

CITY AND COUNTY OF CARDIFF DINAS A SIR CAERDYDD

STANDARDS AND ETHICS COMMITTEE:

5 OCTOBER 2006

REPORT OF THE MONITORING OFFICER

AGENDA ITEM:

ETHICAL STANDARDS AUDIT - UPDATE

Reason for this Report

1. To provide the Committee with the results obtained from the Ethical Standards Questionnaire for Elected Members, which was re-issued in September 2006 on the Committee's instructions; and to invite the Committee to consider any further actions to be taken following on from completion of the Ethical Standards Audit.

Background

2. The terms of reference of the Committee include (paragraphs (a), (b) and (c)):
 - to monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services and to report to the Council on any matters of concern;
 - to advise the Council on the content of its Ethical Code and to update the Code as appropriate; and
 - to advise the Council on the effective implementation of the Code, including such matters as the training of Members and employees on the Code's application.
3. The Committee at its meeting on 12 January 2006 resolved to conduct an Ethical Standards Audit of the Authority; and considered a subsequent report at its meeting on 14 March 2006.
4. At its meeting on 25 July 2006 the Committee received a report on the results of the Ethical Standards Audit. The Committee expressed disappointment at the low response rate from the Council's elected Members (only 16 out of 75 Members responded); and resolved to instruct the Monitoring Officer to re-issue the Questionnaire to elected Members after the Summer recess, and to request the assistance of party group leaders to encourage their group Members to complete the Questionnaire.

5. The Monitoring Officer was authorised to correspond with consultees who had requested a response; and was asked to report on the results of the re-issued Questionnaire for elected Members to the next Committee meeting, when full consideration could be given to the results of the Ethical Standards Audit.

Issues

6. Consultees who requested a response to their comments have been corresponded with, to inform them of the Committee's decisions in this regard, and directing them to where they can obtain further information on the work of the Committee. Employees, partner organisations and members of the public who gave their contact details have also been supplied with an extract from the relevant section of the Executive Summary.
7. The Cardiff Research Centre of the Council (the CRC) was engaged to assist with the re-issue of the Questionnaire for elected Members, and the collation and analysis of results. The Questionnaire was re-issued accordingly on 30 August 2006 by e-mail to the party group leaders, and copied to the Council Members of this Committee. The consultation deadline was 13 September 2006.
8. Following receipt of a number of reports from elected Members of difficulty in accessing the online Questionnaire, on 6 September 2006 paper copies of the Questionnaire were distributed by post to all elected Members; and late returns up until 15 September 2006 were included.
9. The CRC has collated and analysed consultation responses and produced a report, which is attached as **Appendix A** to this report.
10. The results from the Ethical Standards Audit can be utilised to inform the Committee's work, and to report to the Council on any matters of concern. The Committee is invited to note and consider the consultation responses to the Ethical Standards Audit, and to consider what actions it wishes to take in consequence of this.

ADVICE

This report has been prepared on behalf of the Monitoring Officer. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the advice contained in this section.

Legal Implications

There are no legal implications arising directly from this report.

Financial Implications

There are no financial implications arising directly from this report.

RECOMMENDATION

The Committee is recommended to consider and decide upon what action it wishes to take in response to the results of the Ethical Standards Audit, and specifically:

- (a) To consider implications for the work plan and priorities of the Committee for the forthcoming year;
- (b) To consider any further action necessary in this regard, including whether to conduct a focus group session with consultees who have expressed a willingness to participate in the same; and if so, to make suitable arrangements for such a session to be held;
- (c) To authorise the Monitoring Officer to provide feedback to consultees as appropriate;
- (d) To authorise the Monitoring Officer to institute a series of workshops on the Code of Conduct and Ethical Governance for all Members of the Council;
- (e) To submit a full report on the Ethical Standards Audit to the Council for consideration; and
- (f) In the light of the report to make any other recommendations it considers appropriate.

Kate Berry

Monitoring Officer and Chief Legal & Democratic Services Officer
28 September 2006

Background papers

Minutes and Reports to Standards & Ethics Committee meetings on 12 January 2006; 14 March 2006 and 25 July 2006

Appendices

Appendix A - Report on the Ethical Standards Questionnaire for Members - 2006

THE COUNTY COUNCIL OF THE
CITY AND COUNTY OF CARDIFF

Prepared by Cardiff Research Centre



Ethical Standards Consultation with Members

September 2006



This document was produced by the Cardiff Research Centre, at Cardiff Council.

The Cardiff Research Centre operates research services that include the collection, analysis and interpretation of statistical data together with demographic and economic forecasting, and dissemination of Census and other published data, as well as operating a research service for Public Sector clients.

In addition, Cardiff Research Centre can undertake specialised studies on a wide range of topics relating to planning, development, social, economic and demographic subjects.

Further details of the activities undertaken and a list of publications can be obtained from:

Steve Jarman	OM, Research & Community Engagement	029 2087 2602
Siôn Ward	Research & Information Demography & Economy Deprivation & Poverty	029 2087 3205
Rhys Haines	Employment/Unemployment	029 2087 3207
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EXECUTIVE SUMMARY

Consultation with Members

- *Thirty (40%) of the seventy-five Members responded to the questionnaire.*
- *Eight (27%) respondents had been Councillors for two years or less.*
- *All Members stated they were aware that the Authority has adopted a Code of Conduct for Members although 17% were unclear of their role in relation to it.*
- *63% of Members reported that they believe standards of ethical conduct within the Authority to be high.*
- *Half (53%) of those Members responding to the questionnaire felt that the Council deals effectively with the misconduct of Members whilst just 30% felt that the Council deals effectively with the misconduct of officers.*
- *Four-fifths (83%) of Members were clear about the purpose of the Standards & Ethics Committee although only 40% considered the Committee to make an effective difference.*
- *90% of Members agreed the Council's practices and procedures in respect of ethical governance to be relevant, clear and up to date.*
- *Two-thirds (66%) of Members agreed that the Council consistently follows proper practices and procedures in respect of ethical governance whilst just 52% agreed the Council to have a clear whistle blowing policy.*
- *Three-quarters (77%) of Members reported to have a 'reasonable understanding' of the role of the Chief Finance Officer and Head of Paid Service whilst 83% reported to be aware of the role of Monitoring Officer.*
- *Just three-quarters (73%) of Members reported to have received information concerning their role in relation to Authority's Code of Conduct whereas 90% stated that they had received training/advice/ briefing on the Freedom of Information Act 2000.*
- *The majority (87%) of Members agreed that the appropriate course of action to take if another Member failed to comply with the Authority's Code of Conduct would be to inform the Monitoring Officer.*
- *Although 100% of Members reported that they were clear as to what constitutes a conflict of interest, just 50% considered Members to have a 'common understanding' on how to deal with these.*

INTRODUCTION

The Local Government Act 2000 ('the Act') creates a statutory framework to guide and regulate the conduct of Councillors and Local Government Officers – this is known as 'the ethical framework'. The ethical framework, within the context of Local Government, is a set of principles which govern the behaviour of the Council, its Councillors and Officers. Values like accountability, openness and observance of the law should determine the way in which those within the Council conduct themselves when carrying out duties in the public interest. The Act requires Councils to establish Standards & Ethics Committees with the function of promoting and maintaining high standards of conduct within the Authority.

The Standards & Ethics Committee of Cardiff Council was established on the 19th of October 2000. As part of its remit to monitor and scrutinise the ethical standards of the Authority the Committee resolved to undertake an Ethical Standards Audit and Consultation aimed at assessing the effectiveness of the Council's approach to ethical governance and identifying any ethical vulnerability currently facing the Council. A representative of the Monitoring Officer approached Cardiff Research Centre on behalf of the Committee to assist in consultation with various bodies regarding carrying out an Ethical Standards Audit. The results of the consultation are to assist the Committee in formulating its work programme and deciding how to devote resources to training on matters of conduct.

METHODOLOGY

Based on recommendations from both the Standards & Ethics Committee and advice from Legal & Democratic Services, CRC were able to design questionnaires suitable for the topic of Ethical Governance. A three pronged consultation exercise was proposed by CRC which involved the circulation of specifically tailored Questionnaire Surveys to the Council's Elected Members, Council Officers, partner organisations, and members of the public. This report focuses solely upon the responses received from the Council's Elected Members although reports have also been produced which focus on Council officers and the public and partner organisations.

A questionnaire was designed specifically for Council Members in order to gauge their level of awareness of the implications of Part III of the Local Government Act 2000 and how it impacts both upon themselves and their work with the Council. The questionnaire explored in detail their individual level of awareness of the Authority's arrangements for complying with the Act in promoting high standards of ethical governance within the Council and invited their comments on this issue.

The questionnaire was circulated to all seventy-five Council Members both via email for completion online and hard copies to be returned by post.

A copy of the Members' Questionnaire is included at Appendix 2.

NB. This survey constitutes a 'reissue' of the questionnaire which on its previous circulation had achieved a disappointingly low response rate from Members of just 21%. At its meeting in July 2006 the Standards and Ethics Committee made a decision to recirculate the questionnaire following the summer recess by dissemination via party group leaders.

RESULTS – CONSULTATION WITH MEMBERS

Background

A total of thirty (40%) of the seventy-five Members approached responded to the questionnaire. The following provides a summary of the views and comments expressed by those Members with regard to a range of topics including Codes of Conduct within the Authority, the role of the Standards and Ethics Committee, and the current provision of training and support with regard to ethical governance.

Codes of Conduct

Firstly Members were requested to respond to questions relating to their awareness of the codes of conduct adopted by the Council.

All Members (100%) stated that they were aware that the Authority has adopted a Code of Conduct for Members.

Twenty-four Members (80%) responded that they were aware that the Authority has also adopted a code for officers.

Whilst the majority of Members (83%) also responded that they were clear of their role in relation to the Members' Code, five individuals (17%) reported this not to be the case.

Table 1.1

	Yes		No		Don't Know	
	No.	%	No.	%	No.	%
Has the Authority adopted a Code of Conduct for Members?	30	100	0	0	0	0
Has the Authority adopted a Code of Conduct for officers?	24	80	0	0	6	20
Are you clear about the role you are expected to play in relation to the Authority's Code of Conduct for Members?	25	83	3	10	2	7

A perceived level of uncertainty either by themselves or other Elected Members regarding the Code of Conduct was reflected in the comments of several Councillors whose comments are provided below.

“Some Councillors have little idea about what the ethos behind it (the Code) is”.

“Less than 50% of councillors have any idea what the code is about.”

“It does seem to be very complicated at times and often leads to members being overly concerned about declaring interests where they may not actually need to.”

“Needs simplifying in length and wording.”

“They need to be rewritten to provide clarity as they are obtuse.”

Ethical Conduct of the Authority

Members were requested to respond to five statements relating to the ethical conduct of the Authority. The results of this can be seen in the chart below.

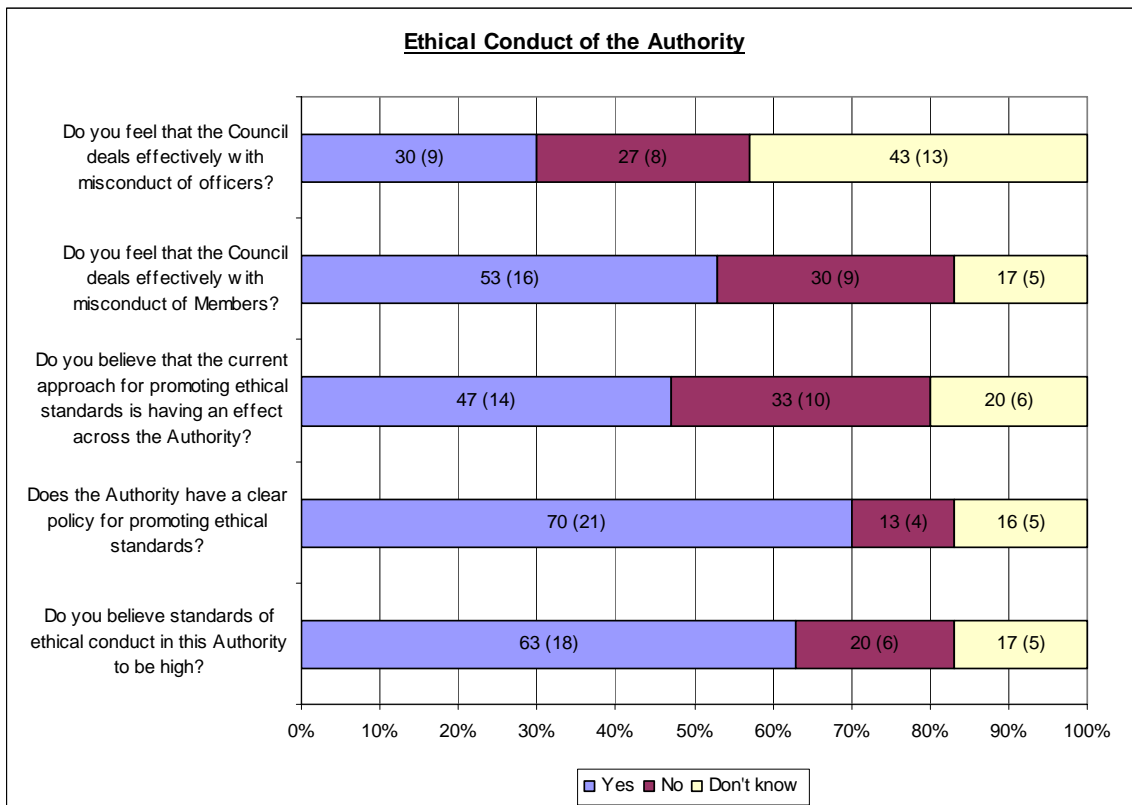
Almost two-thirds (63%) of Members responding to the questionnaire stated that they believed that standards were high in relation to ethical conduct. A fifth (20%) of Members wholly disagreed with the statement whilst the remaining 17% indicated that they did not know.

Similarly 70% of Members knew the Authority to have a clear policy for promoting ethical standards although 13% reported this not to be the case and 17% indicated that they did not know.

Less than half (47%) of Members believe that the current approach for promoting ethical standards is having an effect across the Authority.

Half (53%) of those Members responding to the questionnaire felt that the Council deals effectively with the misconduct of Members whilst just 30% felt that the Council deals effectively with the misconduct of officers.

Fig. 1.1



Members were invited to provide additional comments regarding the ethical conduct of the Authority and these are shown below:

“Would like to see it reviewed yearly and a synopsis of the code and/or changes passed to all members for comment.”

“There is too much inconsistency and failure to communicate with Members about processes and decisions. I still read more in newspapers about important ethical issues than I do from official channels.”

“Councillors are ignoring the codes values.”

Standards and Ethics Committee

Members were requested to answer questions in relation to the Council's Standards & Ethics Committee.

All but one (97%) of the Members who responded to the questionnaire stated that they were aware that the Council had a Standards & Ethics Committee.

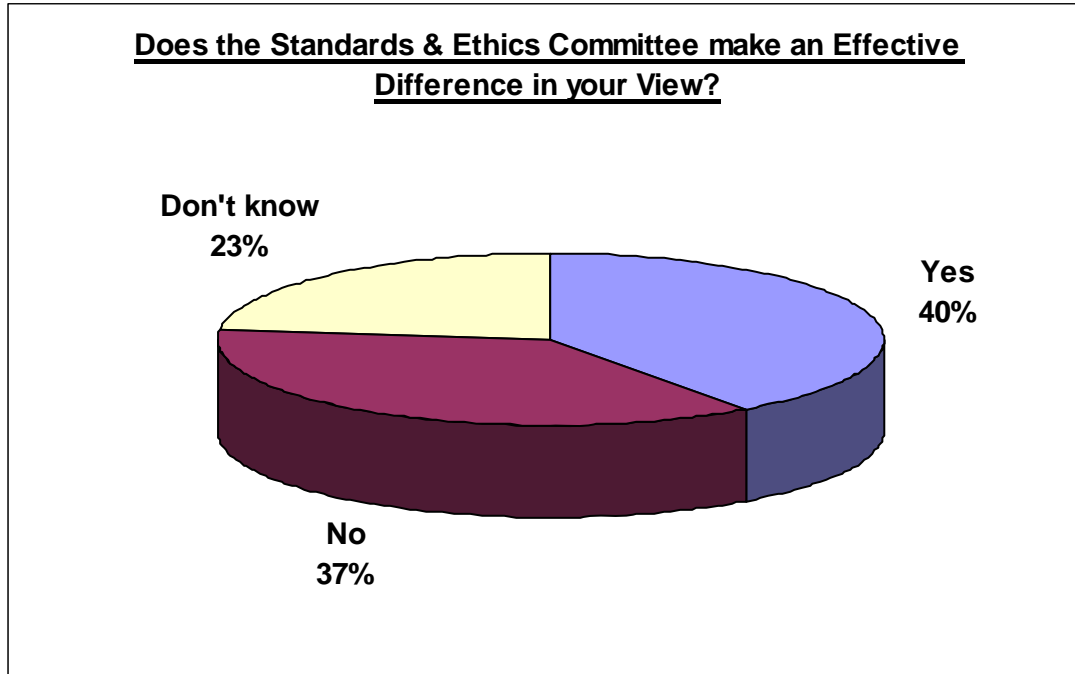
Slightly fewer Members 83% (25) reported that they were clear about the purpose of the Committee.

Table 1.2

	Yes		No		Don't Know	
	No.	%	No.	%	No.	%
Are you aware that the Authority has a Standards & Ethics Committee?	29	97	0	0	1	3
Are you clear about the purpose of the Standards & Ethics Committee?	25	83	3	10	2	7

Additionally Members were asked **“Does the Standards & Ethics Committee make an effective difference in your view?”** The chart below shows just forty percent of Members to consider the answer to be yes, whilst thirty seven percent said no.

Fig. 1.2



Following this question Members were requested to put forward any suggestions as to how the Standards & Ethics Committee could be more effective. Suggestions provided by Members are shown below.

“It needs to report to Council more often. We get the agendas for the Scrutiny, Planning and Licenses, but Councillors have little input into the day to day.”

“Greater trust needed between all members and officers with their needs and support.”

“Have opportunities to communicate - a higher profile is needed.”

“The committee do not get the right information about standards. Not following the Lyons report.”

“It should meet members and officers in the course of their business. Leaders of political parties should not be members of the S&E committee.”

Your Understanding

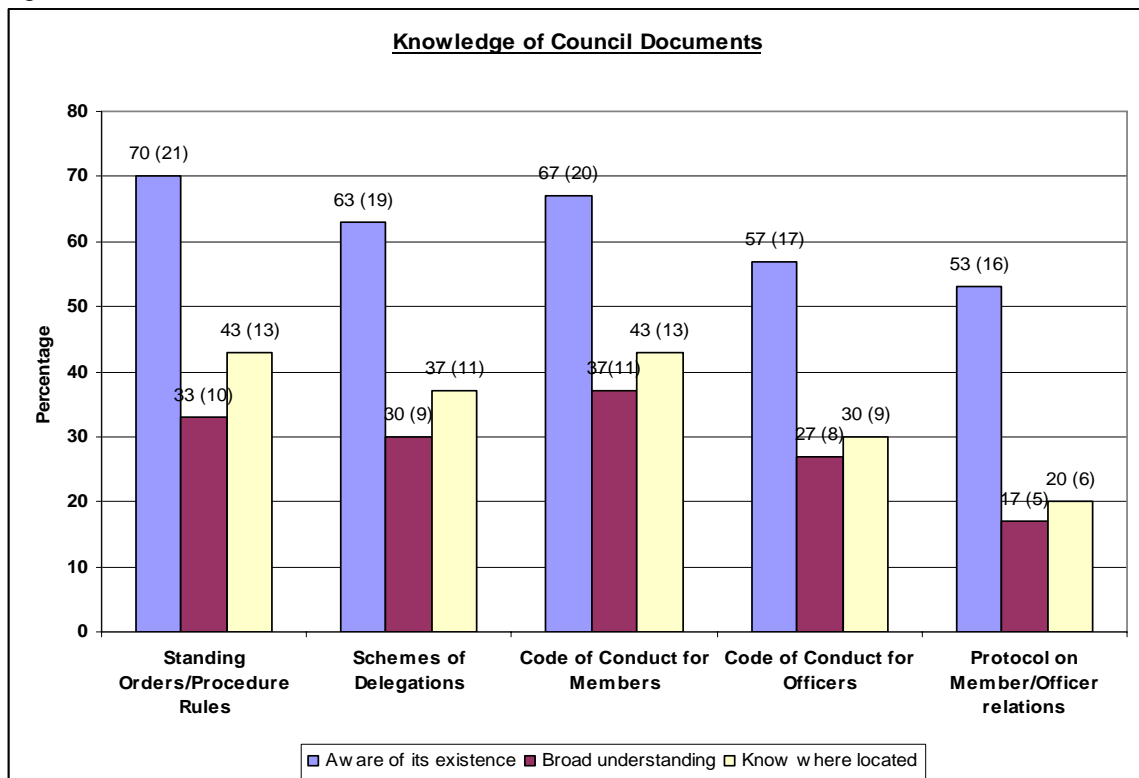
Members were asked to specify their level of understanding with regard to a range of documents in use within the Authority. In turn Members were asked to indicate firstly their awareness of the existence of the document, secondly whether they had a 'broad understanding' of its content, and thirdly if they knew where the document could be located.

The Chart below shows around two-thirds of Members to be aware of the existence of Standing Orders/Procedure Rules, Scheme of Delegations and the Code of Conduct for Members.

Only around a third of Members reported to have a "broad understanding" of any of the documents and in regard to the Protocol on Member/Officer relations this figure fell to 17%.

Less than half of Members knew where to locate a copy of any of the documents, with just 20% having knowledge on where to find the Protocol on Member/Officer relations.

Fig.1.3



Comments provided by some Members relating to this issue suggested there may be an inadequate provision of information.

“I have not seen a copy of the protocol on Members and officer relations and would appreciate a copy.”

“By their nature these are not always easy to read or access. Executive summaries or key points always helps.”

“I think these documents should be offered to all councillors to read as a matter of course, by e-mail.”

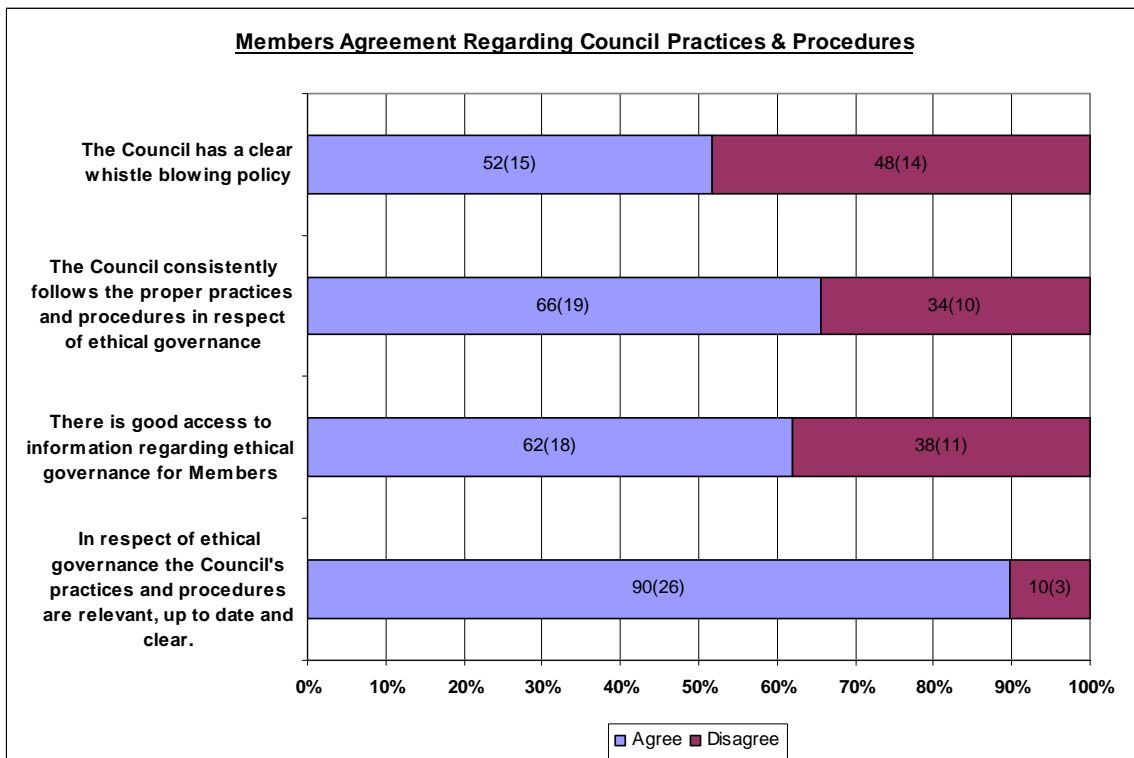
Practices and Procedures

Members were requested to state their level of agreement with a number of statements relating to practices and procedures within the Authority.

A high proportion (90%) of Members were in agreement that the Council’s practices and procedures in respect of ethical governance are relevant, up to date and clear.

Two-thirds (66%) of Members agreed that the Council consistently follows proper practices and procedures in respect of ethical governance whilst just 52% agreed the Council to have a clear whistle blowing policy.

Fig.1.4



Additionally Members were questioned as to the extent that the Authority has begun to integrate the Statutory Codes of Conduct into various schemes, policies and procedures throughout the Authority. The table below shows the majority of Members reporting that they did not know whether any integration has begun.

Table1.3

	Yes		No		Don't know	
	No.	%	No.	%	No.	%
Schemes & Policies e.g. Diversity	1	3	3	10	26	87
Procedures e.g. Complaints	6	20	1	3	23	77

Role of Statutory Officers

Members were asked to state whether they considered themselves to have a 'reasonable understanding' of the role of the Council's statutory officers. Approximately three-quarters (77%) of Members reported to have a 'reasonable understanding' of the role of the Chief Finance Officer and Head of Paid Service whilst 83% reported to be aware of the role of Monitoring Officer.

Table1.4

	Yes		No		Don't Know	
	No.	%	No.	%	No.	%
Head of Paid Service	23	77	6	20	1	3
Monitoring Officer	25	83	4	13	1	3
Chief Finance Officer/ 'Section 151 Officer'	23	77	5	17	2	7

When asked if there were any further comments that Members would like to make regarding the role of these officers within the Authority, respondents remarked:;

“There is a public lack of confidence in leadership of this authority and a lack of trust in these officers by members, some officers are perceived as well meaning but ineffective.”

“There should be more publicity using the local press to highlight the roles of these officers to the public. Sadly in general people’s perception of Council officers is pretty poor.”

Ethical Governance Training & Support

Members were asked whether they had been provided with training, advice or a briefing on a number of issues relating to the ethical governance of the Council. The table below shows almost all (90%) Members to have stated that they had received training/advice/ briefing on the Freedom of Information Act 2000, but only three-quarters (73%) also reported to have been provided with information relating to their role in relation to Authority’s Code of Conduct.

Training and support appeared to be far less evident in relation to both the Human Rights Act 1998 and the Race Relations (Amendment) Act 2000 with just 37% and 47% of Members respectively able to recall receiving information on either matter.

Table1.5

	Yes		No		Don't Know	
	No.	%	No.	%	No.	%
Your responsibilities with regard to the Authority's Code of Conduct	22	73	5	17	3	10
The Human Rights Act 1998	11	37	13	43	6	20
Freedom of Information Act 2000	27	90	2	7	1	3
Race Relations (Amendment) Act 2000	14	47	12	40	4	13

Members were further invited to provide comments relating to matters of training and support regarding ethical governance. The comments received from Members listed below suggest further briefing for Members may be appreciated.

“When does it happen?”

“I could say that I am fully conversant in all but I will be honest! I have a pretty good general idea but is this enough?”

“I would like to receive information on the acts listed above.”

“I'm sure that I may have been offered training but couldn't attend because of work commitments. I would appreciate brief guidance notes on these issues.”

“Unable to attend briefing/training during the day due to work commitments - attend what I can in the evenings but unable to remember what at present!”

“There needs to be more wide-spread training for Councillors, we need to keep up to date with all these policies.”

Members' Understanding of their Responsibilities

Members were requested to answer a number of questions on how well they understood their responsibilities.

Firstly Members were asked what action they would take as an individual if they were to become aware of any conduct by another Member, which they reasonably believed involved a failure to comply with the Authority's Code of Conduct.

The majority (87%) of Members agreed that the appropriate course of action would be to inform the Monitoring Officer whilst just five Members (17%) reported that they would submit an allegation to the Local Government Ombudsman.

Respondents were split as to whether it would be appropriate to speak to the Member in questions directly. Whilst 40% reported that they would seek to speak directly with their colleague, almost half (47%) considered this to be the incorrect course of action.

Table1.6

	Yes		No		Don't Know	
	No.	%	No.	%	No.	%
Inform the Monitoring Officer	26	87	3	10	1	3
Make a written allegation to the Local Government Ombudsman	5	17	21	70	4	13
Speak to the Member	12	40	14	47	4	13
Do nothing	0	0	27	90	3	10

Secondly members were asked which requirements would prevail if they were appointed to represent the Authority on an external body whose internal rules conflicted with the Authority's Code. The majority (87%) of Members concurred that the Code of the Authority would prevail although several Members admitted to uncertainty regarding this issue.

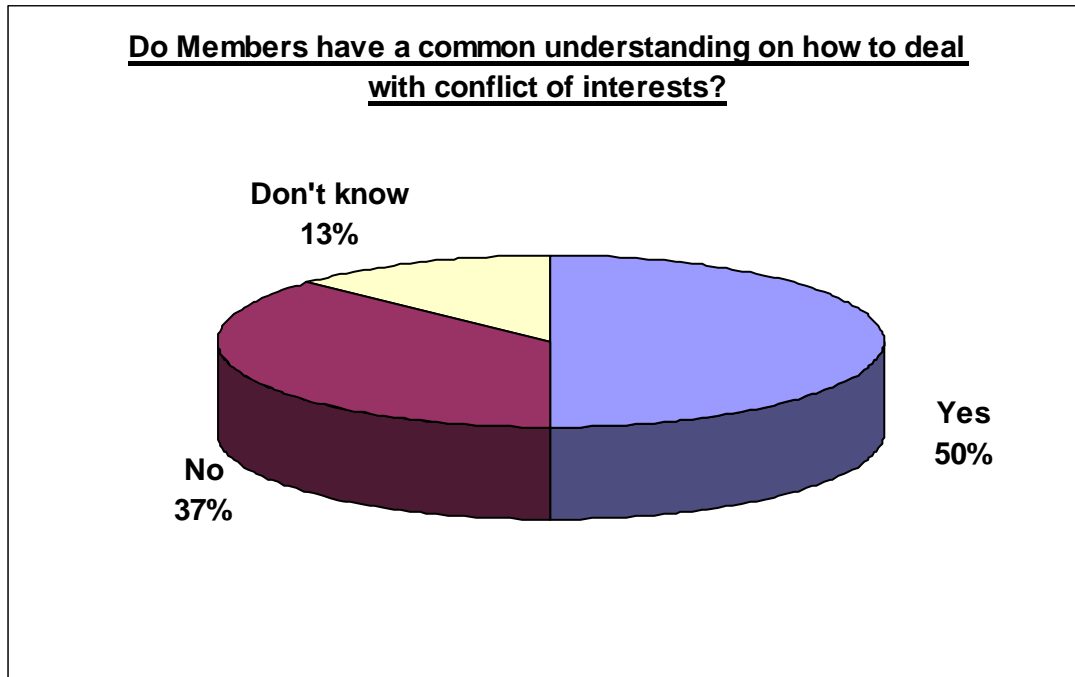
Table1.7

	Yes		No		Don't Know	
	No.	%	No.	%	No.	%
The Authority's Code	26	87	1	3	3	10
The other organisation's code	1	3	23	77	6	20
Neither	0	0	21	70	9	30

Following on from this issue Members were asked if they were clear as to what constitutes a conflict of interest, to which 100% confirmed that they were.

However, Members were also asked if they and their colleagues have a 'common understanding' on how to deal with conflict of interests. In response to this question just 50% of Members stated that a common understanding did exist.

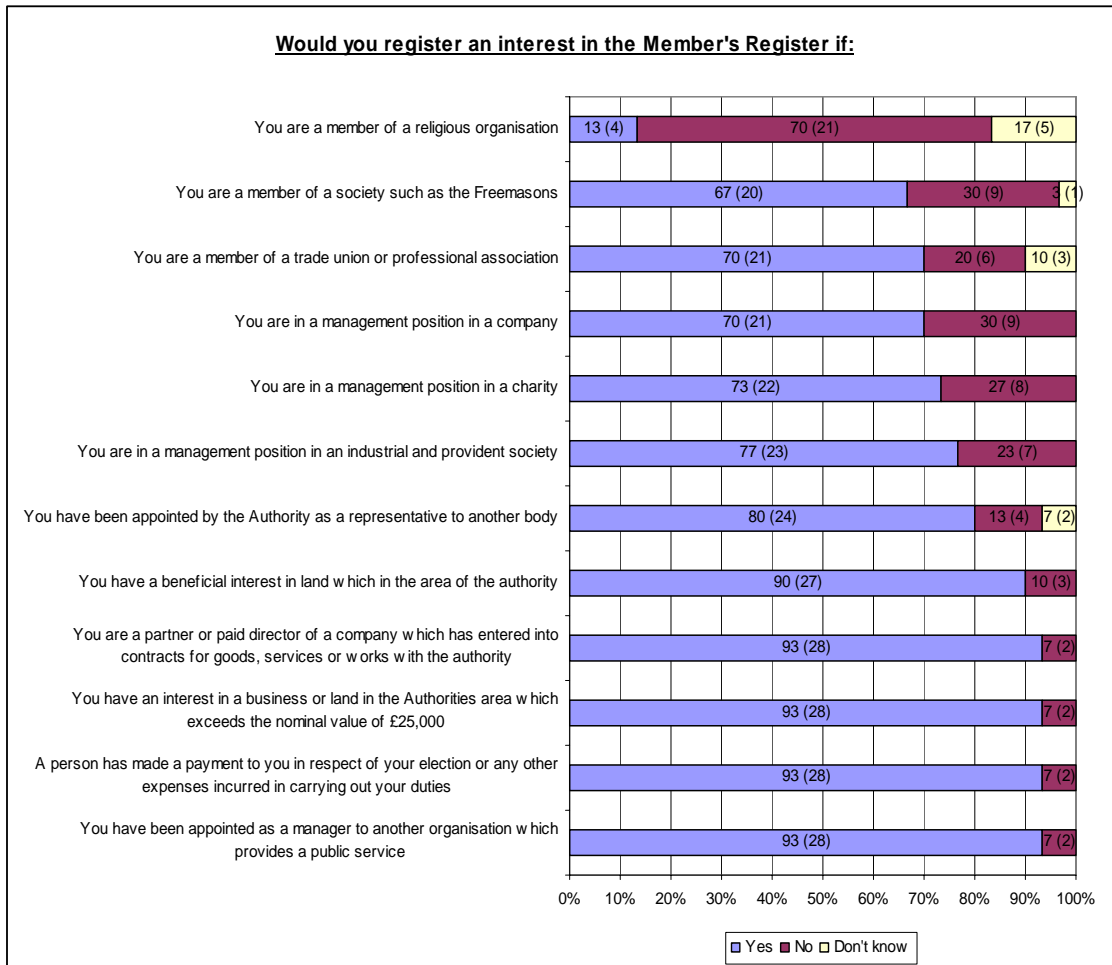
Fig.1.5



Members were requested to state whether they would register an interest in a number of different scenarios. The table below shows that in most instances Members were in a clear consensus that an interest should be registered.

Areas in which opinion became split included if Members were in a management position within a charity or if Members belong to a society such as the Freemasons with which 73% and 67% of Members respectively believed it necessary to register an interest in the Members Register.

Fig.1.6



Comments provided by Members regarding their understanding of their responsibilities included:

"I go with the flow."

"I feel that I do understand the fact that I am a Local Authority Councillor. I respect the fact that I must act within the LA remit (in so much that I know of). I must stay within those boundaries of integrity."

"Generally I think I understand conflicts of interest and can always ask for legal advice if unclear, as recently because of being a school governor and the school plans."

"It is not clear to me how regularly this should be updated."

Member Profile

Of the thirty Members responding to the consultation, eight (27%) had been Councillors for 2 years or less.

Table 1.8

Length of time as a Member		
	No.	%
Less than 2 years	8	27
2 to 10 years	10	33
More than 10 years	8	27
Unknown	4	13
TOTAL	30	100

Five (17%) of the thirty Members responding to the questionnaire reported that they belonged to the Standards and Ethics Committee.

Members were invited to state any further comments they had on the Council's Ethical Governance. Comments included:

"I would think it would be helpful to have up to date guidance as and when the need arises. We should be made aware how important any changes are, if necessary by way of a members briefing seminar."

"I am both concerned and disappointed that Sir Michael Lyons Corporate Governance review has still not been properly addressed."

"The standards committee should meet more backbench councillors as backbenchers we have been told that we can not discuss minutes of S&E committee at Council. Why? Little notice taken of the Lyons report by this administration."

"Training seems always to be organised for half days during the working week (I understand that the people running them are at work) but for working elected members it's impossible to attend. Need for more understanding in this area."

"The corporate governance document was a critical and vital process and has still not been properly addressed. The council should do so."

"As with the year diary or white book provide an outline of the code, simple and direct, with examples and no legalese."

APPENDIX 1

RESPONSES REQUIRED TO COMMENTS MADE

MEMBERS

Case 19

Q12 Are there any comments that you would like to make regarding practices and procedures in the Authority?

"I would ask all scrutiny committees to look into this as a matter of priority."

Q22 Are there any comments that you would like to make regarding how well you understand your responsibilities?

"Legislation changes from time to time. We as Members should be kept up to date on any such changes. As for my understanding of this questionnaire, if I am unsure of my position I would contact the Chief Legal."

Case 30

Q2 Are there any comments that you would like to make regarding the Codes of Conduct?

"Whilst stating that I am 'clear' about the issues it is also clear that members and officers will always have a need for ongoing advice regarding specific issues and circumstances arising."

Q4 Are there any comments that you would like to make regarding the general ethical conduct of the Authority?

"There is too much inconsistency and failure to communicate with Members about processes and decisions. I still read more in newspapers about important ethical issues than I do from official channels."

Q6 In your opinion how could the Standards & Ethics Committee be more effective?

"Have opportunities to communicate - a higher profile is needed"

Q8 Are there any comments that you would like to make regarding your awareness and understanding of the named documents?

"By their nature these are not always easy to read or access. Executive summaries or key points always help."

Q12 Are there any comments that you would like to make regarding practices and procedures in the Authority?

"Communication with the media is improperly conducted and abused at times."

Q25 Please add any additional comments that you feel would be helpful to our understanding of the Authority's approach to ethical governance?

"The corporate governance document was a critical and vital process and has still not been properly addressed. The council should do so."

Case 31

Q8 Are there any comments that you would like to make regarding your awareness and understanding of the named documents?

"I have not seen a copy of the protocol on Members and officer relations and would appreciate a copy."

Case 46

Q8 Are there any comments that you would like to make regarding your awareness and understanding of the named documents?

"I think these documents should be offered to all councillors to read as a matter of course, by e-mail."

Q14 Are there any comments that you would like to make regarding the role of these officers within the Authority?

"There should be more publicity using the local press to highlight the roles of these officers to the public. Sadly in general people's perception of Council officers is poor."

Q16 Are there any comments that you would like to make regarding Ethical Governance, Training and Support?

"There needs to be more wide-spread training for Councillors, we need to keep up to date with all these policies."

Q25 Please add any additional comments that you feel would be helpful to our understanding of the Authority's approach to ethical governance?

"I would think it would be helpful to have up to date guidance as and when the need arises. We should be made aware how important any changes are, if necessary by way of a members briefing seminar."

ETHICAL STANDARDS QUESTIONNAIRE FOR MEMBERS

This survey is designed to gauge your level of awareness of the implications of Part III of the Local Government Act 2000 (the Act) and how it impacts upon you and your work with the Council. The questionnaire explores in detail your individual level of awareness of the Authority's arrangements for complying with the Act in promoting high standards of ethical governance within the Council and invites your comments on this issue.

Q1 **Codes of Conduct** - Please indicate your response to each of the following:

	Yes	No	Don't Know
a) Has the Authority adopted a Code of Conduct for Members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Has the Authority adopted a Code of Conduct for officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Are you clear about the role you are expected to play in relation to the Authority's Code of Conduct for Members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q2 **Are there any comments that you would like to make regarding the Codes of Conduct?**

Q3 **Ethical Conduct of the Authority** - Please indicate your response to each of the following:

	Yes	No	Don't Know
a) Do you believe standards of ethical conduct in this Authority to be high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the Authority have a clear policy for promoting ethical standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Do you believe that the current approach for promoting ethical standards is having an effect across the Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Do you feel that the Council deals effectively with misconduct of Members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Do you feel that the Council deals effectively with misconduct of officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q4 **Are there any comments that you would like to make regarding the general ethical conduct of the Authority?**

Q5 Standards & Ethics Committee

	Yes	No	Don't Know
Are you aware that the Authority has a Standards & Ethics Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you clear about the purpose of the Standards & Ethics Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Standards & Ethics Committee make an effective difference in your view?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q6 In your opinion how could the Standards & Ethics Committee be more effective?

Q7 Your Understanding - Please indicate your agreement with the following statements.

	<i>I am aware of the existence of the document/s</i>	<i>I have a broad understanding of its content</i>	<i>I know where the document can be located</i>
Standing Orders/Procedure Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schemes of Delegations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code of Conduct for Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code of Conduct for Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protocol on Member/Officer relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q8 Are there any comments that you would like to make regarding your awareness and understanding of the named documents?

Q9 Practices and Procedures - Please indicate your level of agreement with the following statements.

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
In respect of ethical governance the Council's practices and procedures are relevant, up to date and clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Council consistently follows the proper practices and procedures in respect of ethical governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is good access to information regarding ethical governance for Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Council has a clear whistle blowing policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q10 Has the Authority begun to integrate the Statutory Codes of Conduct into other schemes and policies such as diversity?

Yes No Don't Know

If 'Yes' which?

Q11 Has the Authority begun to integrate the Statutory Codes of Conduct into its procedures e.g. complaints procedures?

Yes No..... Don't Know

If 'Yes' Which?

Q12 Are there any comments that you would like to make regarding practices and procedures in the Authority?

Q13 **Role of Officers** - Do you have a reasonable understanding of the role of the following statutory officers?

	Yes	No	Don't Know
Head of Paid Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Finance Officer/'Section 151 Officer'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q14 Are there any comments that you would like to make regarding the role of these officers within the Authority?

Q15 **Ethical Governance Training and Support** - Have you been provided with training advice or a briefing on any of the following:

	Yes	No	Don't Know
Your responsibilities with regard to the Authority's Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Human Rights Act 1998	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freedom of Information Act 2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race Relations (Amendment) Act 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q16 Are there any comments that you would like to make regarding Ethical Governance, Training and Support?

How well you understand your responsibilities

Q17 If you were to become aware of any conduct by another member which you reasonably believe involves a failure to comply with the Authority's Code of Conduct what action as an individual should you take?

	Yes	No	Don't Know
Inform the Monitoring Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a written allegation to the Local Government Ombudsman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak to the Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do nothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q18 If you are appointed to represent the Authority on an external body whose internal rules conflicts with the Authority's Code, which requirements prevail?

	Yes	No	Don't Know
The Authority's Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The other organisation's code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neither	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q19 Are you clear what a conflict of interest is?

Yes No Don't Know

Q20 Do Members have a common understanding on how to deal with conflict of interests?

Yes No Don't Know

Q21 Would you register an interest in the Member's Register if:

	Yes	No	Don't Know
You have been appointed by the Authority as a representative to another body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have been appointed as a manager to another organisation which provides a public service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are in a management position in a company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are in a management position in a charity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are in a management position in an industrial and provident society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are a member of a trade union or professional association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A person has made a payment to you in respect of your election or any other expenses incurred in carrying out your duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are a member of a religious organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are a member of a society such as the Freemasons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have an interest in a business or land in the Authority's area which exceeds the nominal value of £25,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are a partner or paid director of a company which has entered into contracts for goods, services or works with the Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have a beneficial interest in land which is in the area of the Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q22 Are there any comments that you would like to make regarding how well you understand your responsibilities?

To make responses meaningful it would also be helpful to us if we could know the following:

Q23 How long have you been a Member?

Q24 Are you a Member of the Standards & Ethics Committee?

Yes No

Q25 Please add any additional comments that you feel would be helpful to our understanding of the Authority's approach to ethical governance

If you would like to receive a specific response to your comments please provide your details in the space below.

Q26 Name

Q27 Address

Q28 Email