion at a previous meeting, to consider the findings of research into the operation of webcasting at neighbouring councils, and the relative costs and	<ul style="list-style-type: none"> ▪ To judge the relative costs and benefits of webcasting public committee meetings.

	benefits of adopting a similar system.	
Dual Membership of Local Authorities	Within Lincolnshire, councillors can be elected to represent both a lower and an upper-tier council, which potentially raised conflicts of interests in considering certain items.	<ul style="list-style-type: none"> ▪ To consider the suggested guidance and recommend its circulation to councillors.
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 October 2013

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 suitable 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.
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.
Paperless Meetings Trial	Following the planned establishment of a paperless meetings trial as considered on 29 May 2013, members will be invited to feedback and discuss their experiences of paperless working.	<ul style="list-style-type: none"> ▪ To consider the outcome of the planned trial of paperless meetings.
The Promotion of Citizenship within Schools	Further to the Increasing Democratic Engagement with Young People item scheduled earlier in 2013/14, it will	<ul style="list-style-type: none"> ▪ To consider the outcomes of any progress made in trialling member

	be necessary to monitor progress and outcomes from the project.	panels with local schools.
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.

9 December 2013

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 suitable a suitable response if required.
Succession Planning	Councillors have differing levels of responsibilities, with portfolio holders and committee chairs taking particular additional responsibilities. These posts often benefit from holders having particular skills and knowledge, and there may be a benefit to developing other members to be able assume similar responsibilities if required.	<ul style="list-style-type: none"> ▪ To consider whether and how succession planning for key councillor posts should be pursued.
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.

3 February 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 suitable a suitable response if required.
Standards Post-Implementation Review	The Localism Act 2011 provided for a considerable revision of arrangements for member standards, including changes to members' declarations of interests and the Members' Code of Conduct.	<ul style="list-style-type: none"> ▪ To consider the impact of changes to the standards regime introduced through the Localism Act 2011.

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.
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.

17 March 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 suitable a suitable response if required.
Promoting Constructive Debate Within Meetings	The manner in which debate is conducted at meetings has a significant bearing on the quality of outcomes and the working relationships between members and officers.	<ul style="list-style-type: none"> ▪ To review the Council's standing orders and to consider the manner in which a high standard of debate can be secured.
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 2014/15	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 consider the work programme for the next municipal year.