

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	9 th December 2013
TITLE OF REPORT :	CODE OF CONDUCT – TOWN & COMMUNITY COUNCILS
REPORT BY :	SENIOR HUMAN RESOURCES DEVELOPMENT OFFICER
CONTACT OFFICER :	MIRIAM WILLIAMS (ext 2512)
PURPOSE OF REPORT :	TO PROVIDE AN OVERVIEW OF WHAT WAS OFFERED /ATTENDANCE AND FEEDBACK ON THE QUALITY OF THE CODE OF CONDUCT TRAINING FOR TOWN & COMMUNITY COUNCILS

Background

Following a request from the Standards Committee earlier this year, that training on the Code of Conduct training session be organised and delivered by One Voice Wales (OVE), the recognized provider for Town and Community councils these were arranged and delivered during September 2013.

Following receipt of nominations from the Town and Community Councils, three sessions (afternoon/evening sessions) were subsequently arranged to which a total of 56 people attended (which included members of the Standards Committee). Holyhead Town Council have made a decision to make their own arrangements with OVW however the author is unaware that this training has taken place to date.

A copy of the 3 hour presentation is attached in appendix 1.

The written feedback for the sessions was generally positive, see breakdown in appendix 2, although I understand that some concern was expressed about the delivery by members of the Standards Committee. In view of this, the Senior HR Officer decided to wait until the additional sessions in Holyhead had been arranged before liaising with the Town Clerk for their feedback before then contacting OVW.

From the author's knowledge, no separate training budget has been set aside for financing this training. Much of the training arranged for Elected Members (EM) since the elections in May 2013 has been subsidised by the WLGA with no cost to the Authority, on this occasion, the costs for the Town & Community Councils training have been met from the corporate training budget allocated to EM. Currently this is a very limited and unspecified budget and funding is made available dependent on the development needs analysis. The

cost of the sessions for Town and Community Councils was £1050 plus trainers travelling costs.

Having made tentative enquiries with the WLGA, other providers are also available to deliver such training, however the charges would exceed the costs of the OVW. To reduce costs and ensure that the training meets the specific needs of this Authority, it may also be worth considering in-house delivery for the future.

What do you think could be done to improve support for future training sessions.

As with any training session, it is always good practice, dependent on resources available to:

- Speak to others who have used previously used the provider(s) beforehand to establish quality/content
- Attend sessions and observe the delivery first hand
- Ensure training evaluation sheets are available for completion and follow up any comments that are deemed “negative”/describing any shortfalls in the course
- Establish what the credentials /experience of the trainer are (although it is often assumed that organisations employ trainers with sufficient experience/knowledge and skills of the subject matter being taught)
- IOACC to provide guidance beforehand with regards to exact requirements/specific areas to cover rather than receiving “off the shelf” sessions
- Discussions with participants after the event to establish whether what was noted on the evaluation sheets accurately reflects the content/delivery

Miriam Williams
Senior HR Development Officer
December 2013

One Voice Wales Councillor Training Programme



The Code of Conduct



Welcome



This session is all about

Your commitment to the **Code of Conduct**



Administrative arrangements

- The session lasts 3 hours
- There will be a break when refreshments will be served
- Toilets
- Fire exits and assembly point in event of fire



What the session includes

- Learning activities
- Presentation – an overview and explanation of all the important aspects
- The simulation – the chance to deal with a scenario real councils face



By the end of the session you will:-

- Be familiar with the contents of the **Code of Conduct**
- Have a deeper understanding of how to meet your responsibilities as a Councillor



Un Llais Cymru



One Voice Wales

Any Questions



- **The training is interactive and requires an input from you**
- **A number of “Learning Activities” have been built in and that’s what we will do next.**



Learning Activity

**What are the ten
“Nolan Principals”
that can be found in the Code of Conduct?**

List as many as you can recall



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The Code

The Local Authorities (Code of Conduct) (Wales) Order 2008



Starting Out

- Declaration of acceptance of office
- Includes an undertaking to abide by the **Code of Conduct**





The Code of Conduct

- Selflessness
- Honesty
- Integrity and propriety
- A duty to uphold the law
- Stewardship
- Objectivity in decision making
- Equality and Respect
- Openness
- Accountability
- Leadership



What Councillors must do

- Promote equality
- Treat others with respect
- Provide access to information
- Make decisions on the merits of a case and with regard to the advice of officers
- Abide by rules on expenses
- Report any breaches of the **Code** or criminal behaviour by another member



What Councillors must not do

- **Accept unofficial gifts**
- **Disclose information given in confidence**
- **Use Council resources improperly**
- **Make vexatious or malicious complaints**



Personal Interests

- A professional or personal interest outside your role may conflict with your duty as a councillor to serve the community
- You must declare a personal interest as soon as you are aware that you (or people close to you) may benefit more than other people in the community from the outcome of a matter under discussion.



Prejudicial Interests

- ***A Personal Interest becomes a Prejudicial Interest***
- ***“If a member of the public with knowledge of the facts, reasonably regards your personal interest as so significant that it is likely to prejudice your judgement of the public interest”***





Declaring Interests

- **Standards Committee**
- **Monitoring Officer**
- **Register of Interests**
- **Public Services Ombudsman for Wales**





“Predetermination and Predisposition”

Localism Act

Provisions relating to Wales

January 2011

Guidance is currently being drawn up and will be published in due course



What the **Code** protects...

- Your electors
- Your council
- And YOU



Breaches

What happens if you breach the Code of Conduct?

How is the Code of Conduct policed

The County Council's Monitoring Officer

The County Council's Standards Committee

The Public Services Ombudsman for Wales

The Adjudication panel for Wales



The Public Services Ombudsman for Wales

“Complaints made to the Ombudsman”

Ethics and Standards DVD





Time for a break
15 mins max





Pentrebas Community Council

- **Pentrebas is the fictitious council that we use as the base for our scenarios.**
- **Whilst the council is fictitious the scenarios are taken from real life examples.**

Simulation

**You will be given a number of situations.
Consider them and decide on what
action, if any should be taken.**



Scenarios

More Learning Activities – Real Situations

Working in groups again go through the exercises and record your decisions and your reasons for them.





Feedback time

**Please complete the feedback forms
before we continue to the next step**

Your comments are valued



The next step

For the next training session please
consult with your Clerk or check the
OVW website

www.onevoicewales.org.uk



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One Voice Wales

Thank you

Have a safe journey home



One Voice Wales Councillor Training

Code of Conduct

23rd and 26th September 2013

	How did you rate it? (Score 1 low to 6 high)							
	1	2	3	4	5	6	No response (comment provided)	No Response
Venue What did you think of the Venue Was the Venue suitable and Comfortable?	1	0	0	0	6	27	0	0
Content Was the session easy to follow?	0	0	0	3	10	20	1	0
Was the content of the session aimed at the level for you?	0	0	1	0	11	19	3	0
Workshop Exercises Did you find the practical exercises useful?	0	0	0	2	11	18	3	0
Delivery Please comment on any aspect of the delivery that you feel may assist the trainer for their future delivery of courses (good, bad or otherwise)	1	0	1	4	8	9	5	6
Next Step Would you attend further training?	0	0	1	0	5	7	1	20

COMMENTS

Venue What did you think of the Venue? Was the Venue suitable and Comfortable?
<p>Bit warm. Excellent. Excellent, comfortable and convenient. Very comfortable and realistic. Needs tables for group work. Could not park in Council spaces as full. Good. **Yes* given by 3 persons.</p>

Content A. Was the session easy to follow? B. Was the content of the session aimed at the level for you?
<p>Very, and enjoyable. Very easy to follow. Well presented and easy to digest. **Yes* given by 6 persons for A. **Yes* given by 8 persons for B.</p>

Workshop Exercises Did you find the practical exercises useful?
<p>Good to deal with actual cases. Very. Best part of training - good to discuss with other Council representatives. Particularly enjoyed this part of the session - very useful. But more time required for discussion. But as a new member the answer to the question would be good. More time on exercises. Groups to discuss with presenter. Good. **Yes* given by 8 persons.</p>

Delivery Please comment on any aspect of the delivery that you feel may assist the trainer for their future delivery of courses (good, bad or otherwise)
<p>Good and useful sessions. Very interesting. Hand outs given at start so we can make notes as we go through course content. Also copy code of conduct to refer to. Particularly enjoyed this part of the session - very useful. Suitable - well delivered. Delivery was poor. Difficult subject, but still needs a less 'boring' approach. Further develop IT skills and presentation. More forms. Very well run and interesting. Need a less formal introduction to course - less about sanctions etc. and no "Mr". It was well presented. More familiarity with PowerPoint and videos. More familiarity with laptop/projector interface - otherwise fine! **Yes* given by one person.</p>

Next Step Would you attend further training?
<p>Make it compulsory for Councillors to attend all courses. All Councillors should attend. During discussions. All Councillors should attend the course. If the speaker was a little more interesting. **Yes* given by 21 persons.</p>

One Voice Wales Councillor Training

Code of Conduct

23rd and 26th September 2013

Town/Community Council	Name	Date
Aberffraw	Menna Evans	23/09/13
Aberffraw	Richard Stallhood	23/09/13
Bryngwran	Sioned Parry	23/09/13
Llaneilian	Carli Evans-Thau	23/09/13
Llaneilian	Helen Woodcock	23/09/13
Llanerchymedd	Elfryn Owen	23/09/13
Llanerchymedd	Gwyn Williams	23/09/13
Llanerchymedd	John Owen Jones	23/09/13
Llanesceifiogfihangel	Linda Jones	23/09/13
Llanfaelog	Charles Carnall	23/09/13
Llanfaelog	Gwyneth Parry	23/09/13
Llanfaethlu	John Arfon Jones	23/09/13
Llangefni	Berwyn Owen	23/09/13
Llangefni	Llinos Jones	23/09/13
Llangefni	Margaret Thomas	23/09/13
Llangefni	Maurice Turner	23/09/13
Llangefni	Terry Jones	23/09/13
Llangoed and Penmon	E. Ruth Roberts	23/09/13
Llangoed and Penmon	Geraint Parry	23/09/13
Pentraeth	David Trow	23/09/13
Pentraeth	Julie Bird	23/09/13
Standards Committee	Leslie Lord	23/09/13
Standards Committee	Mike Wilson	23/09/13
Valley	Celfyn Furlong	23/09/13
Amlwch	Gordon Warren	26/09/13
Amlwch	Val Roberts	26/09/13
Bodffordd/Bodwrog	Dyfrig Owen	26/09/13
Bodffordd/Bodwrog	Malcolm Williams	26/09/13
Bodorgan	Gwilym Looms	26/09/13
Brynhafan Llanfechell	Richard Hughes	26/09/13
Llanbadrig	Elfed Jones	26/09/13
Llanddaniel	Michael Jones	26/09/13
Llanddyfnan	Ann Williams	26/09/13
Llanddyfnan	Wendy Williams	26/09/13
Llanfair M.E	Janet Peers	26/09/13
Llanfair M.E	Peter Day	26/09/13
Llanfairpwll	John Roberts	26/09/13
Llangoed, Penmon, Glanrafon	Delyth Jones	26/09/13
Llangoed, Penmon, Glanrafon	Mary Ellis	26/09/13
Llantrisant	Ffion Roberts	26/09/13

Atodiad 2 / Appendix 2

Lleifior Carreglefn	Adrian Parry	26/09/13
Menai Bridge	Doug Barnes	26/09/13
Menai Bridge	Linda TraWillis	26/09/13
Pentraeth	Angela Gliddon	26/09/13
Rhoscolyn	Barry Thomas	26/09/13
Rhoscolyn	Myrfyn Roberts	26/09/13
Standards Committee	Dilys Shaw	26/09/13
Standards Committee	Islwyn Jones	26/09/13
Standards Committee	Leslie Lord	26/09/13
Standards Committee	Mike Wilson	26/09/13
Trearddur Bay	Cyndy MrDermott	26/09/13
Trearddur Bay	Susan Conrad-Smith	26/09/13
TreWalchmai	Catherine Lloyd	26/09/13
TreWalchmai	Edna Jones	26/09/13
TreWalchmai	Margaret Price	26/09/13