

## ETHICS AND ENGAGEMENT COMMITTEE

**Monday, 6 March 2017**

**6.00 pm**

**Committee Room 1, City Hall**

Membership: Councillors Geoff Ellis (Chair), Adrianna McNulty (Vice-Chair), Liz Maxwell, Ronald Hills, Jane Loffhagen, Ric Metcalfe, Edmund Strengiel, Naomi Tweddle and Loraine Woolley

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

Independent Person(s): Chris Elkington and Roger Vine

Officers attending: Democratic Services and Becky Scott

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Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
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**Present:** Councillor Geoff Ellis (*in the Chair*)

**Councillors:** Gill Clayton-Hewson (substituted for Ric Metcalfe),  
Ronald Hills, Jane Loffhagen, Liz Maxwell,  
Adrianna McNulty, Edmund Strengeiel, Naomi Tweddle  
and Loraine Woolley

**Independent Person(s):** Chris Elkington and Roger Vine

**Apologies for Absence:** Councillor Ric Metcalfe

**15. Confirmation of Minutes - 12 September 2016**

RESOLVED that the minutes of the meeting held on 12 September 2016 be confirmed.

**16. Declarations of Interest**

No declarations of interest were received.

**17. 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) summarised the cases within the report, noting the particular areas which members might wish to consider.
- c) invited members' questions and comments.

Members:

- discussed the potential difficulty in trying to establish whether a councillor was acting in a personal capacity or as a councillor.
- noted the importance of ensuring that elected members did not abuse their positions to gain a personal advantage and the Council's strong record in ensuring this.
- highlighted the challenge posed to councillors by people or groups who sought to provoke a negative reaction.

RESOLVED that the report be noted.

**18. Engagement with Lincoln's Communities**

The Legal and Democratic Services Manager:

- a) presented a second report regarding the manner in which the Council engaged with members of the public.

- b) noted the areas which had been highlighted for further development when the last report had been considered by the Committee.
- c) invited members' questions and comments.

The Reserve Independent Person noted that public appetite for involvement with local councils was limited unless motivated by an issue directly relevant to particular residents. Equally, many prominent local services were offered by different bodies, which made engagement more challenging. The Council appeared to be doing everything it could to improve engagement and had faced similar challenges in improving engagement through Local Democracy Week activities with local schools.

The Independent Person highlighted the differences between attendance levels for city-wide meetings and parish-level meetings, with the possibility of higher attendance levels for meetings with a more local focus.

Members:

- discussed the considerable efforts made by the Council to engage with people.
- noted that there remained confusion about which councils were responsible for which services.
- agreed that people tended only to be interested in council services when a problem had been encountered.
- discussed how neighbourhood panels could feed into engagement.
- considered whether it was more appropriate for the Council or for political groups to take a lead on engaging with the public.
- highlighted the difficulty in ensuring that councillors did not divulge exempt or confidential information to people while engaging with the public.
- noted the varying attendance levels at local meetings across the city.
- questioned whether there was any evidence that the availability of neighbourhood working support made a difference to community participation levels.

The Legal and Democratic Services Manager advised that she would relay members' queries regarding neighbourhood working to the relevant team.

RESOLVED that members would continue to oversee the manner in which the Council engaged with local communities and highlight any potential future improvements.

## **19. Guidance for Councillors on Outside Bodies**

The Legal and Democratic Services Manager:

- a) presented a guide intended to inform members about the implications of representing the Council on outside bodies.
- b) emphasised the particular duties that were owed by a trustee to a trust.
- c) highlighted the variety of outside bodies to which the Council appointed, some of which would be reviewed in due course to assess their continuing relevance.
- d) explained that it also was intended to circulate the proposed guidance to non-elected representatives.

- e) invited members' questions and comments.

Members:

- welcomed the proposed guidance which offered clarity on the potential impact of being appointed to certain roles.
- discussed the extent to which outside representatives were appointed for political reasons, including the appointment of non-councillors to roles.
- highlighted dissatisfaction with the requirement that members on outside bodies were considered to have personal and pecuniary interests in the consideration of financial issues relating to those bodies.
- recommended that the Corporate Management Team give consideration to the feasibility of requiring outside body representatives to provide an annual report to Council regarding their activities, noting that there could be practical difficulties in enforcing such a requirement.
- discussed the extent to which trustees were personally liable for any actions undertaken in that role.

The Reserve Independent Person supported the proposal for representatives to report regularly to the Council regarding their activities, in order to ensure effective oversight of their actions.

The Legal and Democratic Services Manager responded that:

- the Corporate Management Team was undertaking a review of the Council's representation on outside bodies.
- the risk of liability varied between trusts, and that it would be possible some trustees would be indemnified against personal liability.

RESOLVED that:

1. the guidance be circulated for the attention of all elected members and any lay representatives who represented the Council on external bodies.
2. the Corporate Management Team be requested to consider implementing a framework to allow the Council's representatives to report annually to Council regarding their activities.

## **20. Connecting Town Halls Consultation**

The Democratic Services Officer:

- a) introduced a report seeking members' views regarding a consultation on the relaxation of rules restricting members from taking part in meetings via remote technology.
- b) explained that the proposed changes would only affect meetings of combined authorities or joint committees, rather than ordinary Council meetings.
- c) highlighted that equipment was already in place at City Hall which would allow members to take part in remote working.
- d) stated that it was unlikely that public attendance at these meetings was likely to be affected, while public access to both the meeting venue and the remote sites would be ensured.

e) invited members' questions and comments.

Members:

- noted that previous experiences with video conferencing had not been uniformly positive, although problems could be alleviated by improvements in technology.
- expressed the view that it would be sensible to make greater use of the technology although there was potentially little use for it in Lincolnshire.

The Independent Person shared his experiences of video conferencing, noting the need for strong chairing in order for the meetings to be productive.

RESOLVED that the relevant portfolio holder be recommended to express the Council's support for the proposed changes noting that the technology was not without flaws but did represent a valid alternative option in some circumstances.

## **21. Work Programme Update**

The Democratic Services Officer:

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

RESOLVED that the work programme be approved.

<b>SUBJECT:</b>	<b>CODE OF CONDUCT: CASES REVIEW</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>CAROLYN WHEATER, CITY SOLICITOR</b>

## 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 Coventry City Council

A councillor made a series of comments in a private internet conversation making reference to not 'wanting to be a minority in my own country', immigrants being a 'drain on resources', and stating that multi-culturalism had not been successful. While the councillor was found to have made the comments in a private capacity, his later discussion of them in the media meant that the comments were being repeated in his role as a councillor. The comments were therefore found to have breached the member code of conduct as a result of a failure to 'take active steps to challenge discrimination, harassment and victimisation and allocate resources to promote social justice, equality of opportunity and community cohesion'. Other comments regarding Enoch Powell being a hero to the councillor were found to be legitimate free expression.

### 2.4 East Devon District Council

A town councillor was found to have breached the member code of conduct by making unfounded allegations of impropriety against the town clerk. The relevant district council recommended a number of sanctions be applied against the town councillor. The town council applied those sanctions but also added its own more severe sanctions, including blocking his rights to access or take part in meetings until the councillor had attended relevant training. The town councillor brought an action for judicial review of the town council's decision. The High Court quashed the town council's decision finding that while a councillor could be required to attend training as a sanction, the only means of enforcing the sanction was the threat of

publicity rather than removing the town councillor's democratic rights.

#### 2.5 North Hertfordshire District Council

A former councillor was found to have breached the member code of conduct in relation to bullying behaviour, failing to show respect and consideration, bringing the Council into disrepute, and failing to cooperate with an investigation. The councillor had been a director of a charitable company linked to the council and had been critical of the company's operation. He had also repeatedly disregarded officers' advice to make declarations of interest in related item and had been abrasive in his dealings with officers. The finding was referred to a council meeting to censure the councillor. The motion to censure the councillor was carried after debate and criticism made relating to the cost of the investigation.

### **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: SUPPORT TO ELECTED MEMBERS**

**DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK**

**LEAD OFFICER: CAROLYN WHEATER, CITY SOLICITOR**

## **1. Purpose of Report**

1.1 To consider the manner in which support is offered to elected members by officers.

## **2. Current Levels of Support**

2.1 Councillors have a variety of duties and roles carried out in order to serve the public. Inevitably, majority of the time and effort entailed with these duties and roles fall directly upon the councillor. However, the Council also provides professional and logistical support to enable councillors to carry out their duties as efficiently and effectively as possible.

2.2 This report has been compiled to summarise the support currently offered in order that members can consider and offer feedback regarding the suitability of this support.

2.3 The form of support offered to councillors has adapted considerably in recent years. These changes have been particularly driven by greater access to and use of technology by councillors. For example while the introduction of tablet devices has increased the amount of support offered to councillor with regard to IT, it has enabled councillors to carry out more of their ward work directly. While in the past officers might have been required to coordinate communication with residents and officers through letters and memorandums, many councillors now carry this out directly by email.

2.4 Equally the level of direct staff support has been reduced following the removal of the Member Support Team in 2009 and the absorption of its duties within Democratic Services.

## **3. Areas for Consideration**

### **3.1 Members' IT**

The Council provides all elected members with option to use a tablet device if they receive their committee agendas via the device. In addition, members are also able to claim £240 pa in relation to broadband internet, £60 pa towards a PC, and £15 pa towards a printer. The councillor can also borrow a PC or printer in lieu of the relevant allowance. Members are also able to access the Council's IT systems remotely using a computer.

### **3.2 Ward Surgery Support**

Many councillors hold regular ward surgeries. This can take the form of regular

drop-in sessions at a fixed location or roving surgeries, where residents can book appointments or display a poster in their window requesting a visit from a councillor. Holding ward surgeries is often an effective means for councillors to hear from residents and businesses in their ward.

3.3 Councillors holding ward surgeries often promote these events using flyers and posters which they then deliver to residents' houses. Having regard to the advantages of ensuring the Council and its members are as accessible as possible, many of these flyers and posters are designed and printed by the Council. As well as offering the chance to highlight any issues to their local councillor, the flyers promote the public visibility and awareness of elected members. The Council also promotes ward surgeries by providing a link in the *Your Lincoln* magazine to the relevant details on the Council's website.

3.4 However, in recent years the cost of providing ward surgery posters has escalated. This is likely to be due to a combination of factors including an increased number of ward surgeries and the increased quality of the flyers following a switch from printing in-house. While the external printing is considerably cheaper on a per unit basis, the increased quantity of printing is likely to have displaced these savings. As such, the relevant budget-holder is examining options to limit the printing costs. This is likely to take the form of a maximum number of flyers that can be printed per councillor per year.

### 3.5 Protocol for Response Times

Elected members have previously raised concerns regarding the amount of time which some Council departments take to respond to queries. In response to this, a protocol was developed and circulated in 2014 allowing members to refer queries through specified officers who would seek to guarantee a response within a set time. The general principles of the protocol are as follow:

- All officers will do their best at all times to give timely responses to member enquiries in accordance with the set timescales, irrespective of whether they were contacted directly or through the nominated single point of contact for each directorate . Under normal circumstances this will be five working days.
- Officers are committed to providing high quality, professional responses to issues by giving clear, consistent and accurate information.

### 3.6 Member Casework

Councillors are often approached by residents in their and others' wards for assistance. This assistance can be in relation to council services, but can also relate to other areas, including public bodies and private disputes. Members will often approach officers or external organisations for support directly, but also liaise with Democratic Services for advice or assistance in resolving problems.

3.7 The Council temporarily funded access to an online casework management system which allowed members to log casework details on a bespoke system via a web browser. Access to this system was cancelled owing to its cost and relative lack of use among members.

### 3.8 Political Work

Members will be aware of the line to be drawn between the duties of a councillor and their political roles, which can be closely entwined. While there is often some

ambiguity in certain instances, Council resources cannot be allocated to support personal political work, whether in the form of financial support or officer time.

#### **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 consider and offer feedback regarding the quality of support currently offered to elected members.

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<b>SUBJECT:</b>	<b>MINUTES RELATING TO EXEMPT INFORMATION</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>CAROLYN WHEATER, CITY SOLICITOR</b>

## 1. Purpose of Report

1.1 Following the publication of a recent set of minutes, a councillor raised a concern that the minutes were insufficiently detailed to allow members to understand a decision without reference to the associated report, which contained exempt information. The councillor therefore requested that the Ethics and Engagement Committee consider whether the format of the Council's minutes relating to exempt information was appropriate.

## 2. Context for Original Minute

2.1 The Asset Management Group meeting of 15 December 2016 considered one substantive item, which was the proposed sale of a property owned by the Council in the Boutham area. The minute is attached as **Appendix A**.

2.2 In common with the Council's style of recording Executive meetings since the inception of the Executive model, the minute takes the form of a decision notice giving details of the decision, the reason for the decision, and any rejected alternative options. This style of minute was adopted in order to ensure that Executive decisions were recorded in a concise and accessible manner.

2.3 As members will be aware, the Council is under a duty to keep a public record of all decisions taken by the Executive and any Executive sub-committees (such as the Asset Management Group). Where a report contains exempt information, officers seek to include as much information as possible in the minute and often refer to the relevant sections of a private report if necessary.

2.4 In this instance, the exempt information related to the proposed sale of a property. In order to protect the commercial interests of both the Council and the potential purchaser, the property was not directly identified within the minute, but was clearly identified in the relevant report including a site plan for the property. Both the minute and the full report were accessible to all councillors via the Council's intranet site or for downloading using a tablet device.

## 3. Rationale for the Current Minuting Method

3.1 The Council's current minute style is considered to offer a pragmatic middle-ground between ensuring as much information as possible is provided to the public regarding Council business and protecting the confidentiality of any exempt information, while also still giving all necessary information to those with access to documents containing exempt information, i.e. councillors and relevant officers.

- 3.2 While a minute must provide sufficient information to convey the fundamental nature of the transacted business, it will usually also be necessary to consider an associated report in order to have a proper understanding of the business at hand, regardless of whether the minute relates to exempt information.
- 3.3 With this in mind, officers do not consider that reading or having reference to a report is overly onerous if a councillor wishes to understand more about an item than is contained with the minute. As members will be aware, a minute is not intended to be a verbatim report of the minutiae of a transaction, but to record the fundamental parts of what has been decided and why. Provided that the documents containing exempt information are easily available, interlinking between a minute and a report remains officers' preferred format.
- 3.4 An alternative system would be to create two sets of minutes (one referring to exempt information and one not referring to exempt information). A change to a style of minuting requiring duplication of minutes is likely to be time-consuming, particularly for lengthy meetings such as the Licensing Sub-Committee which often involve considerable amounts of exempt information and will have an impact on resources

#### **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 consider whether the Council's style of minuting business relating to exempt information remains appropriate.



**4. Proposed Sale of a Property at Boutham Estate Lincoln**Purpose of Report

To consider the sale of the Council's freehold interest in a property in Lincoln.

**Decision**

1. That should the tenant of the relevant property wish to pursue the option of converting or redeveloping the relevant property wholly for residential purposes, the Strategic Property Services Manager be authorised to negotiate terms for sale to the tenant.
2. That the Strategic Property Services Manager be authorised to arrange and conclude the necessary sale formalities should he be satisfied that the terms negotiated with the tenant regarding the relevant property were better than could reasonably be expected by sale on the open market.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Council owned the freehold interest in a property which was subject to an existing long lease at a low rent. The property comprised a ground floor shop with a flat above it and was in a state of disrepair.

The reinstatement of the property was possible, but members noted that reinstatement for the existing use might not be the optimum outcome for the Council. As such, it was agreed that the option of selling the freehold of the property with a view to developing the property for residential use was to be permitted subject to any receipt meeting or exceeding the capital value of the property. This option would allow the Council to receive a capital receipt to support the Housing Investment Programme while also ensuring the property was returned to regular use.

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**SUBJECT: FUNDING FOR INDIVIDUAL MEMBER DEVELOPMENT**

**DIRECTORATE: CHIEF EXECUTIVE & TOWN CLERK**

**LEAD OFFICER: CAROLYN WHEATER, CITY SOLICITOR**

## **1. Purpose of Report**

1.1 The Council has a dedicated budget for funding member development, which is overseen by the Principal Democratic Officer. This report seeks members' views on codifying arrangements for determining which individual development requests should be funded.

## **2. Current Arrangements**

2.1 The Council has a member development budget to support training and general development for councillors. The majority of the budget is usually spent on providing training events from which all councillors can benefit. However, there is also scope for individual members to attend development sessions which other elected members will be unable to access, either owing to cost, limited places being available, or the specific nature of the session.

2.2 In recent years, the Council has paid for development opportunities including leadership training, courses for new councillors, and specialised training for particular committees or roles.

2.3 The provision of this training is arranged on an *ad hoc* basis, as it is often difficult to forecast whether particular development will be required and whether a particular councillor would be interested in

## **3. Protocol for Funding Individual Member Development**

3.1 In order to assist both councillors and officers in ensuring that member development is provided in a fair and transparent manner, it is proposed that a short protocol should be adopted setting out the framework for individual member development requests.

3.2 The protocol proposed below reflects the principles and factors which the Principal Democratic Officer already considers when a request is currently made. However, by ensuring that members have considered and endorsed the general framework, it is hoped that the protocol will clearly demonstrate to the public and members that any requests are being considered in a proper manner.

3.3 The proposed protocol is built around three basic principles which should be applied to every request made. If none of the principles are breached by the request, the relevant officer should then consider the factors set out below in determining whether to grant the request. The factors also allow a decision to be properly

weighted if multiple requests are being considered and cannot all be funded.

### 3.4 Principles

- The Member Development Budget is primarily intended to support training and development, but may also be used to fund councillors' participation in other events which will benefit the Council.
- Any requests to take part in a relevant event must be referred to the Principal Democratic Officer, the Legal and Democratic Services Manager, or the City Solicitor for determination.
- An individual department may also choose to fund member development and other councillor activities, but should do so using its own resources and having regard to the relevant factors below.

### 3.5 Factors (in order of priority):

1. The amount allocated to and remaining in the annual member development budget.
2. The cost and likely value to the Council in having a councillor attend the event, including any relevant travel costs.
3. Whether the event will support a councillor in fulfilling their duties as a portfolio holder or member of a committee.
4. Whether the event will support a councillor in being able to carry out potential future duties as a portfolio holder or member of a committee meeting.
5. Whether the event will assist the Council in addressing an imminent and pressing need.
6. The amount which has been spent on supporting a particular councillor or group of councillors in the current and previous municipal year.
7. Whether a similar event could be delivered locally and benefit a greater number of councillors.

3.6 It is of course best practice that any relevant training attended by councillors should then be shared with any other member who may benefit from it as well, to ensure consistency and value for money.

## 4. **Organisational Impacts**

### 4.1 Finance

There are no direct financial implications arising from this report, although the fundamental purpose of establishing a protocol is based upon the need to ensure any expenditure is both within budget and effectively targeted.

### 4.2 Legal Implications

There are no direct legal implications arising from this report.

## 5. **Recommendation**

5.1 That members consider the proposed protocol.

<b>SUBJECT:</b>	<b>MEMBER DEVELOPMENT UPDATE</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>CAROLYN WHEATER, CITY SOLICITOR</b>

## 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. 2016/17 Member Development

- 2.1 In addition to the induction programme, ad hoc workshops and seminars covering consultations with members and briefings on areas of Council business, training in the following areas has been delivered during 2016/17:

- 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 and Local Government Finance. 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.
- 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.
- Domestic abuse and safeguarding. A combined session was delivered by Council officers to inform members about the role
- Scrutiny training. Training on the role of scrutiny committees and the contributions councillors play in driving the overview and scrutiny process was provided, with a particular emphasis on catering for newly-elected members.

- Casework guidance, including training on data protection
- Equality and diversity training.
- Emergency planning.

### **3. 2017/18 Member Development**

3.1 As members will be aware, no seats on the City of Lincoln Council are scheduled to be affected by the election on 4 May 2017. As a result of this, the Council has additional flexibility to provide training in addition to the regular training offered in the following areas:

- Planning Committee
- Licensing Committee
- Member Code of Conduct

3.2 Members were given the opportunity to feedback any requests for training in the coming year and suggested that the following topics be considered:

- Training to help members to understand the political and economic perspectives of residents
- Training on taking accurate notes at meetings
- Access to external leadership training

3.3 In addition members may wish to consider the merits of the providing opportunities for training in the following general areas:

- Chairing skills
- Increasing public engagement
- Public speaking
- Financial awareness
- Partnership working
- Member-officer relationships
- Communication skills

3.4 Noting the training options provided above members are requested to offer views regarding the desirability of the Council providing access to these or any other development opportunities.

### **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:           WORK PROGRAMME UPDATE**

**DIRECTORATE:    CHIEF EXECUTIVE & TOWN CLERK**

**LEAD OFFICER:   CAROLYN WHEATER – CITY SOLICITOR**

**1.     Purpose of Report**

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

**2.     Work Programme Summary**

2.1    The work programme is attached as **Appendix A**, and was agreed at the last meeting of the Committee.

2.2    Members are encouraged to put forward any proposals for relevant matters of concern or interest to them or the residents of their ward which the Ethics and Engagement Committee may be able to consider.

**3.     Changes Made to the Work Programme**

3.1    At the meeting of 23 March 2016, the work programme for 2016/17 was agreed. A current version of the 2016/17 work programme is attached as Appendix A.

3.2    Earlier this year, officers met with the Chair and the Leader to discuss whether there were any aspects of the Committee’s terms of reference which could form the focus of further work in the future. In particular, it was agreed that officers would seek to bring reports regarding the following topics:

- The manner in which the Council engages with the public, moving beyond the Committee’s previous focus on promoting local democracy to young people.
- The link between the Council’s approach to member development and its organisational development strategy.
- The support provided to elected members and whether it remains fit-for-purpose.

3.3    In addition, in consultation with the Chair the work programme has been amended to delay a report on Member Development and the People Strategy (formerly titled as the Organisation Development Strategy) from the meeting of 7 December 2016 to the following municipal year. This delay will allow the People Strategy to be fully developed in order to take account of the overall Vision 2020 strategy prior to any further consideration.

3.4    This item has therefore been included on the provisional work programme for 2017/18, attached as Appendix B. 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.

#### **4. Organisational Impacts**

##### 4.1 Finance

There are no direct financial implications arising from this report.

##### 4.2 Legal Implications

Any additions to the work programme should be made in accordance with the scope of the Committee as established within its terms of reference.

#### **5. Recommendation**

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

5.2 That the Committee consider items scheduled for the next meeting and any necessary arrangements relating to them.

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"> <li>▪ To note the issues raised and consider a suitable response if required.</li> </ul>
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"> <li>▪ To consider the delivery of member inductions and to offer any recommendations for future improvement.</li> </ul>
Local Democracy Week Update	To update members on the plans for Local Democracy Week 2016.	<ul style="list-style-type: none"> <li>▪ To consider the arrangements made and recommend any suitable changes.</li> </ul>
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"> <li>▪ To consider the ongoing impact of Individual Electoral Registration on the number of registered electors in Lincoln.</li> </ul>
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"> <li>▪ To agree the work programme.</li> <li>▪ To consider the arrangements for the next meeting.</li> </ul>

**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"> <li>▪ To note the issues raised and consider</li> </ul>

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"> <li>▪ To consider the current provision of member development and offer guidance on its future operation.</li> </ul>
Engaging with Lincoln's Communities	The Committee has a broader remit to improve the level of public engagement with the Council. This wider engagement will be examined in a broad manner within the report in order to allow members to highlight any areas which might benefit from particular attention.	<ul style="list-style-type: none"> <li>▪ To determine whether any aspect of the Council's current engagement with the public should be considered in any further detail.</li> </ul>
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"> <li>▪ To agree the work programme.</li> <li>▪ To consider the arrangements for the next meeting.</li> </ul>

### 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"> <li>▪ To note the issues raised and consider a suitable response if required.</li> </ul>
Guidance for Councillors on Outside Bodies	The Council appoints a large number of councillors to represent it on outside bodies, as well as members of the public. In order to ensure those members are able to fulfil their roles appropriately it is proposed that guidance will be created and circulated to the relevant members.	<ul style="list-style-type: none"> <li>▪ To consider and approve the proposed guidance for circulation.</li> </ul>
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"> <li>▪ To agree the work programme for 2015/16.</li> <li>▪ To consider the arrangements for the next meeting.</li> </ul>

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"> <li>▪ To note the issues raised and consider a suitable response if required.</li> </ul>
Support to Elected Members	To explore the support offered to elected members by the Council and assess whether it remains fit-for-purpose or can be improved.	<ul style="list-style-type: none"> <li>▪ To consider the needs of elected members and recommend any appropriate changes to the support currently offered</li> </ul>
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"> <li>▪ To consider the current provision of member development and offer guidance on its future operation.</li> </ul>
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"> <li>▪ To agree the work programme for 2016/17.</li> <li>▪ To consider the arrangements for the next meeting.</li> </ul>

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Ethics and Engagement Committee Work Programme 2017/18**3 July 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"> <li>▪ To note the issues raised and consider a suitable response if required.</li> </ul>
Member Development and the People Strategy	The Council currently operates its member development programme and its organisation framework for the training of officers separately. The report will therefore consider whether there are any opportunities for one programme to feed into the delivery and improvement of the other.	<ul style="list-style-type: none"> <li>▪ To consider any opportunities to merge member development and the People Strategy.</li> </ul>
Local Democracy Week Update	To update members on the plans for Local Democracy Week 2017.	<ul style="list-style-type: none"> <li>▪ To consider the arrangements made and recommend any suitable changes.</li> </ul>
Electoral Registration Update	Individual electoral registration (IER) was introduced across the country in 2014, shifting the process for registering electors from a household to an individual basis. The update will provide information relating to electoral registration rates and efforts to increase electoral registration.	<ul style="list-style-type: none"> <li>▪ To consider the ongoing impact of Individual Electoral Registration on the number of registered electors in Lincoln.</li> </ul>
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"> <li>▪ To agree the work programme.</li> <li>▪ To consider the arrangements for the next meeting.</li> </ul>

## 2 October 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"> <li>To note the issues raised and consider a suitable response if required.</li> </ul>
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"> <li>To consider the current provision of member development and offer guidance on its future operation.</li> </ul>
Engaging with Lincoln's Communities	The Committee has a broader remit to improve the level of public engagement with the Council. This wider engagement will be examined in a broad manner within the report in order to allow members to highlight any areas which might benefit from particular attention.	<ul style="list-style-type: none"> <li>To determine whether any aspect of the Council's current engagement with the public should be considered in any further detail.</li> </ul>
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"> <li>To agree the work programme.</li> <li>To consider the arrangements for the next meeting.</li> </ul>

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## 15 January 2018

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"> <li>To note the issues raised and consider a suitable response if required.</li> </ul>
Member Induction Programme	To consider the proposed member induction programme for May	<ul style="list-style-type: none"> <li>To consider the delivery of member inductions and to offer any recommendations for future improvement.</li> </ul>
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"> <li>To agree the work programme for 2015/16.</li> <li>To consider the arrangements for the</li> </ul>



		next meeting.
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### 5 March 2018

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"> <li>▪ To note the issues raised and consider a suitable response if required.</li> </ul>
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"> <li>▪ To consider the current provision of member development and offer guidance on its future operation.</li> </ul>
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"> <li>▪ To agree the work programme for 2016/17.</li> <li>▪ To consider the arrangements for the next meeting.</li> </ul>

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