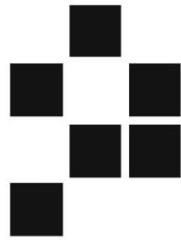


Chairs Announcement

Please note that members of the public and the press are now allowed by law to film, audio record, take photographs, blog or tweet at this meeting. I would ask at this point if anyone is intending to film the meeting? I would ask anyone who is recording to avoid any disruption of the meeting and to avoid filming members of the public. If you do film members of the public there is the potential for civil action against you by anyone who has not given their permission to be filmed.

We are not expecting a fire drill, so in the event of the fire alarm sounding, please leave the building as quickly as possible. The Governance Services Officer will direct you to the appropriate exit and assembly point.



Sandwell
Metropolitan Borough Council

**Ethical Standards and Member
Development Committee**

**Friday, 3 November, 2017 at 2.00 pm
in Annexe 2 at the Sandwell Council House, Oldbury**

Agenda

(Open to Public and Press)

1. Apologies for absence.
2. Members to declare any interest in matters to be discussed at the meeting.
3. To confirm the minutes of the meeting held on 8 September, 2017, as a correct record.
4. Proposed Elected Member Development Programme.
5. Appointment of an Independent Member to the Ethical Standards and Member Development Committee.
6. Allegations Update.

J Britton
Chief Executive

Sandwell Council House
Freeth Street
Oldbury,
West Midlands



Distribution:

Councillor Lewis (Chair)

Councillor S Crumpton (Vice-Chair);

Councillors E M Giles, P Hughes, Sandars, Shackleton, Trow and Underhill.

Mr Tomkinson and Ms Williams [Independent Persons].

**Agenda prepared by Trisha Newton
Democratic Services Unit
Tel No: 0121 569 3193
E-mail: trisha_newton@sandwell.gov.uk**

This document is available in large print on request to the above telephone number. The document is also available electronically on the Committee Management Information System which can be accessed from the Council's web site on www.sandwell.gov.uk

Please note that this meeting may be filmed by members of the public and press, and may be filmed by the Council for live or subsequent broadcast on the Council's web site.

[ILO: UNCLASSIFIED]

Apologies

To receive any apologies from members

Declarations of Interest

Members to declare any interests in matters to be discussed at the meeting.

**Minutes of the Ethical Standards
and Member Development Committee**

**8th September, 2017 at 2.30 pm
at the Sandwell Council House, Oldbury**

- Present:** Councillor Lewis (Chair);
Councillor S Crumpton (Vice-Chair);
Councillors E M Giles, Sandars, Shackleton, Trow
and Underhill.
- Observers:** Mr Tomkinson and Ms Williams (Independent
Persons).
- Apology:** Councillor P Hughes.

7/17 **Minutes**

Resolved that the minutes of the meeting of the Ethical Standards and Member Development Committee, held on 24th March 2017, be confirmed as a correct record, subject to the inclusion of apologies from Councillor Shackleton.

8/17 **Welcome**

The Chair took the opportunity to welcome the new Director – Monitoring Officer, Mr Surjit Tour. The Committee also thanked the Interim Monitoring Officer, Mr Phil Tart, for his hard work and support to the Committee.

Ethical Standards and Member Development Committee
8th September, 2017

9/17 **Member Development Programme**

The remit of the Committee had been widened to incorporate member development and training, including the establishment of a comprehensive and robust member training and development process.

The Director – Monitoring Officer was currently working on the member development, training and support programme and a report would be submitted to a future meeting of the Committee.

Resolved that a report be submitted to a future meeting of the Ethical Standards and Member Development Committee outlining the proposed Member Development, Training and Support Programme.

10/17 **Members' Gifts and Hospitality Register – Annual Review**

Guidance for members on how to treat offers of gifts and hospitality and the process for declaring such offers formed part of the Council's Constitution. This was last reviewed by the Committee in March 2015 as part of the review of the Code of Conduct.

The Monitoring Officer maintained a public register of members' interests and also a record of any gift or hospitality received with an estimated value of at least £100.00. The Register of Members' Gifts and Hospitality was available for inspection by the public at all reasonable hours. Declarations of gifts and hospitality by individual members were also recorded on the Committee Management Information System [CMIS] on the Council's website which was accessible at any time from the internet.

The Committee carried out its inspection of the Register of Gifts and Hospitality.

Whilst members currently declared the receipt of gifts and hospitality, in accordance with the Code of Conduct, members should also declare this receipt at any meeting where it could result in a conflict of interest. The Director – Monitoring Officer undertook to review, as part of the annual review of the Members' Code of Conduct, this issue.

Ethical Standards and Member Development Committee
8th September, 2017

Resolved:-

- (1) that the work programme be updated to include an annual review of the Members' Code of Conduct;
- (2) that, as part of the annual review of the Code referred to in (1) above, the declaration of receipt of gifts and hospitality procedure be reviewed.

11/17 **Committee on Standards in Public Life – Annual Report**

The Annual Report of the Committee on Standards in Public Life 2016-17 was received.

In relation to the section entitled Local Government Standards, it was noted that the Committee on Standards in Public Life continued to keep a watching brief on local government standards since the introduction of the Localism Act 2011 and intended to undertake a review of local government standards during 2017-18.

In addition, the section entitled Ethical Standards for Providers of Public Services was of interest, particularly in connection with the Council's 2030 Vision.

Members welcomed regular updates on these areas as they developed.

Resolved that an update be brought to a future meeting of the Committee in respect of developments arising from reviews undertaken by the Committee on Standards in Public Life, in particular Local Government Standards and Ethical Standards for Providers of Public Services.

12/17 **Allegations Update**

The Committee received a verbal update on complaints received in respect of member conduct.

Ethical Standards and Member Development Committee
8th September, 2017

13/17 **Case Summary**

The Committee considered three external cases.

The first case concerned a Solihull councillor who had been suspended from his cabinet position after an offensive tweet about Grenfell Tower protesters.

The Council had said that an investigation would take place after a complaint had been received.

The second case concerned a Wirral councillor who sent texts stating that she could use her position to “shut up” an investigation into alleged fraud had been found to have breached numerous council conduct codes.

The Labour councillor was the subject of an audit investigation by Wirral Council in 2015 regarding a charity she co-chaired.

A report had found her to be in breach of the council’s code of conduct on four counts relating to her behaviour during and around the time of that investigation.

The breaches included comments made on social media, references to confidential matters in the press and her conduct during the latest investigation.

The third case concerned a north London Labour councillor who had been suspended after allegedly posting tweets which criticised gay pride marchers.


The councillor had been suspended pending investigation and had since resigned from her political party.

(Meeting ended at 3.22 pm)

Contact Officer: Trisha Newton Democratic Services Unit 0121 569 3193

ETHICAL STANDARDS AND MEMBER DEVELOPMENT COMMITTEE

3 November 2017

Subject:	Proposed Elected Member Development Programme
Director:	Director – Monitoring Officer – Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Surjit Tour, Director – Monitoring Officer surjit_tour@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Committee: -

1. Considers and approves the proposed Elected Member Development Programme set out at Appendix 1 to this report.
2. Agrees to:
 - i. establishing a Member Development Working Group and approves the Terms of Reference of the Working Group as set out at Appendix 2; and
 - ii. agrees the membership of the Working Group.
3. Authorises the Director – Monitoring Officer, in consultation with the Working Group, to procure external support considered necessary to support and facilitate this initiative.

- 1.1 This report provides detailed proposals for a new Elected Member Development Programme for consideration and approval by the Committee.

2 IMPLICATIONS FOR SANDWELL'S VISION

- 2.1 Elected Member development is considered essential to ensure the council and its members continue to build upon their strengths and maximise all opportunities to ensure the council's Vision 2030 Ambitions are achieved.
- 2.2 The 2030 Vision does not just focus on the council, its services, functions and finances but seeks to include and involve other public sector partners and the third sector.
- 2.3 It is recognised that delivery of the 2030 Vision requires the combined efforts by the council, all Elected Members, all public sector partners, the third sector and the public.
- 2.4 The Elected Member Development Programme is designed to support all Elected Members help successfully achieve the 2030 Vision.
- 2.5 A separate development programme has been developed for Cabinet Members and will be overseen and co-ordinated through the Leader of the Council. The Committee will not therefore need to consider development, training or support needs for Cabinet Members.

3 BACKGROUND AND MAIN CONSIDERATIONS

- 3.1 The council in the past few years has invested in Member development and successfully achieved the Member Development Charter accreditation from West Midlands Employers.
- 3.2 However, over recent years the subjective development model underpinning member development has shifted to a more objective one.
- 3.3 The revised Member Development Programme ('MDP') has been designed to assist Members lead their own development and ensure that they develop/acquire the requisite knowledge, experience and skills to succeed in their various Councillor roles.
- 3.4 The council seeks to build upon its successes as a "member-led" council and recognises that to do so all Elected Members have an important role to play.

3.5 It is recognised that Elected Members can during their period of office (whether one or over several terms) be appointed to various roles. The MDP is purposely designed to facilitate discussions and debate with all Elected Members and will specifically consider the following roles an Elected Member can undertake, namely:

- Chairperson
- Deputy Chairperson
- Committee Member
- Representative on an Outside Body (i.e. Director, Non-Executive Director, Trustee, Treasurer)
- Local Elected Member ('the Community Leader')

3.6 A similar but separate development programme has been developed for the Executive and is led and overseen by the Leader of the Council.

4 THE CURRENT POSITION

4.1 Currently, Elected Member development within the council seeks to follow the framework of the West Midlands Member Development Charter. The council had previously acquired this accreditation.

4.2 Elected Members have undertaken annual personal development plans and many undertake a wide range of training and other forms of development courses.

4.3 However, there is a need to ensure the needs of Members are better understood so that the development programme is clearly aligned to those needs and delivered in a manner that Members find engaging, thought-provoking and informative.

The Member Development Charter

4.4 What are the Charter objectives?

- To ensure local authorities deliver quality leadership and services to their public
- To raise the level of performance of those responsible for the political management and direction of the local authority
- To raise the profile and encourage commitment to elected member development
- To raise the standard of elected member development and support across the region
- To recognise those local authorities who have demonstrated their commitment and achievement

- 4.5 This charter follows the traditional training cycle approach and contains four key criteria which are:
- i. Demonstrating a Commitment to Member Development
 - ii. Planning
 - iii. Delivery
 - iv. Monitoring and Evaluation
- 4.6 A joined-up Member Development Programme has therefore been developed that is designed to engage all Members so that their needs can be properly examined and met. The programme will challenge and inform Members so that they are equipped to meet the requirements of the 2030 Vision.
- 4.7 The programme will be supported by facilitators, Member Peers (as far as possible), use of Member networks locally, regionally and nationally. Importantly, it encourages Elected Members to share their expertise, local knowledge and experience to inform the whole development programme.
- 4.8 The development programme itself will follow a four-stage process:
- Initial Discussion (scene setting);
 - In-depth discussions (focus on knowledge, expertise, skills, support needs);
 - Focused Workshops (key strategic and important issues discussed i.e. localism, commercialisation, partnerships etc); and
 - Personal Development Plan.
- 4.9 The above process enables sufficient engagement with all Members and importantly allows for Members to be introduced to different ways of thinking and working in a structured and informed way – this engagement is considered critical to the success of the programme.
- 4.10 The review of Member development will also include a refresh of Elected Member Induction arrangements.
- 4.11 A proposed Elected Member Development Programme is set out at **Appendix 1** for consideration and approval by the Committee. The Committee’s attention is particularly drawn to the proposed Workshops (as detailed in the Programme).

4.12 To assist with the development and implementation of the Member Development Programme, it is proposed that a working group be established so that discussion and amendments to the Programme can be agreed. Given the subjective nature of the programme, adopting this agile approach will ensure a bespoke and fit for purpose programme is achieved.

5 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

5.1 No formal consultation has been undertaken. The Committee provides the opportunity for Members to consider the proposed development programme and refine, amend or otherwise change it as they see fit.

6 ALTERNATIVE OPTIONS

6.1 The alternative is for a development programme to be developed that is more objective and makes assumptions about the needs of Members rather than the proposed approach that is insightful and shaped and designed by Members themselves.

7 STRATEGIC RESOURCE IMPLICATIONS

7.1 Every effort will be made to use existing available resources, whether internal or external, to deliver the programme. If external support is engaged to help facilitate the session with Members, there may be a cost associated with such support. Without undertaking a procurement exercise, it will not be possible to provide a definitive cost estimate. However, before any costs are incurred, they will be discussed and agreed with the working group.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

8.1 An effective Member Development Programme will help ensure the council make informed decisions and empower Members in undertaking their various roles.

8.2 Members in relation to regulatory matters/functions are required to undertake specific kinds of training such as planning, licensing, standards, safeguarding.

8.3 Supporting Members in their development, training and support needs strengthens the council's governance arrangements.

9 EQUALITY IMPACT ASSESSMENT

9.1 The Members Development Programme will address any Equality Act implications and issues arising.

10 DATA PROTECTION IMPACT ASSESSMENT

10.1 Personal Development Plans remain confidential and any discussion concerning the same would be held in confidence.

11 CRIME AND DISORDER AND RISK ASSESSMENT

11.1 There are no such issues arising.

12 SUSTAINABILITY OF PROPOSALS

12.1 The Member Development Programme will be reviewed and revised annually to ensure it remains relevant, fit for purpose and addresses any legislative and good practice considerations.

13 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

13.1 The development programme will specifically address the support needs of Members.

14 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

14.1 There are no such implications arising.

15 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

15.1 The revised Member Development Programme has been designed to assist Members lead their own development and ensure that they develop/acquire the requisite knowledge and skills to succeed in their various roles as a Councillor.

15.2 The council wishes to build upon its successes as a “member-led” council and recognises that to do so all Elected Members have an important role to play in achieving this objective.

16 BACKGROUND PAPERS

16.1 None

17 **APPENDICES:**

Appendix 1 - Proposed Elected Member Development Programme

Appendix 2 – Member Development Working Group Terms of Reference

Surjit Tour

Director – Monitoring Officer



DRAFT
**Development Programme
for Elected Members**

A Development Programme for Sandwell Council Elected Members

1.0 Introduction

This Member Development Programme ('MDP') has been designed to assist Members lead their own development and ensure that they develop/acquire the requisite knowledge and skills to succeed in their various roles as a Councillor.

Sandwell Council wishes to build upon its successes as a "member-led" council and recognises that to do so all Elected Members have an important role to play in achieving this objective.

It is recognised that Elected Members can during their period of office (whether one or several terms) be appointed to various posts. The MDP is purposely designed to facilitate discussions and debate with all Elected Members and will specifically consider the following roles an Elected Member can undertake, namely:

- Chairperson
- Deputy Chairperson
- Committee Member
- Representative on an Outside Body (i.e. Director, Non-Executive Director, Trustee, Treasurer)
- Local Elected Member ('the Community Leader')

(A separate development programme is being developed for the Executive).

An outline project plan is set out below which is geared around a series of facilitated discussions with Elected Members concerning how they wish to design and shape the MDP. The project plan can be varied to include any other specific areas that Elected Members decide.

2. Brief context

The council has an ambitious Vision 2030 Plan. It is a Plan for the whole borough.

The Vision does not just focus on the council, its services, functions and finances but includes and involves other public sector partners and the third sector who need to be committed to delivering the ten Ambitions. It is recognised that delivery of the Vision requires the combined efforts by the council, Elected Members, all public sector partners, the third sector and the public.

The West Midlands Combined Authority ('WMCA') presents significant opportunity for the region and the council must command its position and role within the Combined Authority to ensure all potential benefits and opportunities are fully realised for the borough.

The council acknowledges that to achieve its ambitions for Sandwell, the council must adapt and continue building upon its strengths and successes.

All Elected Members will play an important role in ensuring that all the ten Ambitions are achieved and that all Combined Authority opportunities exploited. It is therefore imperative that Elected Members have the requisite knowledge, skills and abilities (in all the roles that they undertake) to support the council deliver the 2030 Vision.

3. Methodology

The methodology underpinning the MDP is two-fold:

Firstly, the MDP seeks to specifically encourage and ensure effective engagement with Elected Members from the outset. A key feature of the approach is to gather views and ideas from all Elected Members concerning their development, training and support needs.

Secondly, the insight gathered will be evaluated to help devise a written MDP, which will be supplemented by Personal Development Plans for each Elected Member. The MDP will therefore be a bespoke and holistic development programme that specifically addresses both the current and future anticipated needs of Elected Members.

The purpose of the Members' Development Programme is to ensure that Member learning and development activities are aligned with Council objectives and priorities.

These objectives and priorities are determined having particular regard to:

- Vision 2030



and

- Our Values and Behaviours

Trust | Unity | Progress

The focus for all training and development activities offered to Members is to support them in their various roles helping the authority deliver on its objectives and priorities.

The programme provides Elected Members with opportunities to develop their understanding of relevant legislation, information, processes and the opportunity to develop their skills.

Learning and development will continue throughout the Elected Member's term of office.

Member development is overseen by the Standards and Member Development Committee.

The Cabinet Member for Core Council Services, Councillor Trow, is the portfolio lead for Member Development.

The Standards and Member Development Committee (or any established working group or sub-committee) is responsible for carrying out relevant consultation with political groups and Elected Members and for promotion of training and development opportunities.

4. PROPOSED APPROACH

It is imperative that Members own their MDP. With that in mind, the approach proposed is deliberately designed to afford Elected Members the opportunity to discuss, debate and then design and shape the MDP.

Step 1: Initial Discussion(s)

This approach will start with an initial discussion(s) with all Elected Members (in groups of approximately 25) which will be supported by a facilitator (such as WM Employers or the LGA) who will seek answers to the following three questions:

1. How can we become a stronger 'member-led' Council?
2. How do/can I help lead the 'Place' locally and regionally?

and

3. How can I be a Strong Community Leader?

To assist the discussion, it is proposed that Elected Members be provided with some case studies of other councils that have successfully achieved their objective of what a 'member-led' council looks like to them prior to the initial discussion(s) taking place.

Step 2: More In-depth Discussions

With support of a facilitator, specific meetings will take place with all those Elected Members undertaking following roles:

- Chairpersons and Deputy Chairpersons
- Committee Members (including Membership of Outside Body Committees)
- Representatives on Outside Bodies (i.e. Director, Non-Executive Director, Trustee, Treasurer)
- Local Elected Member ('the Community Leader')

These specific meetings are designed to ascertain views of Members undertaking the above roles with a specific focus on:

- Knowledge and expertise required
- Skills required
- Support Needs

Member Peers will also be engaged if available to provide insight into their own experiences and learning.

Member regional networks – Members can access existing WM regional networks facilitated by WM Employers and/or the Local Government Association. Such networks provide the opportunity to share learning, good practice and discuss emerging major policy issues.

Essential Training

These sessions will also consider the essential training Elected Members need or consider appropriate to undertake, such as:

- Planning
- Licensing (liquor and taxi)
- Standards – the ethical framework
- Safeguarding
- Being a Corporate Parent
- Information Governance

Step 3: Focused Workshops

Following steps 1 and 2 (or in conjunction with Step 2), a set of collective workshops will emerge to cover the issues that have been raised by Elected Members. The workshops will provide the opportunity for specific topic/issues to be explored in more detail to aid Elected Member learning and development.

To assist Elected Members visualise the types of workshops that could be developed and run, a suggested programme of workshops is detailed at Appendix 1.

The workshops can be changed, removed or replaced by different workshops as determined by the Standards and Member Development Committee.

It is proposed that the workshops are facilitated (i.e. by WM Employers or the LGA and/or Member Peers as required/possible).

A proposed schedule and timetable of workshops will be shared and approved by the Standards and Member Development Committee.

Step 4: The Personal Development Plan. (PDP)

The Personal Development Plan is the building block for the Elected Member training and development programme.

Objectives of the PDP are:

- To ensure that Elected Members have the support and development opportunities to enable them to carry out their various roles effectively.
- To increase organisational performance.
- To produce effective political leaders for the future.
- To ensure that new Elected Members receive an appropriate induction.
- To ensure that Elected Members taking on special responsibilities receive an appropriate induction and support in their role.
- To encourage Elected Members to identify their own learning needs and learning styles and develop appropriate solutions.
- To ensure that access to training and development is in line with the Council's priorities.
- To ensure that value for money is achieved from all Elected Member training and development activity.

Each Elected Member will have one-to-one meetings with a facilitator to discuss and agree details of their respective PDPs.

The PDP interviews will consider and review the outcomes of Steps 1-3 to ensure all requisite learning and development points are captured and learning requirements and actions agreed.

This is completed and reviewed on annual basis. It will consider previous year's learning and development needs as well as the learning and development needs for the ensuing year.

Consideration will be given to:

- Strategic recommendations from Council, Cabinet and/or the Standards and Member Development Committee including identified priorities and current/emerging issues.
- Recommendations from the Local Government Association and/or West Midlands Employers.
- Discussion with the Peer Member on individual Elected Member needs to consolidate skills or acquire new skills to carry out the varied elements of the Elected Member role(s) or to move to a new area of responsibility.
- These development needs could be delivered in several ways depending on the level of demand for training, the nature of the training requested and recognising that members will have preferred learning styles.
- Corporate Learning and development opportunities.
- Attendance at conferences and seminars.
- Coaching, shadowing and/or mentoring with Peer Members.
- Budget allocation

The Personal Development Plan Interview.

The Director – Monitoring Officer will also collate a training record for each individual Elected Member that can be made available for the PDP interview.

These PDP interviews are confidential. Training needs arising from the interview will be notified to the Director – Monitoring Officer to assist in the formulation of the Elected Member training programme for the year.

The individual Elected Member training and development needs will be identified through these PDP meetings which will be informed by Steps 1-3 above.

The PDP will:

- Outline what individual Elected Member learning, development and support needs are required.
- Capture any recommendations from peer reviews and external inspections that are relevant to Elected Member development and ensure that improvements are implemented.
- Be delivered in a timely manner.
- Be reviewed annually to ensure that it is meeting its aims and objectives

5. Elected Members Commitment to Learning and Development.

For learning and development to be effective, Elected Members must be willing to take part and embrace the process.

All Elected Members are encouraged to take part in the Development Programme.

Some elements of the training and development programme are considered essential and will be identified through the PDP process.

All Elected Members will ensure as far as is reasonably practicable that they attend when learning and development sessions are arranged.

Elected Members will be asked to complete evaluation forms in respect of training events to assist in the monitoring and evaluation of the training programme.

6. New Member Induction Programme.

The Standards and Member Development Committee is responsible for approving the new Elected Member induction programme. The induction programme is reviewed annually following feedback from inducted Elected Members.

Induction comprises the formal acceptance of office; an individual tailored induction programme facilitated by the Member Services over a period of six months, that will include sharing of key information, sessions on subject such as 'how the Council works', Directorate presentations, Members' Code of Conduct, etc.

The induction will identify the learning and development needs training needs through the Personal Development Process.

A new Elected Member will also be supplied with information document setting out what support will be available from Member Services and how best to access their services.

An Induction Checklist will be completed.

The induction process will identify a political mentor, facilitated if necessary through a matching and contact service via the Director – Monitoring Officer.

7. Indicative Timeline

- November/December 2017

The Standards and Member Development Committee approves the Elected Member Development Programme Plan and Timetable.

The Committee establishes a Standards and Member Development Working Group to support the Elected Member Development Programme.

Recruitment exercise undertaken to engage requisite facilitation support to help deliver the Programme.

- December 2017

The Director – Monitoring Officer will prepare and circulate an Information Pack that contain key details of the Elected Member Development Programme and timetable.

The Information Pack will consist of (inter alia):

- Summary of the Elected Member Development Programme and Timetable
- Background material relating to key subject matters such as Vision 2030 strategic narrative, objectives and priorities, scrutiny function, localism, commercialisation, devolution, key council performance information
- Case studies relating to the background material (above)
- Summary of key Partnerships

- Key information relating to the Third Sector
- Council's Governance Framework
- Council's Ethical Framework
- Available local, regional and national networks
- Essential training (regulatory functions i.e. planning, licensing)
- Results/feedback of the previous year's training events

- January 2018

Initial discussions held with Elected Members to set out the Member Development Programme and examine the following questions:

1. How can we become a stronger 'member-led' Council?
2. How do/can I help lead the 'Place' locally and regionally?
and
3. How can I be a Strong Community Leader?

- January 2018

Series of separate in-depth discussion with:

- Chairpersons and Deputy Chairpersons
- Committee Members (including Membership of Outside Body Committees)
- Representatives on Outside Bodies (i.e. Director, Non-Executive Director, Trustee, Treasurer)
- Local Elected Member ('the Community Leader')

The purpose of the sessions is to:

- discuss the role in detail – define its purpose, scope, remit, powers and associated duties and responsibilities
- how to command the role
- determine the knowledge, skills, experience and/or expertise required to successfully undertake the role
- ascertain precisely the support required to carry out the role

- January/February 2018

Workshops – Specific themes/work streams considered to aid better understanding of key subject matters relating to the delivery of the 2030 Vision. The workshops allow for broader strategic and cross-cutting issues to be identified and understood, which includes examining the role and relationships between the public, private and third sectors.

(The subject matters for workshops determined by the Standards and Member Development Committee in Nov/Dec 2017).

- January 2018

The Director – Monitoring Officer to refresh the council's Induction Programme for newly Elected Member. Discussions to be held with the most recent newly Elected Members so that lessons can be learned.

The Induction Programme to be approved by the Standards and Member Development Committee.

- February 2018

Evaluation and analysis of the information gathered from all discussions and workshops. The feedback/findings to be categorised thematically and prioritised taking account of the various roles Elected Members undertake. A defined support package to be developed to complement identified development/training.

This information to be considered by the Standards and Member Development Committee before being used to inform the PDPs.

The Committee to agree the support arrangements for Elected Members in their various roles. Requisite support requirements will be actioned as quickly as practicably possible.

- March/Early April 2018

PDP Interviews arranged with Elected Members and a facilitator to discuss and agree development, training and specific support needs.

- April 2018

Following completion of all PDPs, development, training and support needs are reviewed and evaluated to produce a Master Development and Training Programme and timetable which will be approved by the Standards and Member Development Committee.

Where a significant number of Elected Members identify a common learning need, the Director – Monitoring Officer will source providers and estimate the cost of providing the training. This detail will be included in the Master Development and Training Programme

- May/June 2018

Member Induction - Roll out Member Induction Programme for newly Elected Members

- Early June 2018

Launch of new Elected Member Development Programme.

- Mid October – Late January 2018

The Standards and Member Development Committee will undertake an annual review of the Elected Member Development Programme and Elected Member Induction Programme.

Committee to make such changes or undertake such action as its considered appropriate to promote and maintain the effectiveness of both programmes, their aims and objectives.

- February/March 2019

Refresh/update all PDPs.

Revise the Elected Member Induction Programme

- Late May - Early June 2019

Roll out annual Elected Member Induction programme

Launch of annual Elected Member Development Programme.

Contacts

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Member Services Officer

Pauline Blackham 0121 569 3204

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Appendix 1

SUGGESTED WORKSHOPS FOR ELECTED MEMBERS

A Programme for Elected Members

It is proposed that a multiple session modular programme be established. Each session would be tailored for half-day or whole-day sessions depending on what outcome Members/Member Development Steering Group are seeking.

Workshop 1 – Meeting the challenge – broadening horizons

An overview of the national picture in respect of public sector, funding, and the implications for the council: what are the difficult choices ahead? The session will consider of a range of approaches being taken by councils elsewhere to meet the challenge.

Workshop 2 – Working in on the Regional footprint

This session will enable members to explore the implications of the West Midlands Combined Authority (CA). This will enable members to discuss and examine how they can get the most out of the work of the CA, influence and ensure Sandwell continues to play a strong role in the work of the CA. We will also draw on learning from other combined authority areas.

Workshop 3 – Making decisions on local authority finances

This session will provide an overview of local authority finances, how they are structured and the governance framework. The session will provide details on the council's Treasury Management function, the financial challenges facing local government and how we are meeting the financial challenge.

Workshop 4 – Commercialisation – Being a more commercial council

This will explore how councils can seize opportunities to take a more commercial approach. We will reflect on lessons learned from the council's current commercial work. We will focus on a wide range of examples from approaches other authorities have taken and explore issues like developing robust business cases and managing risk around more commercial approaches.

Workshop 5 – Localism and Devolution - Building more resilient communities

This session will introduce practical tools and techniques for neighbourhood and community engagement, from the perspective of the Cabinet Member. It will explore how local ward issues can be balanced against the wider needs of the council. It will also explore how Cabinet Members can work with local residents to make communities less reliant on public services.

Workshop 6 – Managing Demand

This will examine how the council manages demand for its services including the underlying drivers and how behaviour change, channel shift and education can lead to better outcomes for residents.

Workshop 7 – Connecting with communities: communications and using social media effectively

This very hands-on session can be delivered in two strands if desired:

- For beginners – learning the basics about different communication techniques and different social media options, why and when to use them to engage effectively with local people.
- For those already using social media – learning best practice tips including how to build an active social network, and support community empowerment

APPENDIX 2

MEMBER DEVELOPMENT WORKING GROUP

Terms of Reference

Purpose

To support the development, implementation and delivery of a revised Elected Member Development Programme.

To support the accreditation process in relation to the West Midlands Member Development Charter.

Membership

Chairperson of the Standards and Member Development Committee (or his nominee).

Two other Members of the Standards and Member Development Committee (or their nominees)

Quorate and Meetings

At least two Members of the Working Group (inc. their nominees).

Meetings shall be held as required.

Decision-making

To provide a steer in relation to the development, implementation and delivery of the said Programme including the accreditation of the Member Development Charter.

To provide direction in respect of the details, content and methodology of the said Programme.

To agree any additional costs of developing and implementing the development programme.

To agree the final version of the Member Development Programme including methodology, content and implementation.

Voting


By majority vote with the Chairperson or his nominee having a casting vote.

Access to Information Rules

The Working Group is not a constitutional meeting of the council or a sub-committee of the Standards and Member Development Committee and as such is not subject to the Access to Information Rules.

ETHICAL STANDARDS AND MEMBER DEVELOPMENT COMMITTEE

03 November 2017

Subject:	Appointment of an Independent Member to the Ethical Standards and Member Development Committee
Director:	Director – Monitoring Officer – Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Trisha Newton Principal Democratic Services Officer Trisha_newton@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Ethical Standards and Member Development Committee:

1. Review and approve the process to appoint an independent member on to the Ethical Standards and Member Development Committee.

1 **PURPOSE OF THE REPORT**

- 1.1 For the Ethical Standards and Member Development Committee to review and approve the process to appoint an independent member.

2 **IMPLICATIONS FOR SANDWELL'S VISION**

The role of the Independent Person is advisory and is important in providing assurance to the Council and the public that standards matters are being dealt with effectively, fairly and proportionately.

3 **BACKGROUND AND MAIN CONSIDERATIONS**

- 3.1 In accordance with the Localism Act 2011, arrangements must be put in place for the appointment by the Council of at least one Independent Person whose views must be sought and taken into account by the Council before it makes a decision on an allegation against an elected member that it has decided to investigate. The Independent Person's views may be sought by a member or co-opted member of the Council if that person's behaviour is the subject of an allegation, and may also be sought by the Council in relation to an allegation it has not yet decided to investigate.
- 3.2 The Council has decided to have three Independent Persons. Following a resignation, there is currently one vacancy.
- 3.3 In terms of a third member, to enable statutory processes to be followed a recruitment exercise will be carried out.
- 3.4 The proposed role description and selection criteria is attached at Appendix 1.
- 3.3 It is proposed to follow the below timeline:

Week commencing 6 November 2017	Vacancy advertised through the most appropriate routes
24 November 2017	Deadline for applications
Week commencing 27 November 2017	Shortlisting
December 2017	Interviews and selection
16 January 2018	Appointment approved by Council

- 3.4 The Chair of the Ethical Standards and Member Development Committee and the Leader of the Council will interview candidates, supported by the Director – Monitoring Officer.

4 ALTERNATIVE OPTIONS

- 4.1 The report does not require a decision and therefore, alternative options do not need to be considered.

5 STRATEGIC RESOURCE IMPLICATIONS

The role of Independent Person is a voluntary position and no annual allowance is paid in respect of this appointment. However, travelling and subsistence expenses are paid at the appropriate rate. The cost of advertising is met from within existing budgets.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 Section 27 of the Localism Act 2011 requires authorities to promote and maintain high standards of conduct by their members and co-opted members. The Act requires local authorities to have in place mechanisms to investigate allegations that a member has not complied with their Code of Conduct, and arrangements under which decisions on allegations may be made.
- 6.2 Section 28(7) of the Act requires local authorities to appoint at least one Independent Person to advise the Council before it makes a decision on an allegation. The Independent Person also advises a member facing an allegation who has sought the views of that person. There are restrictions on who can be appointed as the Independent Person, mainly, that the Independent Person cannot be a councillor, officer or their relative or close friend. Public notice has to be given of recruitment for the role.

Surjit Tour Director – Monitoring Officer



APPOINTMENT OF INDEPENDENT PERSON – BACKGROUND INFORMATION

Under the provisions of the Act the Council is responsible for deciding how to deal with standards issues at a local level, including adopting its own local code of conduct for elected members and determining what arrangements it will adopt to deal with complaints about member conduct.

The Act provides that the Council must appoint an Independent Person or persons to assist in discharging these responsibilities. Full details of the role and responsibilities of the Independent Person are included in this Recruitment Pack.

The Council already has two Independent Persons and is seeking to make one further appointment.

The Independent Person will be required to be contactable at all times during normal working hours by telephone or by email and to attend hearings as necessary, which are usually held during the day and possibly at relatively short notice.

SELECTION CRITERIA SKILLS AND COMPETENCIES

The Independent Person will have:

- a keen interest in standards in public life.
- a wish to serve the local community and uphold local democracy.
- the ability to be objective, independent and impartial.
- sound decision making skills
- leadership qualities, particularly in respect of exercising sound judgement.

The Independent Person will:

- be a person in whose impartiality and integrity the public can have confidence.
- understand and comply with confidentiality requirements.
- have a demonstrable interest in local issues.
- have an awareness of the importance of ethical behaviours.
- be a good communicator.

Desirable additional criteria are:

- working knowledge/experience of local government or other public service and/or of large complex organisations.
- awareness of and sensitivity to the political process.

- knowledge and understanding of judicial/quasi-judicial or complaints processes.

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Candidates will be assessed via the application form and by interview.

Eligibility for Appointment

A person cannot be appointed as an Independent Person if they are or were within a period of 5 years prior to the appointment:

- a member, co-opted member or officer of the authority.
- a member, co-opted member or officer of a parish council in the District Council's area, or a relative or close friend of the above.

Remuneration

This is a voluntary position and no annual allowance is payable in respect of this appointment, however travelling and subsistence expenses will be paid at the appropriate rate.

Special conditions

1. The Independent Person must sign an undertaking to comply with the Council's Code of Conduct for Members and disclose their interests in the register of members' interests.
2. Applicants must disclose whether they hold any contract with the Council.
3. Applicants must disclose whether they are a party to any outstanding complaint or grievance against the Council.
4. Canvassing by the candidate will disqualify your application.

ROLE DESCRIPTION


Responsible to: The Council

Liaison with: Monitoring Officer, Deputy Monitoring Officer, members of the Ethical Standards and Member Development Committee, officers and members of the Council and key stakeholders within the community.

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of the Council and in particular to uphold the Code of Conduct adopted by the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Council through the Monitoring Officer, Deputy Monitoring Officer, and/or the Ethical Standards and Member Development Committee before it makes a decision on an investigated allegation and to be available to attend local hearings as necessary.
3. To be available for consultation by the Monitoring Officer, Deputy Monitoring Officer, and/or the Ethical Standards and Member Development Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
4. To be available for consultation by any elected member or co-opted member who is the subject of a standards complaint.
5. To develop a sound understanding of the ethical framework as it operates within the Council.
6. To participate in training and networking events to develop skills, knowledge and experience.
7. To act as advocate and ambassador for the Council in promoting ethical behaviour.

ETHICAL STANDARDS AND MEMBER DEVELOPMENT COMMITTEE

03 November 2017

Subject:	Allegations Update
Director:	Director – Monitoring Officer – Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Trisha Newton Principal Democratic Services Officer Trisha_newton@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Ethical Standards and Member Development Committee:

- 1.1 Note the details of the number of complaints received in relation to member conduct and the progress and outcome of consideration of these complaints.

1 **PURPOSE OF THE REPORT**

- 1.1 The Ethical Standards and Member Development Committee receives reports from time to time on the number of complaints received in respect of member conduct and the progress and outcome of consideration of these complaints.
- 1.2 An update will be provided at the meeting.

2 **IMPLICATIONS FOR SANDWELL'S VISION**

The increased awareness of the work of the Standards Committee will help promote higher standards by enabling better decision-making.

3 **STRATEGIC RESOURCE IMPLICATIONS**

3.1 There are no resource implications arising directly as a result of this report.

4 **LEGAL AND GOVERNANCE CONSIDERATIONS**

4.1 The new standards arrangements are set out in chapter 7 of the Localism Act 2011, and in secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosure of Pecuniary Interests) Regulations 2012.

Surjit Tour
Director – Monitoring Officer

