

Sandwell
Metropolitan Borough Council

**Ethical Standards and Member
Development Committee**

**Friday, 4 October, 2019 at 3.00 pm
in Committee Room 1 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 28 June 2019, as a correct record.
4. Appointment to Ethical Standards Sub Committees.
5. Personal Safety of Elected Members.
6. Member Development Programme Update.
7. Standards Working Group Update.
8. Committee on Standards in Public Life – Annual Report.
9. Elected Member Standards Complaints – Update.
10. National Cases.

David Stevens
Interim Chief Executive

Sandwell Council House
Freeth Street
Oldbury
West Midlands

Distribution:

Councillor Lewis (Chair)

Councillor Ahmed, Akhter, Dhallu, Hevican, P Hughes, Horton and Simms.

Mr Tew [Independent Person].

**Agenda prepared by Trisha Newton
Democratic Services Unit
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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.

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

**28th June, 2019 at 2.30 pm
at the Sandwell Council House, Oldbury**

- Present:** Councillor Lewis (Chair);
Councillors Akhter and Hevican.
- Observer:** Mr Tew (Independent Person).
- Apologies:** Councillors Ahmed and Dhallu.

23/19 **Minutes**

Resolved that the minutes of the meeting of the Ethical Standards and Member Development Committee, held on 19th March, 2019, be confirmed as a correct record.

24/19 **Appointment to Ethical Standards Sub Committees, Standards Working Group and Member Development Working Group**

The Localism Act 2011 required authorities to adopt arrangements for dealing with complaints about breaches of the Member Code of Conduct. The Council's arrangements for dealing with complaints provided for a Sub-Committee of the Ethical Standards and Member Development Committee to consider investigation reports referred to it by the Monitoring Officer and to conduct hearings (including the imposition of sanctions).

The Council, at its annual meeting held on 21st May 2019, agreed the membership of the Ethical Standards and Member Development Committee for the 2019/2020 municipal year. It was now necessary for the Committee to make appointments to the Ethical Standards Sub-Committees for this municipal year.

Ethical Standards and Member Development Committee
28th June, 2019

At its meeting on 9th March 2018, the Ethical Standards and Member Development Committee gave approval to the establishment of a Standards Working Group to review to Council’s Ethical Framework. Three members, alongside the Chair, should be appointed to the Group, alongside the Chair and it was agreed that nominations would be confirmed by the Chair.

At its meeting on 3rd November 2017, the Ethical Standards and Member Development Committee gave approval to the establishment of a Member Development Working Group to support the development, implementation and delivery of a revised Elected Member Development Programme. Three members, alongside the Chair and Independent Person, should be appointed to the Group and it was agreed that nominations would be confirmed by the Chair.

Resolved:-

- (1) that the Ethical Standards and Member Development Committee appoints to two Ethical Standards Sub-Committees for the 2019/20 municipal year, with flexibility between membership to cater for availability and workload, with delegated powers to carry out the functions set out in the following terms of reference, and with the membership set out below:

Terms of reference of the Ethical Standards Sub Committee

- To consider investigation reports referred to it by the Monitoring Officer.
- To conduct hearings (including the imposition of sanctions).

Membership

SUB-COMMITTEE 1		SUB-COMMITTEE 2	
Member	Substitute	Member	Substitute
Lewis	Three substitute members taken from remainder of committee	Lewis	Three substitute members taken from remainder of committee
Akhter		Ahmed	
Dhallu		Horton	
Hevican		Simms	
White		White	
+ Independent Person		+ Independent Person	

Ethical Standards and Member Development Committee
28th June, 2019

- (2) in view of the change in Committee membership for the 2019/20 municipal year, the Chair would confirm the appointment of members to the Standards Working Group and Member Development Working Group.

25/19

Elected Member Standards Complaints – Update

The Committee received details of complaints received in relation to member conduct and the progress on the complaints as follows:-

Case Reference: MC/02/0717

Allegations concerning land sales to a Councillor when displaced from his home by a Compulsory Purchase Order (CPO). The matter had been subject to an investigation and a draft report prepared. Some further investigation work had to be undertaken which meant that the report was still to be completed. The report would then be considered further by the Monitoring Officer once it had been finalised.

Case Reference: MC/17/0218

Allegations concerning a Councillor's Register of Interests containing incorrect/false information in relation to property and employment matters. The matter had been subject to a formal investigation and a report prepared. A breach of the code of conduct was found. The Monitoring Officer determined that the matter could be dealt with by way of local resolution and the subject member undertake training in relation to Registration of Interests. The subject member completed Code of Conduct training on 10th March 2019.

There were two further matters that had been the subject of preliminary enquiries by the Monitoring Officer in accordance with the Arrangements for Dealing with Standards Allegations under the Localism Act 2011. Both of the matters had been concluded without the need for further action.

There is one further matter that was currently the subject of preliminary enquiries by the Monitoring Officer in accordance with the arrangements for dealing with Standards Allegations under the Localism Act 2011.

Ethical Standards and Member Development Committee
28th June, 2019

26/19 **Work Programme 2019/20**

The Committee considered the draft work programme for 2019/20.

Resolved that the work programme for 2019/20 be approved and kept under review during the year.

27/19 **National Cases**


The Committee received details of a national case relating to a councillor who failed to declare all of his disclosable pecuniary interests and had also threatened another councillor.

(Meeting ended at 2.43 pm)

Contact Officer: Trisha Newton Democratic Services Unit 0121 569 3193

Ethical Standards and Member Development Committee

4 October 2019

Subject:	Appointment to Ethical Standards Sub-Committees
Director:	Director of Law and Governance and Monitoring Officer - Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Surjit Tour Surjit_tour@sandwell.gov.uk

DECISION RECOMMENDATIONS

That, following changes in membership of the Ethical Standards and Member Development Committee:

- 2.1 Revises the appointments to the two Ethical Standards Sub-Committees for the 2019/20 municipal year, with flexibility between membership to cater for availability and workload, with delegated powers to carry out the functions set out in the following terms of reference, and with the membership set out below:

Terms of reference of the Ethical Standards Sub Committee

- To consider investigation reports referred to it by the Monitoring Officer.
- To conduct hearings (including the imposition of sanctions).

Membership

Member	Member
Lewis	Ahmed
Akhter	Horton
Dhallu	P Hughes
Hevican	Simms
+ Independent Person	+ Independent Person

1 PURPOSE OF THE REPORT

- 1.1 The Localism Act 2011 requires authorities to adopt arrangements for dealing with complaints about breaches of the Member Code of Conduct. The Council's arrangements for dealing with complaints provide for a Sub-Committee of the Ethical Standards and Member Development Committee to consider investigation reports referred to it by the Monitoring Officer and to conduct hearings (including the imposition of sanctions).
- 1.2 Following changes in proportionality, the Council at its meeting held on 16 July 2019 revised the membership of the Ethical Standards and Member Development Committee for the 2019/2020 municipal year. The Committee now needs to make appointments to the Ethical Standards Sub Committees for this municipal year.

2 IMPLICATIONS FOR SANDWELL'S VISION

- 2.1 High standards of conduct are an essential part of good corporate governance and this in turn has a direct relationship with the delivery of high quality services.

3 STRATEGIC RESOURCE IMPLICATIONS

- 3.1 There are no resource implications arising from this report.

4 LEGAL AND GOVERNANCE CONSIDERATIONS

- 4.1 Section 28(6) of the Localism Act 2011 provides that a relevant authority must have in place arrangements under which allegations that a member or co-opted member of the authority has failed to comply with the authority's code of conduct can be investigated, and arrangements under which decisions on allegations can be made. There is no statutory requirement as to the nature of these arrangements.

5 RESOURCE IMPLICATIONS

- 5.1 There are no direct resource implications arising from this report.

6 OTHER OPTIONS CONSIDERED


- 6.1 The Committee is required to appoint members to the sub-committees to ensure relevant standards complaints are effectively addressed.

Surjit Tour

Director of Law and Governance and Monitoring Officer

Ethical Standards and Member Development Committee

4 October 2019

Subject:	Report relating to a review of the personal safety of Elected Members
Director:	Director Law and Governance and Monitoring Officer – Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Phil Challoner Phil_challoner@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Ethical Standards and Member Development Committee: -

1. Note the issues raised from a review which looked at the personal safety of Elected Members in pursuance of their role and consider emerging recommendations (report and associated recommendations enclosed).

1 PURPOSE OF THE REPORT

- 1.1 For the Ethical Standards and Member Development Committee to note the outcomes of a review looking into the personal safety and wellbeing of Elected Members in pursuance of their roles.
- 1.2 To consider recommendations emerging from the review.

2 IMPLICATIONS FOR VISION 2030

- 2.1 Elected Members need to feel safe and assured when carrying out their roles including the fulfilment of expectations relating to the delivery of Vision 2030 ambitions.

3 BACKGROUND AND MAIN CONSIDERATIONS

- 3.1 Please refer to the enclosed report.

4 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

- 4.1 All Elected Members received a short survey relating to surgeries. Meetings have taken place with two former Cabinet Members and with a minority of other Elected Members to seek their views on the current issues relating to personal safety.
- 4.2 Discussions have taken place with specialist officers from WM Police to seek their professional advice and guidance as part of this review.

5 ALTERNATIVE OPTIONS

- 5.1 All appropriate options relating to the personal safety of Elected Members have been considered which have led to the recommendations for consideration.

6 STRATEGIC RESOURCE IMPLICATIONS

- 6.1 Costing implications associated with the purchase of personal safety devices are featured within the enclosed report for consideration.
- 6.2 Costs associated with resourcing, if required, risk assessments at Elected Member surgeries plus funding any recommendations which arise need to be considered.
- 6.3 Other costs associated with training and materials will be met from existing budgets.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 A review of personal safety commenced following concerns raised from some Elected Members and now forms part of the Member Development Programme.
- 7.2 The Member Development Programme has a specific element dedicated to 'support' which includes the health and wellbeing of Elected Members.
- 7.3 Awareness raising relating to personal safety is ongoing via Member Development bulletins and training is scheduled for 19 and 28 November 2019. Refresher training will be factored in to the Member Development Programme and scheduled from 2020.
- 7.4 Elected Members have a right to feel as safe and secure as possible when carrying out their role on behalf of the residents they serve.

8 EQUALITY IMPACT ASSESSMENT

8.1 There are no Equality Act implications and issues arising from this review.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 Data and information gathered during the review has not been attributed to individual Elected Members.

10 CRIME AND DISORDER AND RISK ASSESSMENT

10.1 Information related to current or potential crime and disorder have been assessed during the review.

10.2 A process to carry out appropriate risk assessments will form part of the incident reporting procedure as and when required resources permitting.

10.3 Information from WM Police indicate no current increase in incidents affecting the personal safety of elected members.

10.4 Information relating to regional and national trends relating to personal safety of elected members is currently being sourced, however, research undertaken as part of the review has not revealed anything of concern to date.

11 SUSTAINABILITY OF PROPOSALS

11.1 Appropriate processes, procedures and review milestones will be built in to the incident reporting process referred to in the report. Training and support will be reviewed as part of the Member Development Programme yearly.

12 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

13.1 The Member Development Programme incorporates support associated with health and wellbeing.

13 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

13.1 There are no such implications arising.

14 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

14.1 Please refer to the enclosed report.

15 **BACKGROUND PAPERS**

15.1 Please refer to the enclosed report.

16 **APPENDICES:**

16.1 Please refer to the enclosed report

Ethical Standards and Member Development Committee

04 October 2019

Scope of the review:

The Director for Law and Governance and Monitoring Officer was asked by this committee to oversee a review relating to the personal safety of Elected Members in pursuance of their role. This review forms part of the Member Development Programme (MDP) which incorporates training, support and well-being interventions as requested by Elected Members in its design phase.

The review surveyed Elected Members and utilised outcomes to assess the key factors affecting personal safety in pursuance of their roles which included surgeries, a mechanism for reporting and escalating incidents, the need for personal alarms and associated training, advice and guidance for all Elected Members.

The review researched best practice and utilised the skill, knowledge and experience of specialist officers from WM Police who were available in an advisory capacity throughout.

The review was based on the premise that Elected Members need, and have every right, to feel safe and assured when carrying out their roles including the fulfilment of expectations relating to the delivery of Vision 2030 ambitions.

Senior officers from Civic and Member Services and the Council's Health and Safety team conducted this review, which was overseen by the Director of Law and Governance and Monitoring Officer, and encompassed all aspects of personal safety for Elected Members following the most up to date guidance literature that has been produced both regionally and nationally.

Report background and findings:

Survey, feedback and initial response

To assist this review, a short survey was circulated to Elected Members in January 2019. This survey sought to validate information relating to surgery addresses, ask for any incidents or issues that occurred in the past six months as well as any improvements that would make Elected Members feel safer and more effective during their surgeries. Encouragingly 86% responded to confirm their surgery details were correct and only a small minority reported incidents occurring in the past six months. There were isolated incidents cited which related to harassment and threatening behaviour as well as relatively minor incidents relating to security, a lack of CCTV, having to personally open and close at some surgery venues as well as confusion with key holders around opening and the purpose of the 'meeting'. The purchase of appropriate panic alarms and the need for a protocol to incorporate reports of incidents was raised and has been explored as part of this review. A current list of Ward Surgery addresses is attached as an Appendix Four to this report and differentiates between Council and Non-Council buildings.

Initial meetings also took place with two former Cabinet Members who experienced issues relating to personal safety that have helped inform officers undertaking this review. Discussions have also taken place with other Elected Members who have experienced issues that can be directly attributed to personal safety concerns.

As an immediate response to the survey findings, two documents entitled '*Personal safety for elected members*' produced by the LGiU Local democracy think tank and *Protect Yourself – A guide to personal security* produced by the National Counter Terrorism Security Office were circulated to all Elected Members via linked searches and on the advice of WM Police respectively.

Incident reporting process established

Existing processes and procedures relating to personal safety have also been reviewed, again with advice sought from Specialist Officers from WM Police at key stages of the review. A process for Elected Members to report incidents affecting their personal safety has been developed and is proposed for consideration as shown in Appendix 1 of this report. This includes a process for Elected Members to report minor incidents, to Civic and Member Services, which can be sent via a Partnership Information Report form to the WM Police's Force Intelligence Bureau. Isolated incidents can then be recorded by area, to assess trends and clusters of activity that may require further investigation. It is, of course, imperative Elected Members continue to call 999 for emergencies or life-threatening incidents, or 101 to report non-urgent crime incidents if they feel the need to, in addition to the process outlined.

During this review, no major incidents were reported by Elected Members and there were no noticeable trends or clusters of activity relating to personal safety issues locally, regionally or nationally.

In-house Personal Safety training designed for all Elected Members

In response to feedback and as part of the MDP, four training sessions relating to Personal Safety and Lone Working for Elected Members will be delivered on 19 and 28 November 2019 respectively. The aim of this proposed essential learning course will be *'To raise awareness of personal safety issues in relation to aggression and violence. Explore how to anticipate, avoid and deal with incidents during the course of your duties'*. Key outcomes of the course will include:

- To state what makes an aggressive incident
- To describe the new incident reporting procedure
- To recognise your body's response to fear/aggression
- To describe how to calm and de-escalate conflict situations
- To recognise the role your behaviour has in the violent behaviour cycle

Specialist Officers from WM Police have positively endorsed the proposed content and approach which will include a filmed introduction by Chief Superintendent Richard Youds. In the introduction Mr Youds says "I'm really encouraged to see Sandwell Council's Member Development Programme taking the issue of Personal Safety for Councillors so seriously. We live in times where risks can be heightened for public figures, so it is critical that processes, procedures, advice, guidance and training are in place to mitigate these risks. It's refreshing to see Councillors take control of this issue by bringing their issues and concerns to a programme like this, so they can be addressed. I'm also pleased to see the interaction that has taken place between officers from your Civic and Member Services team, Health & Safety Unit and West Midlands Police which ensures the latest tools, tips and techniques are available for you during this short course. I'd like to endorse this training and hope it makes a difference to the crucial role you carry out on a day to day basis for the people of Sandwell."

This course, which is proposed in the Member Development Programme as 'essential' learning, will be delivered in-house by officers from the Council's Health and Safety Unit and Civic and Member Services team.

Consideration of Personal Alarms to mitigate risks

Following survey responses and other comments received, this review has also investigated the main types and specification of personal alarms that could be obtained for Elected Members to carry with them in order to mitigate risks to their personal safety. Following on-line research and contact with relevant suppliers, there are two main types of personal alarm that the committee are asked to consider. These are:

- Recommended by the Suzy Lamplugh Trust website, a Personal Attack Alarm (Black or Pink) Cordless currently priced at £5.06 per device (excluding VAT). For all Elected Members, this would equate to an overall cost of £364.32 excluding VAT. Further information relating to this device is attached as Appendix two.
- A Skyguard MySOS emergency Personal Safety Device, featuring GPS & GPRS technologies, currently priced at £10.44 per device per month for a one-year contract down to £5.03 per month for a five-year contract. For all Elected Members, a one-year contract would equate to an overall cost of £9,020.16 per year. Further information relating to this device is attached as Appendix three

If it is agreed each Elected Member can receive the preferred personal alarm device, how they are resourced will need also need to be considered by this committee.

Future risk assessments linked to continued communication, advice and guidance

Following Personal Safety courses held in November, or incidents arising, Elected Members may feel they need to request a risk assessment is carried out at their surgery. Risk assessments will need to be appropriately resourced and results, or recommendations, budgeted for accordingly. The documents referred to in page two of this report offer detailed advice and guidance to mitigate risks at surgeries or when undertaking home visits etc. These will be re-circulated to all Elected Members following this committee. Future MDP bulletins will contain spotlight features relating to the importance of personal safety as a consistent reminder to all Elected Members.

Report recommendations:

1. To note the issues raised from in this report which reviewed the personal safety of Elected Members in pursuance of their role.
2. To agree Personal Safety training session content that will be available to all Elected Members as a mandatory element of the Member Development Programme during November this year.
3. To agree a process for Elected Members to report incidents affecting their personal safety including minor incidents that will assist WM Police, in informing them of trends and clusters which may require further investigation.
4. To decide if personal alarms are required for Elected Members to help mitigate the risks to their personal safety when carrying out their role.
5. To note the issues raised from a review which looked at the personal safety of Elected Members in pursuance of their role.
6. To agree the Personal Safety training session content that will be available to all Elected Members as a mandatory element of the Member Development Programme later this year.
7. To agree a process for Elected Members to report incidents affecting their personal safety including minor incidents that will assist WM Police, in informing them of trends and clusters which may require further investigation.

Report Appendices:

Appendix One - A incident reporting process for Elected Members to report incidents affecting their personal safety in pursuance of their role

Appendix Two - Further information on a Personal Attack Alarm recommended by the Suzy Lamplugh Trust website

Appendix Three - Further information on a A Skyguard MySOS emergency Personal Safety Device, featuring GPS & GPRS technologies

Appendix Four – List of Ward Surgeries

Report Authors:

Surjit Tour – Director of Law and Governance and Monitoring Officer

Phil Challoner – Civic and Member Services Manager

Terry Hassell – Health and Safety Manager

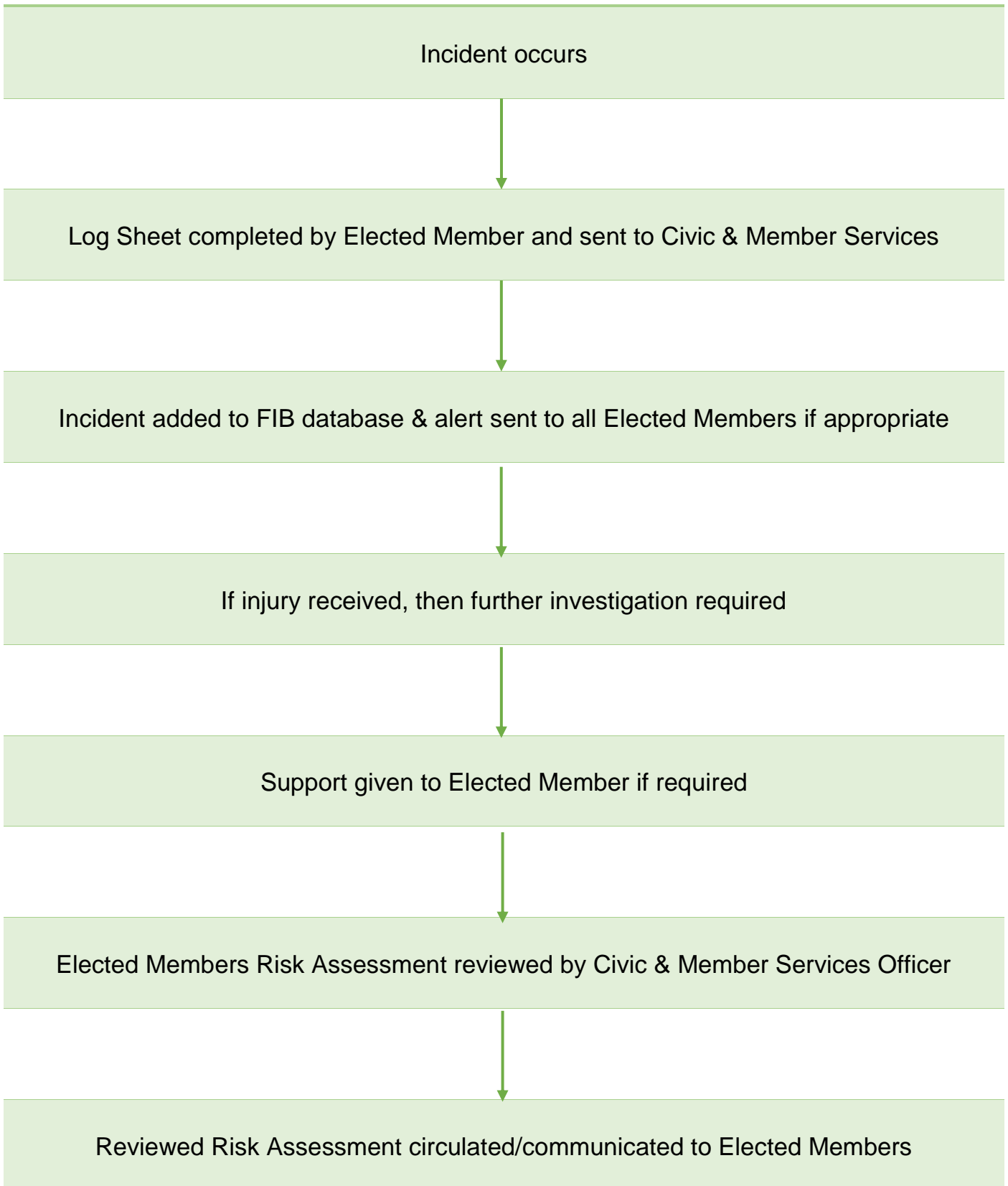
Elected Members Incident Log Sheet

Please complete all sections of this form & return to Civic & Member Services

Full Name:	Cllr:		
Date of Incident:		Time of Incident:	hrs
Type of Incident:	Verbal Abuse:	<input type="checkbox"/>	Threatening Behaviour: <input type="checkbox"/>
	Emotional Abuse:	<input type="checkbox"/>	Sexual Harassment: <input type="checkbox"/>
	Physical Abuse:	<input type="checkbox"/>	Weapon Used: <input type="checkbox"/>
Do you consider that the incident was racially motivated?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give a brief description of the incident:			
Name of Aggressor:			
Relationship to you:	Constituent: <input type="checkbox"/>	Service User: <input type="checkbox"/>	Member of the Public: <input type="checkbox"/>
Did you sustain an injury?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

This section for Civic & Member Service office use only:			
Date/Time form received:	/ hrs		
Name of Officer receiving form:		Ref #:	
Further Investigation required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Incident transferred to FIB database:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Member offered support:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Member's RA reviewed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Overview of procedure following an incident to a Sandwell MBC Elected Member



Appendix Two

Personal Alarms

Suzy Lamplugh Trust has partnered with [SURE24](#) to provide our most popular personal safety alarms.

The purpose of a personal safety alarm is to shock and disorientate an attacker, giving you vital seconds to get away. Find out more about personal alarms and their uses on our website [here](#).

This alarm can be purchased through [SURE24's website](#). The alarm below can be operated with one hand which is crucial, enabling you to easily and covertly activate it.

SG390BK Sure Guard Elite Black Priced at £5.06 (Excl. VAT)

SG390PK Sure Guard Elite Pink at £5.06 (Excl.VAT)



Also known as the Elite Alarm, this is a small battery powered handheld alarm which is set off by squeezing the two sides together. This is a small and discreet alarm, fitting easily in the palm of your hand, making it perfect to keep in your pocket or in your bag. It has a handy belt clip too, making it easy to carry and highly accessible. Available in black or pink.

MySOS® Emergency



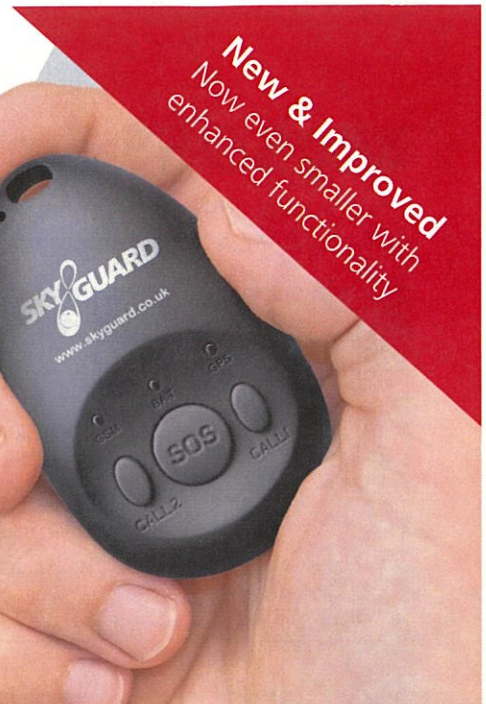
Europe's smallest, most discreet and easy to use personal safety device featuring GPS and GPRS technologies

Certified to the highest industry standards, (BS 8484:2016 and Secured by Design), MySOS Emergency is the smallest and lightest device available in Europe. It provides lone workers and vulnerable individuals a simple yet effective way to call for help in any emergency situation.

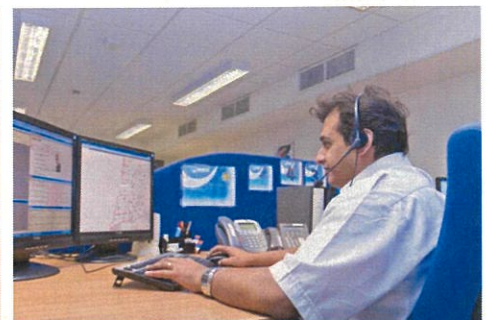
- MTK GPS Chipset provides a high degree of location accuracy down to 10 metres
- GPRS technology provides fast and cost effective alarm transmission, with SMS as a backup
- 2-way audio allows our Controllers to silently listen in to the user's environment and talk to them, if it's safe to do so
- Voice memo feature allows the user to leave a message, providing the Controller with useful additional information in an emergency
- Small, lightweight design allows the MySOS to be discreetly worn as a pendant around the neck, or attached to a belt, keyring or ID badge holder
- Our online Customer Service Centre (CSC) portal allows the user or client administrator to update their personal details in real-time, 24/7. This information is immediately available to Controllers during an alarm
- On-demand position request allows the device's map location to be summoned from a mobile phone via a simple SMS message

- Our 24/7 UK based Incident Management Centre, certified to BS 8484:2016, BS 5979 (Cat II) and 'Secured by Design' will immediately respond to alarm activations and follow your bespoke escalation procedures
- All calls and actions are digitally recorded at the IMC for evidential purposes if required
- Our flexible payment terms mean you don't need to sign up for lengthy contracts
- No capital outlay required – device is included as part of service subscription
- Includes contract SIM card and free emergency calls, test calls, voice memos and data

Designed in Britain, MySOS Emergency is the result of 16 years of extensive market research and technological development. When connected to Skyguard's IMC it provides an unrivalled personal safety service.



Skyguard's Incident Management Centre



To find out more or request a free trial, please call 0845 0360 999
 Skyguard, 457 Kingston Road, Epsom, Surrey, KT19 0DB
 sales@skyguard.co.uk www.skyguard.co.uk



Skyguard Ltd is part of the Send For Help Group



MySOS[®] Emergency

The compact size, simple operation and quality features of MySOS makes it suitable for a wide range of applications.



Technical Specification		Features	Benefits
GSM Frequencies	Quad band: 850/900/1800/1900 MHz with GPRS.	Simple Alarm Activation	Larger central SOS button which must be pressed for 4 seconds to prevent false alarms.
GPS	MTK chipset, accurate to less than 10 metres in ideal conditions.	Vibrate Function	The device will vibrate discreetly, to indicate when an SOS alarm is initiated, and again to confirm when it has connected to the IMC.
Audio	2-way communications, microphone sensitive up to 2 metres.	GPRS Alarm Transmission with GPS Co-ordinates	Alarm is sent via GPRS for cost effective data transfer, with SMS backup to ensure the alarm has the best opportunity of being received. GPS co-ordinates and the user's identity are immediately transmitted.
Alarm Message Transmission	Sent via GPRS with SMS as a backup.	2-Way Audio	Allows the Controller to talk to and reassure the user, if safe to do so.
Battery	Rechargeable 3.7V 800mAh Lithium battery.	High Capacity Battery	Optimised components designed to preserve the battery life.
Standby Time	Up to 100 hours standby time in SMS mode and 50 hours in GPRS mode, (dependent on features used).	Battery Low Indicators	The device will beep and the battery LED will triple flash to indicate the battery is low.
Talk Time	Up to 3 hours talk time.	Position Reports	Records the user's location at a specific date and time and can be sent at regular intervals (optional extra), or manually whenever needed. The user's location can be viewed via an online map at Skyguard's secure Customer Service Centre.
Recharge Time	Fully rechargeable in less than 4 hours.	On-Demand Position Request	Allows the device's map location to be summoned from a mobile phone by sending it a simple SMS command message.
Dimensions	68mm x 42mm x 18mm.	Voice memo (amber alert)	Enables the user to leave voice messages specific to their situation which could provide vital additional information in an emergency. The message is immediately available to Controllers at the IMC if an alarm is activated.
Weight	43g	Recording	All calls and actions are digitally recorded at the IMC for evidential purposes, if required.
Included Within the Subscription	24/7 access to Skyguard service MySOS device Contract SIM card 1 lanyard User guide USB mains charger Mini user guide keyring	Status LEDs	Indicators include GPS availability, GSM connection and Battery Low to clearly show the user what the device is doing.
Certifications	Audited and certified to BS 8484:2016 and the Police's coveted "Secured by Design"	Compact Design	The compact and lightweight design of the MySOS makes it convenient to use in everyday situation. Can be worn around the neck as a pendant, or attached to a belt, keyring or ID badge holder accessory.
Accessories	Car charger, holster, waterproof pouch and ID badge holder available.	Customer Service Centre (CSC)	Individual customer access to Skyguard's online CSC, enables the user or administrator to securely update their personal information in real-time, 24/7. In addition, the CSC allows customers to create bespoke alarm escalation procedures depending on your requirements.

MySOS Emergency is so small and lightweight it can be carried conveniently and discreetly, in a variety of different ways.



ID Badge Holder



Keyring



Belt Holster



On a Lanyard



To find out more or request a free trial, please call 0845 0360 999
 Skyguard, 457 Kingston Road, Epsom, Surrey, KT19 0DB
 sales@skyguard.co.uk www.skyguard.co.uk



Skyguard Ltd is part of the Send For Help Group



Appendix Four

Ward Surgery Information

Key: (C) = Council Owned building, (N-C) = Non-Council building, (SLT) Sandwell Leisure Trust run building, CHARGED = Council charged by this building for surgery use

Abbey Ward

Thimblemill Baths (SLT)

Blackheath Ward

Blackheath Library (C)

Blackheath and Rowley Labour Club (N-C)

Bristnall Ward

Langley Baths (SLT)

Bleakhouse Library (C)

Barlow Community Centre (C)

Charlemont with Grove Vale Ward

West Bromwich Community Centre (C)

St Mary Magdalene Church (N-C) **CHARGED**

Stone Cross Library (C)

Cradley Heath and Old Hill Ward

The Salvation Army (N-C)

Friar Park Ward

Wednesbury Library (C)

Park Hill Primary School (C)

Millennium Centre (C)

Great Barr with Yew Tree Ward

Yew Tree and Tame Bridge Community Centre (C) **CHARGED**

Great Barr Library (C)

Great Bridge Ward

Great Bridge Library (C)

Jubilee Park Community Centre (N-C)

Greets Green and Lyng Ward

Goldfield Court (N-C)

Greets Green Resource Centre (N-C)

Hateley Heath Ward

Family Education Centre (N-C)

Stone Cross Library (C)

Langley Ward

Rounds Green Library (C)

Brandhall Golf Club (SLT)

Newton Ward

Hamstead Library (C)

Tanhouse Library (C)

Tanhouse Centre (C)

Old Warley Ward

Brandhall Labour Club (N-C)

Brandhall Library (C)

Oldbury Ward

The Methodist Centre (N-C) **CHARGED**

Oldbury Library

Tipton Road Methodist Church (N-C) **CHARGED**

Princes End Ward

Tipton Sports Academy(C)

Glebefields Library (C)

The Tibby Base (C)

Rowley Ward

Rowley Regis & Blackheath Labour Club (N-C) **CHARGED**

Smethwick Ward

Harry Mitchell Recreation Centre (SLT)

Soho and Victoria Ward

Council House, Smethwick. (C)

St Paul's Ward

Holly Lane Methodist Church (N-C)

The Bangladeshi Islamic Centre (N-C)

Tipton Green Ward

Boscobel Housing Office (C)

St Paul's Community Centre (C)

Tividale Ward

Oakham Evangelical Church (N-C) **CHARGED**

Portway Lifestyle Centre (SLT)

Wednesbury North Ward

Wednesbury Library (C)

Wednesbury Town Hall (C)

Wednesbury South Ward

Hill Top Library (C)

Wednesbury Library (C)


West Bromwich Central Ward

Community Centre, Kenrick Park (N-C)

Central Library (C)

Ethical Standards and Member Development Committee

4 October 2019

Subject:	Update on the Member Development Programme
Director:	Director of Law and Governance and Monitoring Officer – Surjit Tour
Contribution towards Vision 2030:	
Contact Officer:	Phil Challoner phil_challoner@sandwell.gov.uk

DECISION RECOMMENDATIONS

That Ethical Standards and Member Development Committee:

1. Notes the continued progress of the Member Development Programme to date, including plans to review future content and scope with Elected Members to ensure it remains fit for purpose.

1 PURPOSE OF THE REPORT

- 1.1 For the Ethical Standards and Member Development Committee to note the progress of the Member Development Programme to date, including plans to review future content and scope to ensure it remains a programme designed by Members that is fit for purpose to meet their ongoing needs.

2 IMPLICATIONS FOR SANDWELL'S VISION

- 2.1 Elected Members with the requisite skills, knowledge and understanding of subject matters impacting upon their role will result in positive implications for each Vision 2030 ambition.

3 BACKGROUND AND MAIN CONSIDERATIONS

- 3.1 The Elected Member Development Programme ('MDP') has been designed and led by Members.
- 3.2 In January 2019, the Local Government Association Peer Review team participated in a follow up visit to Sandwell and were briefed on the progress relating to the Member Development Programme. Feedback was outstanding describing the progress relating to the MDP as 'phenomenal' adding the programme was an 'exemplar' relating to the approach taken and delivery to date. A brief snapshot of activity to date, relating to the MDP, is attached as appendix one.
- 3.3 They were also updated on development of bulletins which have been circulated to Elected Members which contains key information on forthcoming training, as well as updates related to the digital agenda as part of the MDP. The latest bulletin is attached as appendix two for information.
- 3.4 In total 38 sessions have been delivered as part of the MDP. These are related to the following interventions:
- Universal Credit Briefing Sessions
 - A Focus Group on Members' ICT needs
 - "The Big Conversation" - a partnership marketplace event
 - Corporate Parenting
 - Safeguarding and Vulnerabilities Awareness Raising
 - Understanding Council Finance
 - Understanding Overview and Scrutiny Training
 - Planning related Training
 - Licensing related Training (Taxi, Alcohol and Gambling)
 - Members' Code of Conduct
 - Data Protection
 - Procurement Training
 - Child Trafficking, Exploitation, Modern Slavery Training
 - Overview and Scrutiny Review – Member engagement sessions
 - Understanding Dementia
- 3.5 Turnout at these sessions has remained encouragingly high amongst Members with, for example, over 60% attending Corporate Parenting training. The average attendance rate ranges from 45 – 50% which compares favourably with levels prior to the new programme that averaged only 22%. It should be noted that this follows a period of change which included the introduction of 11 newly elected members.

3.6 Member feedback following sessions held to date is also very positive and comments include:

“I felt comfortable and able to listen.”, “Very good presentation.”

“Member Participation was very good. A very keen interest was shown by all members in the Chamber.”, “Very Good training and well delivered.”

“Trainer spoke well and made the topic engaging and easy to understand.”

Members have also given constructive comments as to how some sessions can improve on certain aspects such as:

“prior knowledge of subject matter would have been useful”,

“the technology could not be viewed by some delegates which was frustrating”

In those instances, an immediate review is undertaken between Civic and Member Services and the facilitator to ensure these issues are rectified or mitigated at future sessions.

3.7 Further sessions are scheduled to take place from September to December and includes many more of the interventions Members requested when designing the programme last year. These are to be delivered in-house unless stated otherwise:

- Empowering Communities (8 & 17 October – delivered jointly in-house with West Midlands Employers)
- Audit and Risk (16 & 24 October)
- The previously postponed Social Media Training (29 October – delivered via the Local Government Association)
- Mop-up sessions for Data Protection (7, 10 October & 7 November)
- Personal Safety for Elected Members Training (19 & 28 November)
- Being an effective Councillor: ways of strengthening and sustaining personal resilience (2 & 3 December – delivered by the Local Government Information Unit)
- Mop-up sessions for Members’ Code of Conduct (TBA)

Other training sessions are currently in the process of being sourced and will be communicated via MDP bulletins in due course.

3.8 Following this year’s Municipal Election, newly elected Members received their induction which included information on the MDP. In addition, a key message, aimed at newly elected Members, was released in the June bulletin from both Cllr Geoff Lewis, as Chair of the Ethical Standards and Member Development Committee, and Phil Challoner - Civic and Member Services Manager to encourage their attendance at future sessions.

3.9 The new MDP is more than just training, advice and guidance. As part of the initial programme design Members identified, via workshops held, 26 key requirements a new Councillor Portal needed to meet. These included:

- A directory of key service areas/contacts to avoid unnecessary searching
- The facility for councillors to access what is key to them personally
- An enquiries section with the ability to escalate
- Latest news and updates
- Learning menus/a training directory
- Links to Council websites and much more

Following on from the last report to this committee, the Digital Solution Working Group have explored how the 26 key requirements can be met. A report was presented to a Digital Solution Board meeting where it was agreed the Firmstep's Councillor Portal met all the requirements enabling the Council to digitise their processes for Councillors through a dedicated self-service portal. This portal will allow Councillors to transact online for a broad range of member and constituent services. The portal can be branded differently to the Council's main website and be used to provide Councillor specific information as well as a one stop shop for all member services.

This portal will look to include links to council meetings, agendas and minutes, Councillor notifications/communications and a range of specific processes which allows Councillors to log, track and escalate requests reported on behalf of constituents. This is an exciting, key element of the MDP and addresses all aspects associated with creating a sustainable digital solution for all 72 Elected Members.

Work has commenced and will include officers working alongside Members in ensuring the final solution is fit for purpose to meet all 26 requirements. Alongside the design and launch of the new portal, Elected Member training and upskilling requirements will be discussed via Personal Development Plan (PDP) meetings and addressed via the MDP to ensure the portal is confidently utilised by all 72 Councillors with support consistently at hand as required.

It is anticipated an early demonstration of the new portal will be available for this Committee to view and give feedback on late Autumn.

- 3.10 A further example of support via the new MDP relates to Member Wellbeing, Resilience and Personal Safety. The role of an Elected Member is fast changing, with numerous relentless demands placed upon an individual's time and resources. Latest links to LGA workbooks on stress management and personal resilience have been circulated to all 72 Members via the 2018 – 2020 MDP booklet. Personal resilience training for Elected Members has been sourced via the LGiU (Local Government Information Unit) and is scheduled to take place later this year. It will be a very practical session that will provide each participant with methods and helpful ideas to manage the pressures they face and enable them to be able to maximise the positive aspects of being an elected member. This will be an interactive session with plenty of opportunity for discussion and sharing experiences. A separate report relating to Personal Safety for Elected Members is submitted at this Committee for approval.
- 3.11 A full review of the MDP, to consolidate areas of strength and establish areas for improvement, will be held late 2019 and reported back to this Committee early 2020. Outputs from individual PDP meetings to be held around Autumn this year will continue to influence future MDP content and this will be consolidated at planned workshops to be held as part the overall review process.

4 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

- 4.1 Elected Members have been consulted at key stages of the process, feeding into the design and delivery of the Member Development Programme via workshops and PDP's. Elected Members are also represented on both the Digital Solution Working Group and Board.

5 ALTERNATIVE OPTIONS

- 5.1 Alternative options have not been considered as the MDP has been developed with Members and the purpose of the MDP is to deliver development, learning and support requirements designed and/or requested by Members themselves.

6 STRATEGIC RESOURCE IMPLICATIONS

- 6.1 The MDP will involve a range of providers and support being utilised to ensure effective development and learning. The costs of such support will be met from existing approved budgets.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 An effective Member Development Programme will help ensure the council make informed decisions and empower Members in undertaking their various roles.
- 7.2 Members in relation to regulatory matters/functions are required to undertake specific kinds of training such as planning, licensing, standards and safeguarding.
- 7.3 Supporting Members in their development, training and support needs strengthens the council's governance arrangements.

8 EQUALITY IMPACT ASSESSMENT

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

9 DATA PROTECTION IMPACT ASSESSMENT

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

10 CRIME AND DISORDER AND RISK ASSESSMENT

- 10.1 There are no such implications arising.

11 SUSTAINABILITY OF PROPOSALS

- 11.1 The Member Development Programme is a two-year initiative designed to ensure Elected Members have the requisite skills, support and knowledge necessary to undertake their various roles.

12 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

- 12.1 There are no such implications arising.

13 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

- 13.1 There are no such implications arising.

14 **CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

14.1 Designed to inform Members of MDP progress, this report will act as an update in relation to the progress of the programme.

15 **BACKGROUND PAPERS**

15.1 None.

16 **APPENDICES:**

16.1 One A Snapshot of MDP activity over recent months

16.2 Two Latest MDP Bulletin

APPENDIX 1

A 'snapshot' of recent MDP activity over recent months ...

Civic and Member Services staff held extensive consultation workshops with Elected members, using techniques such as 'The Six Thinking Hats' and Visioning to establish their development programme they needed to meet the challenges ahead. Used alongside prioritisation techniques such as 'paired comparison', it allowed members to individually rank their learning/support requirements and homed in on the key interventions the MDP needed to include for all Elected Members.

This was used to put together a MDP emphasising the most important elements of training and support to members, essentially a programme for members, shaped by members' own views and priorities.

A brochure was produced and distributed to all members that outlined the MDP programme and it's aims from 2018-2020.



Some examples of sessions held:

Universal Credit Briefing

The first session held under the new Member Development Programme (MDP), was the Universal Credit Briefing in October 2018. Underlining our commitment to engage with members and be flexible in regard to their training needs, this was requested by a member as something that would be of great importance and relevance to their constituents.

'The Big Conversation'

This event held in January 2019, was a linchpin of the new MDP, this Market place style event allowed members to meet with and ask questions directly of Sandwell's key partners.

This was a top priority for members from the Paired Comparison prioritisation exercise i.e. *A Focus On....' Sessions; inviting Council officers, businesses, public sector partners and the VCS to share what they do and improve networking opportunities.*

Attending the event were;

- Black Country LEP (Local Enterprise Partnership)
- Sandwell and West Birmingham CCG (Clinical Commissioning Group)
- SCVO (Sandwell Council of Voluntary Organisations)
- West Midland Employers
- Vision 2030
- West Midlands Combined Authority

This event was key in allowing members to network with our partners and to put “names to faces”, of people they may already deal with on occasions.

These contacts will also enable us to organise further, more focussed sessions with our partners over the coming months.

Corporate Parenting

These sessions held in January 2019, were facilitated by Lesley Hagger, Executive Director of Children's Services. Lesley asked all members three questions at Full Council;

Does Sandwell Council have a Corporate Parenting Board?

At what age does the Council's Corporate Parenting responsibility for Looked After Children end?

Between 2016 and 2017, what was the % rise in the number of Looked After Children taken into care in Sandwell?

And used them as a springboard into her session. A subject that members hold in high importance due to its sensitive and critical nature, again scoring highly in the paired comparison exercise.

Lesley followed this up with regular bulletins and messages to members, detailing how they can be “good corporate parents”.



Safeguarding and Vulnerabilities Awareness Raising

This session held in February 2019 was facilitated by Jenny Tarrant. Its objectives were to enable members to understand the role they could play in safeguarding children, young people and adults, recognising the types and signs of abuse, which are not always obvious or what people may think, to be more aware of exploitation, and most importantly, to discuss and raise awareness of the mechanisms for raising concerns. This was a priority for members due to encountering people who may be vulnerable to exploitation when working with constituents.

Council Finance

Facilitated by Darren Carter and Rebecca Griffiths in February 2019, these sessions were relating to members the importance of maintaining sound financial practices at time of increased and prolonged financial pressures on local authorities, something Sandwell has done well and consistently, and the integral role members play in the process, as they ratify recommendations through council.

As this session focused on budget issues, a further session relating directly to procurement was organised for later in the year.

Some statistics to measure success ...

Universal Credit Briefing

The inaugural training session of the MDP was the most well attended for September 2018-April 2019.

63% of members attended.

88% of members rated the session Very Good or Good.

83% rated their level of knowledge and understanding achieved as Very Good or Good.

The Big Conversation

The Big Conversation was the joint third most attended training session for September 2018-April 2019.

60% of members attended.

91% of members rated the session Very Good or Good.

94% rated their level of knowledge and understanding achieved as Very Good or Good.

For the feedback form for this training, we introduced a scoring system to rate prior knowledge and the level of knowledge after the training.

1-5 (Being lowest-5 being highest)

53% of members who answered the question said they increased their knowledge level.

10% of members who answered the question said they increased their knowledge level by more than one level.

Corporate Parenting Sessions

Corporate Parenting was the second most attended training session for September 2018-April 2019.

61% of members attended.

97% of members rated the session Very Good or Good.

There were two different questions for assessing knowledge prior to and after the session

Overall **62%** of members said they increased their knowledge level.

Safeguarding and Vulnerabilities Awareness Raising

Safeguarding and Vulnerabilities Awareness Raising was the joint third most attended training session for September 2018-April 2019.

60% of members attended.

89% of members rated the session Very Good or Good.

85% of members increased their knowledge level.

51% of members increased their knowledge level by 2 or more levels.

Council Finance

Council Finance was the least attended training session for September 2018-April 2019.

47% of members attended.

88% of members rated the session Very Good or Good.

45% of members increased their knowledge level.

21% of members increased their knowledge level by 2 or more levels. **18%** failed to answer all or part of the question.

Licensing Training

Taking place 5 June 2019, this training was for members of Licensing.

Facilitated by Julia Lynch, to raise awareness and understanding.

60% of members attended

100% of members rated the session Very Good or Good.

Code of Conduct Training

Taking place 10 June 2019, this training was led by Surjit Tour, as Monitoring Officer to help members understand the code of conduct, it's importance and how to comply with it.

21% of members attended.

100% filled in an evaluation form.

93% of members rated the session Very Good or Good.

67% of members increased their knowledge level.

20% of members increased their knowledge level by 2 or more levels.

Corporate Parenting Mop-up and new members

These sessions were run by Lesley Hagger in June 2019 as a mop-up for members unable to attend in January and for new members post May.

31% of members attended.

100% of members rated the session Very Good or Good.

88% of members increased their knowledge level. **50%** of members increased their knowledge level by 2 or more levels.

Data Protection

Daniel Okonofua, Sandwell's Information Governance Specialist facilitated these sessions in June to provide members with an Overview of legal duties, obligations and responsibilities, guidance on managing information effectively.

46% of members attended.

96% of members rated the session Very Good or Good. 4% rated the session poor, the member has been approached for further comments.

50% of members increased their knowledge level. **29%** of members increased their knowledge level by 2 or more levels.

Code of Conduct for Ethical Standards & Member Development Committee

This session was aimed at members of the Ethical Standards & Member Development Committee who had not completed Code of Conduct training earlier in June and facilitated by Surjit Tour.

50% of members attended.

100% of members rated the session Very Good.

67% of members increased their knowledge level. **67%** of members increased their knowledge level by 2 or more levels.

Procurement Training

Facilitated by Haley Macmichael, this session in July 2019 aimed to help members understand the Council's Procurement and Contract Procedure Rules and the roles of Members and Officers in the procurement process, to understand the link between Procurement and Sandwell's Vision 2030 and how Sandwell can achieve social value through procurement and how procurement can benefit the local economy.

36% of members attended. (26/72)

96% of members rated the session Very Good or Good.

58% of members increased their knowledge level. **33%** of members increased their knowledge level by 2 or more levels.

Appendix Two



**VISION
2030
SANDWELL**

Member Development Bulletin



A message from the Leader, Cllr Yvonne Davies

The Member Development Programme continues to evolve, with the additional elements aimed at ensuring all Members have the confidence and the tools that they need to be leaders in their own right.

How Members engage with the programme will be essential for the success of it. I want all Councillors to feel confident in their role and to have the necessary skills, knowledge and experience to allow them to make an impact on Sandwell's future.



The Programme has the potential to be award winning, if members participate and engage proactively. It has been applauded by the LGA Peer Review earlier this year and we need to build on that and strengthen it going forward.

It is important that all members commit to attending the learning and support sessions on offer and assist with the cross fertilization and networking which helps us all to be better at what we do. Often it is the discussion and the debate around key topics which help members understand what is expected of them and how to best deal with things.

I would ask that you take the greatest advantage of the training being offered to you so that you may better assist your constituents and help shape the services for the people of Sandwell.

Cllr Yvonne Davies – Leader of the Council



Dates for your calendar

Data Protection Mop-Up Sessions

Thursday 8 August 5.00pm-7.00pm

Monday 7 October 5.00pm-7.00pm

Thursday 10 October 11.00am-1.00pm

Note only one session needs to be attended.

These sessions are aimed at those members who were unable to attend the training in June. This training covering an overview of legal duties, obligations and responsibilities, scenario-based training, and managing information effectively, was very well received by members and the Leader is keen for all members to attend.

SCRUTINY REVIEW – Member Engagement Sessions

13th, 20th and 29th August 2019

(3pm – 5.00pm and 5.30pm – 7.30pm each day)

Annexes 1 and 2.

As part of the Governance Review it was agreed that a review of the Council's Scrutiny Function and Arrangements be undertaken.

A Scrutiny Review Working Group, made up of six members (three Scrutiny Chairpersons and three Executive Members), has been established to oversee and progress the Scrutiny Review.

As part of the Review it is essential that ALL Elected Members have the opportunity to engage with the Review and be afforded the chance to share their thoughts and views on the current arrangements and what changes they would like to see to the Council's current Scrutiny arrangements.

Each session will be run twice on the same day. However, the content of Sessions 1, 2 and 3 will be different so that Members can explore (with officers and the CfPS and LGA) the various aspects of the Scrutiny

Function and options for revising the current arrangements.
Please can you therefore diarise Sessions 1, 2 and 3, and confirm by return to governance_review@sandwell.gov.uk which sessions you prefer to attend (i.e. the afternoon or early evening session).

Licensing Training-Taxis

Tuesday 10 September
11.00am – 13.30pm

Thursday 12 September 5.00pm – 7.30pm

Annexe 1, Sandwell Council House, Oldbury.



Note only one session needs to be attended.

Licensing Training-Alcohol and other licensing

Tuesday 10 September 11.00am – 13.30pm

Thursday 12 September 5.00pm – 7.30pm

Annexe 1, Sandwell Council House, Oldbury.

Note only one session needs to be attended.

These training sessions are to ensure all members on the Licensing Committee have a level of knowledge to make them competent decision-makers and to provide an overview to *all* councillors.

This will include input on the workings of the Licensing Department as it impacts on committee hearings. (For Example-New online application forms for Taxi Drivers)

Secondly it will be on the decision making itself and deal with natural justice, burden of proof, standard of proof and the admissibility of evidence and representations and giving reasons for justifying a decision. And the application of Council Policy, case law and statutory guidance.

Thirdly we will briefly deal with the Appeal procedure from their decisions to the Magistrates and Crown Court and how it impacts (or not) on members.



Understanding Dementia

Tuesday 17 September 11.00am – 13.00pm

Thursday 19 September 5.00pm-7.00pm

Tuesday 24 September 5.00pm-7.00pm

Thursday 26 September 11.00am – 13.00pm

Annexe 1, Sandwell Council House, Oldbury.

Note only one session needs to be attended.

Buds (Better Understanding of Dementia in Sandwell) are delivering Dementia Awareness Training Sessions. This will enable you to learn more about the condition and to find out how we can best support people with dementia and their families in Sandwell.

Community Engagement

Monday 8 October 11.00am – 13.00pm or 5.00pm-7.00pm

Committee Room 1

Thursday 17 October 11.00am – 13.00pm or 5.00pm-7.00pm

Annexe 1 Sandwell Council House, Oldbury.

Note only one session needs to be attended.

What does community engagement mean to me! What's it all about? Hear how you can strengthen your approach to building and sustaining stronger communities, set local clear direction, building a strong sense of purpose locally and led through your community. Learn how statements of community involvement help shape local plans and by engaging with the community, the Council benefits from detailed local knowledge and expertise, and community commitment to the future development of the borough.

How to get the most from Social Media with Darren Caveney

Tuesday 29 October

11.00am – 13.00pm or 5.00pm-7.00pm

Annexe 1 Sandwell Council House, Oldbury.



Darren Caveney was previously Communications Manager at Sandwell and has since delivered in-house training and consultancy for over 100 organisations and has spoken at over 150 events in the UK, Europe and the Middle East. He has worked extensively with councils across the UK and delivered social media training for elected members at many local authorities.

He is an associate with the Local Government Association and a mentor to several UK communicators.

This two-hour social media workshop will give councillors in Sandwell the opportunity to hear about the latest best practice, tips for using the key platforms, and ideas on how to get the most from social media.

COMING SOON

Audit and Risk Training

To understand:

- The role of Internal Audit
- The nature and type of fraud that councils are susceptible to, and what can be done to combat it.
- How to identify the risks the council faces in delivering its objectives, and how it manages these risks

Workshop dates to follow.



Honours and Awards Workshop

With support from the West Midlands Lieutenancy, we will be running a workshop to promote the (Personal) Honours and Awards within Sandwell. Sandwell's recipients of these awards, such as an MBE, OBE or CBE has been static for a number of years, so it's time to work to put us on the map. Therefore, as our eyes and ears of the public, this is a great opportunity to promote the residents of our borough. Full support will be given from the Civic and Member Services office.

Workshop dates to follow.

If you have any queries around this or any other training. Please contact

member_development@sandwell.gov.uk



**Email
updates**

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Ethical Standards and Member Development Committee

4 October 2019

Subject:	Standards Working Group Update – Remuneration for Independent Persons dealing with standards matters
Director:	Surjit Tour – Director of Law and Governance and Monitoring Officer
Contribution towards Vision 2030:	
Contact Officer(s):	Surjit Tour Surjit_tour@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Ethical Standards and Member Development Committee:

1. Considers the recommendations of the Standards Working Group in respect of remuneration for independent persons dealing with standards matters.
2. Considers authorising the Chair/Vice Chair, in conjunction with the Standards Working Group, to proceed with recruitment in the interim period whilst the options for remuneration/joint recruitment are being further investigated.

1 PURPOSE OF THE REPORT

- 1.1 At its meeting on 28 September 2018, the Ethical Standards and Member Development Committee gave approval to a joint recruitment exercise being undertaken with Walsall Council in relation to the appointment of Independent Persons for dealing with standards matters. The Committee also gave authorisation to the Chair of the Ethical Standards and Member Development Committee to approve a new job role for the Independent Person and to agree all necessary recruitment arrangements/procedures between both Councils, in consultation with the Director of Law and Governance and Monitoring Officer and Walsall Council.

- 1.2 Walsall MBC's Standards Committee gave consideration to the joint recruitment exercise at its meeting on 8 July 2019. Walsall MBC also gave to remuneration of independent persons (plus expenses).
- 1.3 Currently independent persons are entitled to claim mileage and expenses. In the event that Sandwell is not minded to proceed with remuneration then both authorities would continue the appointments process to appoint its own Independent Person(s).
- 1.4 The Standards Working Group met on 24 September 2019 to consider the proposal to provide remuneration to independent persons for dealing with standards matters.
- 1.5 The Working Group considered that a more detailed analysis would be required in order to make an informed decision and requested that officers bring back a further report to include:-
 - recruitment – would remuneration improve the situation, was this the reason for difficulties in recruiting the correct calibre of candidates;
 - benchmarking with regional local authorities – where they had commenced remuneration had this demonstrated a change in recruitment pattern;
 - independent positions recruited to across the Council which were also non-paid positions – roles/responsibilities;
 - options of remuneration - such as payment per meeting.
- 1.6 A further report would be submitted to the Standards Working Group for consideration.

2 IMPLICATIONS FOR VISION 2030

- 2.1 The Independent Person helps to provide public confidence in the manner in which the Council deals with complaints against its Elected and Co-opted Members.
- 2.2 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 made a decision on an allegation against an elected member that it had decided to investigate.
- 3.2 The Independent Person's views may be sought by a member or co-opted member of the Council if that person's behaviour was the subject of an allegation, and may also be sought by the Council in relation to an allegation it had not yet decided to investigate.
- 3.3 Sandwell currently has one Independent Person, following the expiry of the term of office for two Independent Persons, there are two vacancies.
- 3.4 To improve the prospects of securing successfully the appointment of two further Independent Persons, the Director of Law and Governance and Monitoring Officer has liaised with the Monitoring Officer at Walsall MBC with a view to undertaking a joint recruitment exercise.
- 3.5 The benefits of a joint recruitment exercise include:-
- a broader remit attracting a broader pool of potential candidates;
 - greater opportunities for the sharing of knowledge and support amongst the Independent Persons;
 - increased opportunities to gain greater experience; and
 - a joint recruitment exercise would mean the costs of the recruitment could be shared between both councils.
- 3.6 Any successful recruitment exercise would be on the basis that the person(s) appointed would act as an Independent Person for both councils. Each authority would however need to confirm the appointment of the Independent Person through their respective Full Council. Each Council would therefore still retain control over the appointment.
- 3.7 It was proposed that the arrangements for the recruitment exercise principally followed the same processes that had been undertaken in the past, such as an advert being placed in the local newspaper, Council website and other forums, etc. and that both Council details and contact information were on relevant recruitment literature.

- 3.8 One change that was proposed was for the Recruitment Panel to be reconfigured as a joint panel made up of an equal number of Committee Members from both councils. The Chair and Vice Chair of the Panel would be agreed by the Panel Members. Any successful candidate would be by majority decision in favour.

4 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

- 4.1 It is proposed to undertake a benchmarking exercise with regional/local authorities.

5 ALTERNATIVE OPTIONS

- 5.1 A further report will be submitted to the Standards Working Group outlining options available.

6 STRATEGIC RESOURCE IMPLICATIONS

- 6.1 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.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 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.
- 7.2 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.

8 EQUALITY IMPACT ASSESSMENT

8.1 Not applicable to this report, however, an assessment may be necessary as part of the proposed analysis.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 A data protection impact assessment is not required.

10 CRIME AND DISORDER AND RISK ASSESSMENT

10.1 A crime and disorder risk assessment is not required.

11 SUSTAINABILITY OF PROPOSALS

11.1 Sandwell currently has one Independent Person, following the expiry of the term of office for two Independent Persons, there are two vacancies. It is important to improve the prospects of securing successfully the appointment of two further Independent Persons.

12 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

12.1 There are no health and wellbeing implications arising from this report.

13 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

13.1 There is no impact on Council property arising from this report.

14 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

14.1 A further report will be submitted to the Standards Working Group for consideration.

15 BACKGROUND PAPERS

Minute No. 8/18 of the Ethical Standards and Member Development Committee (28 September 2018) and subsequent liaison with Walsall MBC on the proposed joint recruitment exercise.

16 APPENDICES:

None

Surjit Tour

Director of Law and Governance and Monitoring Officer

Ethical Standards and Member Development Committee

4 October 2019

Subject:	Committee on Standards in Public Life – Annual Report for 2018-19
Director:	Director of Law and Governance and Monitoring Officer - Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Trisha Newton Trisha_newton@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Ethical Standards and Member Development Committee:

- 1.1 Consider and comment on the Annual Report of the Committee on Standards in Public Life at Appendix 1.

1 PURPOSE OF THE REPORT

- 1.1 Within its terms of reference, the Ethical Standards and Member Development Committee has a duty to promote high ethical standards amongst Members. As well as complying with legislation and guidance, the Committee will need to demonstrate learning from issues arising from local investigations and case law. Furthermore it is advisable for the Committee to be kept informed of any issues arising out of the Annual Report from the Committee on Standards in Public Life as they may also add to learning at the local level.
- 1.2 On 29 July 2019, the Committee on Standards in Public Life published its annual report for 2018-19.

2 IMPLICATIONS FOR SANDWELL'S VISION

- 2.1 High standards of conduct are an essential part of good corporate governance and this in turn has a direct relationship with the delivery of high quality services.

3 STRATEGIC RESOURCE IMPLICATIONS

- 3.1 There are no strategic resource implications arising from this report.

4 LEGAL AND GOVERNANCE CONSIDERATIONS

- 4.1 By noting the work of the Committee on Standards in Public Life members will be better informed to discharge their duty to promote high ethical standards.

5 EQUALITY IMPACT ASSESSMENT

- 5.1 An equality impact assessment is not required.

6 DATA PROTECTION IMPACT ASSESSMENT

- 6.1 A data protection impact assessment is not required.

7 CRIME AND DISORDER AND RISK ASSESSMENT

- 7.1 A crime and disorder and risk assessment is not required.

8 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

- 8.1 None.

9 APPENDICES:

The Committee on Standards in Public Life Annual Report 2018-19.

Surjit Tour
Director of Law and Governance and Monitoring Officer

**Committee on
Standards
in Public Life**

Annual Report

July 2018 – June 2019

THE SEVEN PRINCIPLES OF PUBLIC LIFE

The Seven Principles of Public Life apply to anyone who works as a public office holder. This includes all those who are elected or appointed to public office, nationally or locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, Non- Departmental Public Bodies, and in the health, education, social and care services. The Principles also apply to all those in the private sector delivering public services.

SELFLESSNESS

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

INTEGRITY

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

OBJECTIVITY

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

ACCOUNTABILITY

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

OPENNESS

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

HONESTY

Holders of public office should be truthful.

LEADERSHIP

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

Foreword

I am pleased to present the Committee on Standards in Public Life's Annual Report 18/19, my first as Chair of the Committee, having taken over in November 2018.

I would firstly like to pay tribute to my predecessor Lord Bew who led the Committee from 2013. Under his Chairmanship the Committee considered new areas such as policing, ethics for regulators and, most recently, the worrying issue of intimidation of people in public life. His wisdom and humility combined with an incisive understanding of public life in the UK have furthered the Committee's standing and reputation.

I have been struck by the complex ethical standards landscape in which this Committee sits. A range of bodies are responsible for considering standards issues, some with regulatory powers, some without, some have clear remits, whilst for others, there is a lack of clarity for the public about what they can and can't do. Indeed, this Committee has no statutory remit or powers, but relies on building influence through evidence for which it has a long-established status and a well-developed reputation.

I am acutely aware that ethics cannot be systematically imposed from outside; ethical standards must be part of an organisation's DNA. Our report on local government ethical standards emphasised this point and made a package of recommendations to support high standards of behaviour in local councils across England. The Committee was impressed by the very high level of engagement and commitment from the sector for this review and has been encouraged by the way our package of recommendations and best practice is being widely disseminated and adopted. Although the geography and dynamics of each council differ, the Nolan principles continue to provide a common baseline against which they can strive to meet the public's expectations of those who serve them.

The past 12 months have certainly not seen any easing up in the Committee's workload. We completed our local government report; have actively followed up our 2017 report on intimidation in public life, working in particular with political parties and The Jo Cox Foundation; and we have taken a close and serious watching brief on the worrying culture of bullying and harassment in Westminster, reviewing the actions taken by the Parliamentary authorities. We have also launched a new review into artificial intelligence and its impact on standards in public life, looking ahead at the need to ensure the opportunities offered by developments in AI are matched by appropriate ethical checks and balances in the public sector. Our report will be published early in 2020.

Later this year we will mark the 25th anniversary of the Committee and the Nolan principles, an important moment to reflect on the relevance of the standards the public expect of public office holders and those delivering public service. We will continue to test those Principles with the public and against new technology as evidenced by our AI review.

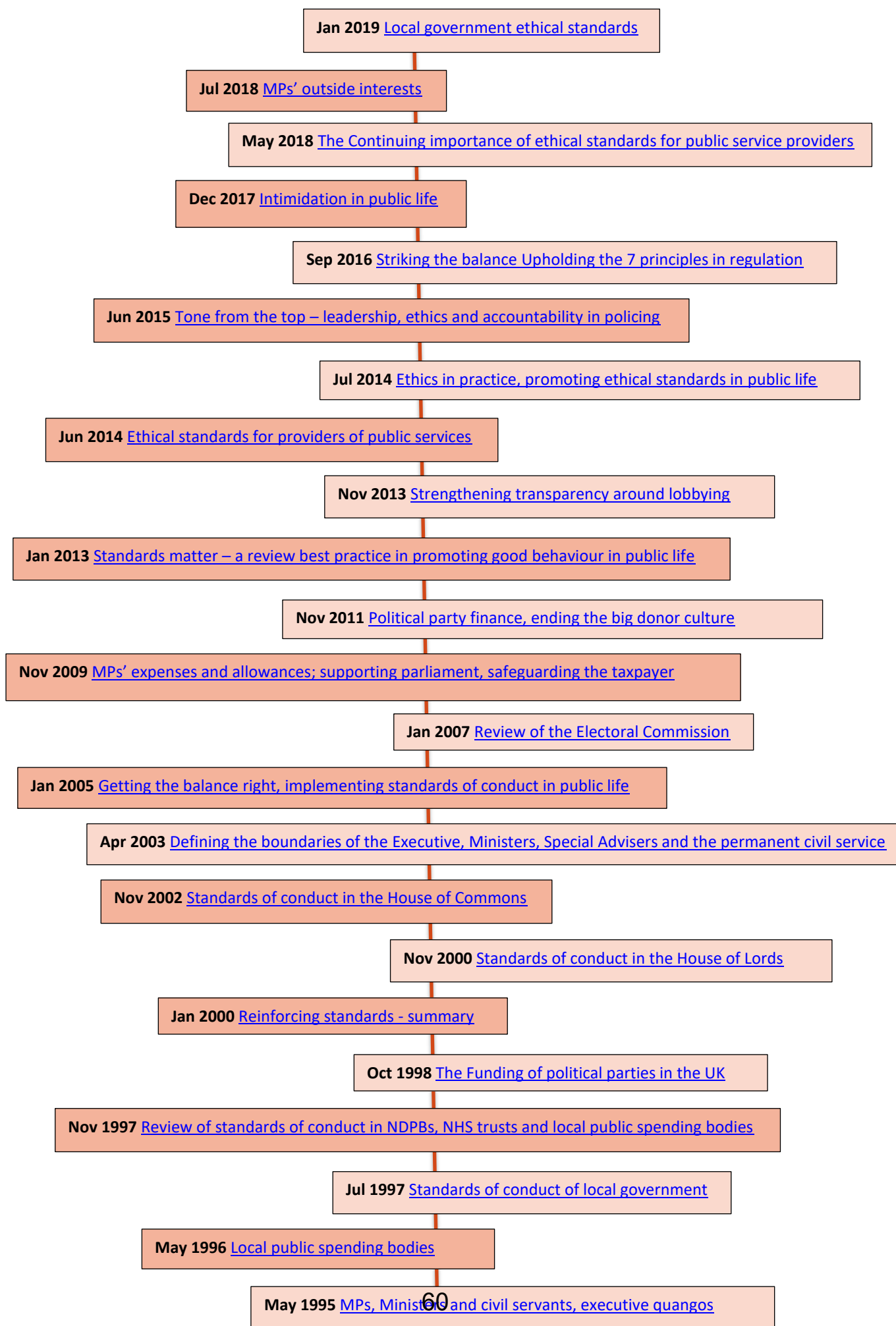
Our vision remains to reinforce clear expectations across public life of high standards of conduct.

I hope you find the report a useful account of our activities and a positive reinforcement of Nolan's vision, still relevant 25 years on.

Lord (Jonathan) Evans of Weardale KCB DL
Chair



Our reports



July 2018/June 2019

Key areas of focus for the Committee

Local Government Ethical Standards

Report published January 2019 after a year of evidence gathering:
Public consultation
Desk research
Roundtables
Interviews
Visits to councils
Speeches at conferences pre and post launch



AI and public standards

Launch of AI review March 2019
Interviews
Meetings
Roundtables
Focus groups
Written submissions
Desk research
Speeches



Intimidation in Public Life

Follow up work with political parties and The Jo Cox Foundation
Attending external meetings; interviews, blogs, articles



MPs' outside interests

Published report July 2018: interviews, meetings, roundtable, focus groups, research



Bullying and harassment in Westminster

Close watching brief, reviewing Parliamentary authorities' responses
Meetings with parliamentary authorities
Blogs and articles



Contributing to external consultations, speeches, participation in external meetings, articles, blogs, presentations to international delegations.

Committee membership: July 2019

Terms of appointment



Dr Jane Martin CBE
(1 Jan 2017 – 31 Dec 2021)



Dame Shirley Pearce DBE
(31 Mar 2018 – 21 Mar 2023)



Jane Ramsey
(1 Sep 2016 – 31 Aug 2021)



Monisha Shah
(1 Dec 2015 – 30 Nov 2020)



Rt Hon Dame Margaret Beckett DBE MP (Labour)
(1 Nov 2016 – 31 Oct 2019)



Simon Hart MP (Conservative)
(24 Jul 2017 – 23 Jul 2020)



Rt Hon Lord Stunell OBE (Liberal Democrat)
(1 Dec 2016 – 30 Nov 2019)



Chair, Lord Evans of Weardale KCB DL
(1 Nov 2018 – 31 Oct 2023)

Independent Chair and 4 independent members, appointed for 5 years, non-renewable appointments.

3 political representatives, appointed for 3 years, renewable appointments.

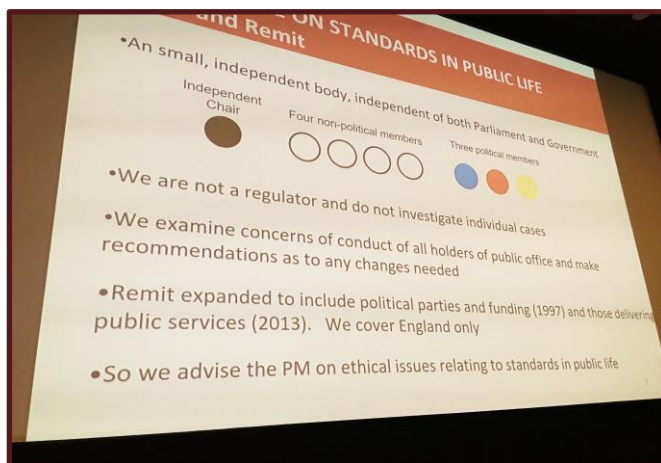
All appointments made by the Prime Minister.

Introduction

The Committee was established in 1994 with a clear purpose: to examine areas of concern about the standards of conduct of public office holders, advise the Prime Minister accordingly, and to promote the highest standards of conduct across public life.

The maintenance of high standards in public life is important for the good functioning of society as a whole, it helps maintain public trust in institutions, and is important for democracy. High standards of conduct underpin public confidence in every aspect of public life, from the delivery of health and social care services to education, policing and legislation.

This Committee plays a key role in examining areas of concern and maintaining a watching brief on standards in public life. We are not a regulator so we have no statutory powers and no remit to investigate individual cases. Instead we use a variety of means to do our work, to extend our influence, to persuade and make sure our voice is heard. Our independence of Government and Parliament alike is key.



The Committee seeks to identify areas of concern in conduct and behaviours before they develop into breaches of trust or worse; undertakes balanced, comprehensive reviews with recommendations based on robust evidence; makes informed contributions to public debates about ethical standards, including submissions to public consultations; proactively identifies and responds to emerging ethical risks, and engages with a wide-range of partners on the ethical standards agenda.

It is a broad field so we are committed to working with others to ensure this vision of high ethical standards is met and that the Principles of Public Life are understood and embedded across public life. We have been pleased to hear directly from some of those also playing important roles in this landscape.

Our effectiveness depends on our ability to build powerful arguments using research and evidence which convinces others to take forward our recommendations for change.

In this report, we describe how we have carried out these activities in areas that have been our priorities in the period July 2018 – June 2019; and we look forward to marking our 25th anniversary.

Factual information about the Committee's remit, membership, data protection, financial information, reports published, speeches and meetings, and our Research Advisory Board can be found in Annexes A-G.

We are fully committed to openness in our activities. We will ensure that we communicate our work effectively, to make it visible to everyone with an interest in ethical standards.

Review of activities: July 2018 – June 2019

Local Government Ethical Standards

The main focus of our work this year was our review into local government ethical standards. The Committee has had a long-standing interest in local government - the Committee's third report, in 1997, was on local government - and many of the institutional changes that have taken place in local government standards in the last two decades have been in response to the Committee's recommendations.

"The recent publication from the Committee on Standards in Public Life has refocused attention on a vital aspect of good governance: setting and enforcing standards of behaviour for local authority members."
(LGC 18 March 2019)

We launched the review on 29 January 2018. The report was not prompted by any specific allegations of misconduct, but more to check that the current framework was helpful in promoting and maintaining the standards expected by the public. The review, published on 30 January 2019, considered the structures, processes, and practices for local government standards in England, including codes of conduct, sanctions, investigatory processes, the roles of Monitoring Officers, Clerks, and Independent Persons, and an ethical culture in local government.



Importantly, we did not propose a return to a centralised, standardised system. Rather the report produced recommendations intended to be implemented as a package to address the risks we identified and to maintain the balance of a system that supports the best instincts of councillors whilst addressing unacceptable behaviour by a minority and guarding against potential corporate standards risks.

Launch of Report

Panel (L-R) Jonathan Goolden, Dame Stella Manzie DBE, Dr Jane Martin CBE, Lord Evans

The report has been well received in the sector. Since publication, we have followed up by liaising with leadership organisations in the sector, the Local Government Ombudsman (LGO) and the Ministry of Housing, Communities and Local Government (MHCLG); and independent members have spoken at 5 conferences:

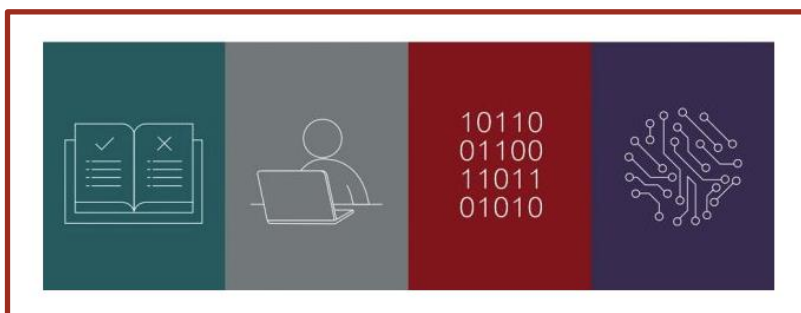
- National Association of Local Councils, 11 February, London;
- Society of Local Council Clerks, 15 February, Kenilworth;
- Lawyers in Local Government (LLG) weekend conference, 29 March, London;
- LLG Annual Monitoring Officers' conference, 14 June, London;
- Monitoring Officers conference, London, 10 July.



Jane Ramsey speaking at LLG annual weekend conference, 29 March 2019

As stated in the report, we will review in 2020 councils' take up of our best practice recommendations.

Artificial Intelligence (AI) and Public Standards



In March 2019, we launched a new review into whether the existing frameworks and regulations in relation to AI are sufficient to ensure that high standards of conduct are upheld as the use of these technologies becomes more widespread.

This is a new area of research for this Committee, but highly relevant as technologically assisted decision-making is adopted more widely across the public sector.

The launch of this review followed two months' desk research into the impact of artificial intelligence on public services in the UK and international approaches to AI ethics.

"You need a culture of design in which transparency, interpretability and explicability are built in at the beginning."
Roundtable, 23 May 2019



Six months into the review, the Committee has invited written submissions and undertaken a wide-ranging series of meetings with academics, AI professionals, and government officials, including 3 [roundtables](#), to gain expert advice and obtain a clear picture of how AI will change public services and how it will affect public standards. Focus groups were held in June to gain insight into the general public's views on how standards should apply in a future where public services are delivered by artificial intelligence. This research and evidence gathering will help us evaluate if government and public bodies are ready to meet the 6 key challenges we have identified that AI poses for public standards.

We want to thank Imperial College, London, for hosting our second roundtable on 29 May 2019.

We will draft the report in the autumn following further meetings and research, aiming to publish in early 2020.

Roundtable held on 23 May 2019, 1 Horse Guards Road

"How can responsibility for AI systems can be clarified at the point of use... It is clear that we cannot abdicate responsibility here and it is a question of how we maintain that responsibility and accountability."
Roundtable, 29 May 2019

Intimidation in Public Life

We have been working actively to follow up our December 2017 report, *Intimidation in public life* - a review the Committee undertook at the request of the Prime Minister in July 2017.



The report, published in December 2017, examined the shocking intimidation experienced by candidates at the 2017 General Election, and significantly highlighted the wider effect on public life. The problem has not gone away and intimidation remains a real danger to our democracy.

“There is no easy, single solution to address this problem, and the Opposition welcome the package of recommendations outlined by the Committee on Standards in Public Life for the Government, social media companies, political parties, the police, broadcast and print media, MPs and parliamentary candidates.”

(Cat Smith MP, Shadow Minister, Cabinet Office, Westminster Hall debate, 21 May 2019)

In that report, we made 33 recommendations to:

- government
- social media companies
- political parties, press organisations
- MPs
- candidates and
- other public office-holders.

The Government [responded](#) formally to the report in March 2018 committing to action on most of the recommendations made to government. The Government published a further [response](#) on 7 March 2019 updating action taken in response to the report. We welcomed the Government’s [‘Protecting the Debate’](#) – the Government’s response to their consultation on proposals aimed at protecting the electoral system against intimidation and undue influence of candidates, campaigners and voters.

Since the publication of the report, we have been actively following up responses to our recommendations and have received further [responses](#) from social media companies, political parties, the press regulators and the National Police Chiefs’ Council. The Committee has attended external meetings and seminars and the Chair has written a number of [blogs](#) and [articles](#) on this issue.

In particular, we have been working with political parties on a joint approach to tackling intimidation. We were delighted to announce on 21 May 2019 that [The Jo Cox Foundation](#) had agreed to act as an independent third party to support this work and we will be working with The Foundation and political parties holding seats in Westminster to draw up a joint standard on intimidatory behaviour to encourage cross-party consensus to recognise and address this worrying issue.

“I was [therefore] pleased to read the letter and joint statement that have gone out today from the Committee on Standards in public Life and The Jo Cox Foundation about the work that they will be looking to do together to continue her legacy.”

Kevin Foster MP, Parliamentary Secretary, Cabinet Office, Westminster Hall debate, 21 May 2019

MPs' Outside Interests



In July 2018, we published our report [MPs' Outside Interests](#).

The Committee had previously considered the issue of MPs' outside interests in its 2009 report on MPs' Expenses and Allowances.¹

The 2018 report recommended a package of important reforms to ensure that MPs' outside interests remain within reasonable limits.² These included:

- Revising the Code of Conduct for MPs, so that any outside roles, whether or not they are paid, do not prevent MPs from undertaking the range of duties expected of them in their primary role as an MP.
- To facilitate greater transparency of the registration and declaration of interests, the Register of Members' Financial Interests must be more accessible, searchable and usable.
- The Cabinet Office should issue guidance to Parliamentary candidates on the registration of outside interests, so voters know whether candidates intend to carry on any of their existing jobs if they are elected.

"MPs will be reminded that their principal job is to serve their constituents" The Telegraph, 2018

The majority of the recommendations require changes to the Code of Conduct and Guide to the Rules relating to the Conduct of Members. The Commons Committee on Standards has stated that it proposes to undertake a comprehensive review of the Code of Conduct and Guide to the Rules, involving public consultation. The Commons Committee on Standards has published its response to the report [here](#).

The Committee expects this review to implement the Committee's recommendations and to address the specific issues raised in *MPs Outside Interests*. The Committee met with the Commons Committee on Standards on 4 June 2019 to discuss these recommendations and other issues of common interest to the two Committees.

"There needs to be even greater transparency and openness to the public on outside interests — in a fully searchable digital register of interests — and at elections. Transparency may not automatically deliver greater trust, but it is essential in reducing the likelihood of poor behaviour and increasing the chances of detection if it does occur." (Lord Bew, Times Red Box article, 3 July 2018)

¹ In its 2009 report, the Committee recommended that MPs should be able to continue with outside employment, as long as any outside interests were within reasonable limits and there was transparency, and that information about it should be drawn to voters' attention at election time

² The review was paused when the 2017 general election was called, and again when the Committee reviewed, as a priority, intimidation in public life. The Committee came back to the review in January 2018 and the report was published in July 2018.

Bullying and harassment in Westminster

The Committee believes that all those who work in and around Parliament – or support Parliamentarians in their constituency offices – deserve to be treated with courtesy and respect both by their colleagues and MPs and Peers.

During this reporting year, the Committee has continued to take a close and serious interest in the issue of bullying, harassment and sexual harassment first reported in autumn 2017, monitoring the response of the Parliamentary authorities.

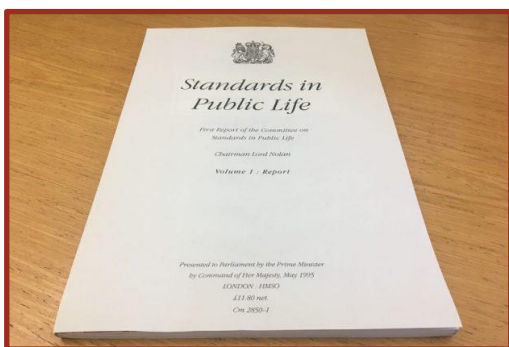
The Committee welcomed the steps announced by the Leader of the House in July 2018 to put in place independent processes for dealing with allegations of bullying and harassment, but the [report](#) of the independent inquiry headed by Dame Laura Cox QC into the bullying and harassment of House of Commons staff indicated that more needed to be done.

The Committee has been struck by the complex picture of inquiries, reviews and working groups commissioned this year. There has been a multi-faceted response which appears to have resulted from the emerging nature and scale of the problem. In March, we published a [blog post](#) which set out in one place the initiatives underway in Parliament, to increase public understanding and to encourage rapid progress. It has continued to hold meetings with senior people in Parliament responsible for delivering change.

It is important that Parliament responds appropriately to the outcome of each of these work areas and that change is swift so that people in Parliament feel confident they are working in an environment where high standards of behaviour are upheld but where there is a formal complaint, the investigation process is fair.

The [published minutes](#) of the Committee meetings have recorded the active watching brief the Committee is maintaining in this area. The Committee has made public statements and published [correspondence](#) on its website where it felt it was important to express its concerns, for example, at the seemingly longstanding and unaddressed culture of bullying and harassment revealed by the Cox Report and in the aftermath, at the lack of clarity around accountability for the process to implement the Cox recommendations.

25 years on



On 25 October 1994, the Rt Hon Sir John Major [announced](#) the setting up of the Committee in Standards in Public Life; Lord Nolan's first [report](#) was published in May 1995.

People then may not have expected the report to have much influence or that the Committee would survive beyond that Parliament, but that report and the Committee's subsequent reviews have led to fundamental changes across standards in public life over the past 25 years.

The Committee is not complacent. Building and maintaining an ethical culture requires constant attention. Whilst there is much to suggest the Principles are still relevant and offer a clear articulation of expected standards in public life, we intend to re-test the principles in particular with students, the next generation. We want to see what they make of the principles, whether they think they are the standards to which we should be holding those who serve in public office to account. The Committee is looking forward to hearing what they have to say at this workshop which we intend to hold later this year.



We also want to do some work to outline the standards landscape. Few would disagree that the standards landscape is crowded and confusing which is likely to make it less effective than it might be. We will be working with an academic to review the landscape, to set out clearly the role, functions, status, powers and history of each individual body responsible for the upholding of standards across public life in England.

The Committee will continue its work in this complex area of standards - identifying areas for review, promoting good practice and evaluating progress against our recommendations. We look forward to the next 25 years.

Annexes

[Annex A – About the Committee](#)

[Annex B – Membership of the Committee](#)

[Annex C – Data Protection](#)

[Annex D – Reports Published](#)

[Annex E – The Research Advisory Board](#)

Annex F – Speeches, presentations, visitors, consultations

In the period July 2018 - June 2019, the Chair, independent members and members of the Secretariat have spoken at a number of events on standards issues, promoting the work of the Committee and the importance of the Seven Principles of Public Life, including:

- 4 July 2018: Lord Bew (then Chair) addressed a University of Warwick (London-based) conference on the Construction of Public Office and the Pursuit of Integrity
- 3 October 2018: Jane Ramsey and Secretariat received an international delegation arranged by the Public Service Commission
- 16 October 2018: Jane Ramsey and Secretariat participated in the General Pharmaceutical Council event on professional standards
- 29 October 2018: Dame Shirley Pearce and Secretariat participated in the CfPS, Public Private Partnerships seminar – The Value of Scrutiny
- 30 October 2018: Jane Ramsey and Secretariat received an international delegation arranged by the Public Service Commission
- 21 January 2019: Royal United Services Institute (RUSI): The National Security AI Policy Framework, Lord Evans
- 11 February 2019: National Association of Local Councils (NALC) conference
- 15 February 2019: Society of Local Council Clerks (SLCC) practitioners' conference, Kenilworth
- 29 March 2019: Lawyers in Local Government (LLG) weekend annual conference
- 14 June 2019: LLG annual monitoring officers' conference
- 10 July 2019: Standards conference for monitoring officers
- Since his appointment in November 2018, Lord Evans has met with the Committee's key stakeholders who share our interest and role in standards matters, including: Minister for the Cabinet Office; Chair, Electoral Commission; Commissioner for Public Appointments; Chair, IPSA; Commons Parliamentary Commissioner for Standards; Lords Commissioner for Standards; Chair, Commons Committee for Standards; Chair, Lords Privileges and Conduct Committee; Director Regulation, UK Statistics Authority; First Civil Service Commissioner; Chair, Advisory Committee on Business Appointments; Clerk, House of Commons; Director, Institute of

Business Ethics; Government Chief People Officer; CEO, National Centre for Public Sector Leadership.

The Committee has also promoted the Seven Principles of Public Life through responses to a number of consultations, including:

- September 2018: NCVO [consultation](#) on charity code of ethics
- March 2019: Joint Committee on Human Rights [inquiry](#) into democracy, free speech and freedom of association
- May 2019: Commons Committee on Standards [inquiry](#) into possible reforms to the system of sanctions for breaches of the rules set out in the Code of Conduct for Members of Parliament
- June 2019: Public Administration and Constitutional Affairs Committee (PACAC) [inquiry](#) into electoral reform
- June 2019: House of Commons Commission [consultation](#) on non-recent complaints of bullying, harassment and sexual misconduct
- June 2019: [Government's Online Harms White Paper](#).

In addition, Dr Jane Martin, worked with and supported the Ethical Leadership Commission of the Association of School and College Leaders (ASCL) on their framework for ethical leadership in education and wrote the foreword to their [report](#).

Kevin Dunion OBE, Convener, the Standards Commission for Scotland and Lorna Johnston, Executive Director of the Standards Commission for Scotland, joined the October 2018 Committee meeting for a general discussion comparing standards issues in local government in Scotland.

Professor Allyson Macvean (Professor of Policing and Criminology, Bath Spa University); Professor Vassilios Papalois (Surgeon at Imperial College); Chief Constable Julian Williams (NPCC portfolio for ethics); and Rev Prof Scott Shackleton (Deputy Chaplain of the Fleet in Naval Command HQ Portsmouth) joined the November 2018 Committee to present their work in relation to ethics and integrity through the Police Ethics Network.

Julie Harding, Independent Director of Cultural Transformation, House of Commons spoke to the Committee in April 2019 to update them on Parliament's response to Dame Laura Cox's recommendations to deliver cultural change in Parliament.

Professor Richard Susskind OBE spoke on Artificial Intelligence to the Committee at their June 2019 meeting.

Professor Cees Van der Eijk and Dr Jonathan Rose presented their research on perceived fairness of the EU Referendum to the July 2019 Committee meeting. Their paper can be found [here](#).

Annex G – Financial Information

Independent members of the Committee on Standards in Public Life may claim £240 for each day they work on Committee business. The Chair is paid a remuneration of £36k per annum with the expectation that they commit an average of 5-6 days a month although this can increase significantly during periods of Committee reviews.

Independent members are reimbursed for expenses necessarily incurred.

The 3 political members of the Committee do not receive any fees or expenses.

As an advisory non-departmental public body, the Committee on Standards in Public Life receives a delegated budget from the Cabinet Office. Day-to-day responsibility for financial controls and budgetary mechanisms are delegated to the Secretary of the Committee. Creation of new posts are subject to the Cabinet Office Approvals process.

Members of the Secretariat are permanent civil servants employed by the Cabinet Office. There are 5 full-time members of the Secretariat.

For the financial year 2018/19, the Committee's budget was £339k with a final outturn of £361k.

Annual Report 2018/19

Published by the Committee on Standards in Public Life

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1 Horse Guards Road
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Email: public@public-standards.gov.uk**

July 2019

Ethical Standards and Member Development Committee

4 October 2019

Subject:	Allegations Update
Director:	Director of Law and Governance and Monitoring Officer - Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Philip Tart Philip1_tart@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Committee:

Note details 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 complaints received in respect of member conduct and the progress and outcome of consideration of these complaints.
- 1.2 This report provides a brief summary of updated information on current complaints in accordance with the Council's arrangements for dealing with Code of Conduct matters.

2 IMPLICATIONS FOR SANDWELL'S VISION

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

3 STRATEGIC RESOURCE IMPLICATIONS

3.1 There are no strategic resource implications arising from 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.

5 APPENDICES:

Allegations Update

Surjit Tour
Director of Law and Governance and Monitoring Officer

SCHEDULE OF COMPLAINTS

Complaints subject to formal investigation in accordance with the Arrangements for Dealing with Standards Allegations under the Localism Act 2011

1. Case Reference: MC/02/0717

Allegations concerning land sales to a Councillor when displaced from his home by a Compulsory Purchase Order (CPO). The matter has been subject to an investigation and a draft report prepared. Some further investigation work has had to be undertaken which means that the report is still to be completed. The report will then be considered further by the Monitoring Officer once it has been finalised.

2. Case Reference: MC/01/0619

Allegations concerning a meeting between two Councillors prior to one of the Councillor's election in May 2019 in which it is alleged that various inappropriate comments and actions took place in breach of the Members' Code of Conduct and Nolan Principles. A decision has been made to formally investigate the matter and this will be commenced shortly.

Other Matters

There are two further connected matters that have been the subject of preliminary enquiries by the Monitoring Officer in accordance with the Arrangements for Dealing with Standards Allegations under the Localism Act 2011.

A decision has been made to move to a formal investigation in relation to one matter. An independent investigator will be appointed shortly.

The second matter is still the subject of preliminary enquiries and a decision will be made shortly as to whether or not an investigation is to take place.

Ethical Standards and Member Development Committee

4 October 2019

Subject:	National Cases
Director:	Director of Law and Governance and Monitoring Officer - Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Trisha Newton Trisha_newton@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Ethical Standards and Member Development Committee:

1. note the contents of the report and the case at Appendix 1 and consider any issues for the Council.

1 PURPOSE OF THE REPORT

- 1.1 Within its terms of reference, the Ethical Standards and Member Development Committee has a duty to promote high ethical standards amongst Members. As well as complying with legislation and guidance, the Committee will need to demonstrate learning from issues arising from local investigations and case law. Furthermore it is advisable for the Committee to be kept informed of any particularly notable cases which are publicised as they may also add to learning at the local level.

2 IMPLICATIONS FOR SANDWELL'S VISION

- 2.1 High standards of conduct are an essential part of good corporate governance and this in turn has a direct relationship with the delivery of high quality services.

3 STRATEGIC RESOURCE IMPLICATIONS

3.1 There are no resource implications arising from this report.

4 LEGAL AND GOVERNANCE CONSIDERATIONS

4.1 By considering national cases of significance the Ethical Standards and Member Development Committee will be better informed and placed to discharge its duty to promote high ethical standards.

Surjit Tour

Director of Law and Governance and Monitoring Officer

A Harrow councillor for Pinner who has been censured said he accepts the decision.

The Standards Working Group at Harrow Civic Centre considered reports from a female resident that Stephen Wright had breached the Code of Conduct for Councillors and Members.

He was accused of inappropriate physical contact with the woman whose complaint led to him being censured.

She alleged that he used information to exaggerate his influence as a powerful decision maker to form an inappropriate personal relationship with her.

After hearing evidence from the complainant, the investigating officer, witnesses and the councillor the group unanimously concluded that Councillor Wright had breached that Code.

A public notice issued by Harrow Council gave more detail on exactly how Cllr Wright breached the code.

The group found that Councillor Wright had made some inappropriate physical contact with the woman and contacted her more frequently than was justified. The group also ruled that he had exceeded the normal professional boundaries of a councillor-resident relationship and questioned his choice of meeting venues.

The group also found that Cllr Wright described council officers as liars trying to whitewash events, and tried to get an officer suspended or dismissed. He also tried to get the complainant to undermine the council's case, tried to secure meetings for her with senior officers, retained confidential court papers and inappropriately demanded an independent investigation.

In view of the breaches the Working Group unanimously recommended to the Monitoring Officer that Councillor Wright be censured and offered training on the representational role of councillors so that the boundaries in carrying out this role can be clearly understood and respected in future.

Taken from www.mynewsmag.co.uk – Pinner News