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**NOTICE OF MEETING**

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## Standards Committee

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MONDAY, 26TH JUNE, 2006 at 19:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Egan, Kober, Lister, GMMH Rahman Khan, Edge, Mughai, Williams and Winskill.

INDEPENDENT Ms I. Francis, Mr R. Lovegrove, Ms C. Sykes and Mr N. Weber.  
MEMBERS:

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. URGENT BUSINESS**

The Chair will consider the admission of any late items of urgent business.

**3. DECLARATIONS OF INTEREST**

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest.

**4. MINUTES AND MATTERS ARISING (PAGES 1 - 4)**

To confirm and sign the minutes of the meetings of the Standards Committee held on March 6 2006.

**5. CHAIR'S ANNOUNCEMENTS**

**6. MONITORING OFFICER'S REPORT ON REFERRALS RECEIVED FROM THE STANDARDS BOARD FOR ENGLAND**

To consider any referrals received from the Standards Board for England.

**7. DETERMINATION HEARINGS**

To consider the outcomes of recently held Haringey Council Determination Hearings.

**8. STANDARDS COMMITTEE ANNUAL REPORT TO COUNCIL (PAGES 5 - 34)**

To consider the Draft Standards Committee Annual Report To Council on 17<sup>th</sup> July 2006.

**9. TRAINING**

To discuss and agree necessary and required training on the 'Code of Conduct' and general standards issues, for Standards Committee members and for Members generally.

**10. REGISTER OF GIFTS AND HOSPITALITY**

i) Standards Committee website

**11. THE STANDARD'S BOARD FOR ENGLAND (PAGES 35 - 56)**

To note date, venue and programme of The Standards Board for England 'Fifth Annual Assembly of Standards Committees', to be held on 16 -17 October 2005, at The International Conference Centre, Birmingham and to appoint an attendee from Standards Committee.

**12. NEW ITEMS OF URGENT BUSINESS**

To consider any new items of business admitted under item 3 above.

**13. DATES OF NEXT MEETINGS**

Monday, 4<sup>th</sup> September 2006

Monday, 4<sup>th</sup> December 2006

Monday, 5<sup>th</sup> March 2007

**Yuniea Semambo**  
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**MINUTES OF THE STANDARDS COMMITTEE****6 March 2006**

Councillors: \*Haley, Makanji, GMMH Rahman Khan, Reynolds, Rice, \*Robertson, \*Williams and \*Winskill.

Independent members: \*Mr N. Weber (Chair), Ms I. Francis (Deputy Chair), Mr R. Lovegrove and Ms I Francis.

\* Members present.

**SC35. APOLOGIES:**

Apologies for absence were received from Cllr Rahman Khan, Irene Francis, Roger Lovegrove and Cllr Reynolds.

**SC36. URGENT BUSINESS:**

The Chair agreed to take a late item; 'Member Learning and Development: 2006 Induction Plan and on-going Development Programme'. This had been emailed to members for information after the agenda despatch.

**SC37. DECLARATIONS OF INTEREST:**

Mr Weber declared a personal interest in respect of item 9 as an independent member of the Standards Committee.

**SC38. MINUTES:**Matters arising

In response to members' questions about the £25 hospitality threshold, the Monitoring Officer advised that it was difficult to be prescriptive about this. For example; event tickets may have a retail price of around £25 but a black market price considerably higher. Members noted that they retained personal responsibility to declare their interests or the Monitoring Officer would do this for them; if asked specifically. She also offered to check any discrepancies which members raised.

**RESOLVED:**

That the minutes of the Standards Committee held on 5 December 2005 be confirmed and signed as accurate record; subject to an amendment on page 2 (para 3) which should state that all independent members declared an interest and left the meeting.

**SC39. CHAIR'S ANNOUNCEMENTS:**

The Chair offered a Vote of Thanks to retiring Councillors Makanji and Robertson for their work on the Standards Committee.

**SC40. NEW ITEMS OF URGENT BUSINESS (Agenda Item 10 – the Chair changed the order of business to consider this item):**

The Member Services Training Officer introduced this report which advised Standards Committee members of the plans for member induction and training following the May 2006 Local Elections. Members noted that it was a working document, open to further suggestion and comment. In response to members' questions; the officer advised that training would mainly be delivered in-house and members were encouraged to feedback after all sessions. In response to a request from the Chair it was agreed that page 2; para 6.1 (aims and objectives) would be strengthened with regard to Code of Conduct training. Members commented that this was a valuable and comprehensive piece of work.

**SC41. REVIEW OF CODE OF CONDUCT AND THE NEW ETHICAL FRAMEWORK:**

The Head of Legal Services and Monitoring Officer introduced this item which informed Standards Committee members of the Government's proposals to amend the ethical framework. Members noted the main changes to come into effect from 2008; ie that the Standards Board would have a more strategic role with all Code of Conduct complaints against councillors being dealt with by the Monitoring Officer and that the Standards Board would only consider the most serious allegations. The Standards Board would, however, retain a 'policing' role and could withdraw this responsibility from Council's who did not perform. Members noted the resource implications in that the Standards Committee may have to meet more frequently to meet the 10 working days response deadline. In answer to members questions; the Monitoring Officer advised that different members should be involved at the sifting and hearing stages, therefore reinforcing the necessity for more members on Standards Committee. It was also noted that the process must be a member decision (peer judgement) and not officers. However, there would no longer be a 'duty' on members to report colleagues unless it was felt to be serious misconduct; ie fraud, and members could still bring their role into disrepute if they failed to do so.

Members were advise that some of the model Code of Conduct changes were already in place in Haringey; there would be a new offence for bullying and a new Code of Conduct for Officers (enforced by the officer disciplinary code) and members could not be investigated on 'inappropriate' behaviour outside their role of Councillor unless it was unlawful. It was noted that the rules on bias with regard to Quasi-Judicial committees would remain separate and there would be more dispensations on declarations of interest; which were currently felt to be quite limited, and a third category of interest (public sector) in addition to personal and prejudicial.

Members felt they would benefit from more guidance with regard to Outside Bodies and the Monitoring Officer advised of an ongoing project considering the membership of these. The Monitoring Officer agreed to speak to the Training Officer about including outside bodies in the Development Programme.

In response to a question about indemnity insurance, members were reassured that the Council's insurance covered their legal costs accrued during an investigation if they were found not to have breached the Code of Conduct.

The Monitoring Officer advised that she had already responded on the amendment to the Code of Conduct and sought members agreement to comment on this document.

**RESOLVED**

It was agreed that:

- A definition of 'bullying' was required.
- A definition of 'friend' would also be useful; as councillors were generally well known by a wide sector of the community.
- The profile of the National Whip's Disciplinary Code should be raised at a local level.
- Declarations of interest were important but members should be encouraged to participate in debates wherever possible.
- Members agreed that the training video they had seen before the meeting was useful and should be available to all members.

**SC42. ETHICAL GOVERNANCE AUDIT:**

The Monitoring Officer advised that this was still 'in internal processes' and unlikely to be available before the commencement of Purdah on 24 March 2006; so publication may be delayed until after the Local Government Elections on 4 May 2006. Members were reminded of the Purdah restrictions whereby only factual information could be published and the exclusions on anything which could be perceived to influence political opinion.

**SC43. MONITORING OFFICER'S REPORT ON REFERRALS RECEIVED FROM THE STANDARDS BOARD FOR ENGLAND:**

No new referrals were reported.

**SC44. UPDATE ON RECRUITMENT OF INDEPENDENT MEMBERS FOR STANDARDS COMMITTEE:**

The Chair declared a personal interest in this item as an independent member. The Monitoring Officer confirmed the appointments of Roger Lovegrove, Irene Francis and Nick Weber and the current vacancy. The Chair welcomed two prospective candidates to the meeting.

**SC45. DATE OF NEXT MEETING:** 26 June 2006

**Note:** The meeting ended at 8.25pm



**ANNUAL REPORT FROM STANDARDS COMMITTEE : 2005/06****1. Introduction****Message from Chair of the Standards Committee**

To the many new members of Haringey Council, Standards Committee will be one of many. However, this committee was set up by statute as part of the government's efforts to reinforce an ethical framework within public life, and, as such, has a quasi-judicial role that has implications for every member of the council, whether elected or co-opted.

As part of your induction, you will, no doubt, have been told of the importance of declaring any gifts or hospitality obtained by virtue of your office. Anything greater than £25 in value should be declared on the Register of Gifts and Hospitality, which is available for public consultation. It is worth getting into the habit of declaration soon after receipt, although you have 28 days to comply. If you have any doubts about whether to include something or not, put it down on the Register so as to cover yourself.

Over the past year, significant training has been organized and run by the Monitoring Officer. The purpose has been to refresh members' understanding of the basic tenets of the ethical standards framework as determined by Parliament, as well as to update members of changes in legislation or official guidance. For instance, the former Office of the Deputy Primer Minister is in the process of reviewing the efficacy of the Members' Code of Conduct, which may well have implications on current practice. It is therefore of great benefit for all members to attend training, and hopefully we shall see greater attendance this year than in previous ones.

Over the past year, the Standards Committee has thanked Ronnie Celaire for his contribution as an independent member, and is pleased to welcome Carol Sykes as the new independent member to replace him.

In February, the Audit Commission carried out an ethical governance audit, looking into how the statutory ethical framework has been working in Haringey over the past four years. Numerous interviews were conducted with the relevant people associated with the operation of this within Haringey, including the leader of the Council, the Interim Chief Executive, the Monitoring Officer and myself the Chair of Standards Committee.

Haringey's record has been a creditable one, and it is incumbent on all of us to keep it that way. Here's to another successful year ahead.

Nicholas Weber  
Chair, Standards Committee  
27 June 2006

## **2. Signatories to the Members' Code of Conduct**

At the end of the reporting year all Councillors (56) and Co-opted and Independent Members (5) who were eligible to sign accepting the Code of Conduct had done so.

The voting co-opted and independent members were members of two Committees:

- Standards Committee: 3 independent members
- Lifelong Learning Scrutiny Panel: 2 co-opted members

## **3. Details of the Standards Committee**

### **3.1 Political Breakdown**

At the start of the reporting period, Standards Committee consisted of

6 Labour Councillors; 2 Liberal Democrat Councillors; 4 Independent members

### **3.2 Changes in membership**

Independent Member, Ronnie Celaire, had written to the Committee Secretary to formally tender his resignation from the Standards Committee in December 2005, due to his employment with another local authority.

### **3.3 Chair and Deputy Chair**

Mr Nicholas Weber and Ms I Francis were elected, respectively, as Chair and Deputy Chair.

### **3.4 Meetings**

Four ordinary meetings were held during the year. Minutes are given at Appendix 1.

## **4 Register of Members' Financial and Other Interests (RFOI)**

The RFOI is available for inspection, by appointment within normal working hours, at River Park House.

Additionally, a simplified version of the RFOI is on the Haringey Council website. The simplification consists of:

- modification of entries by removal of personal contact details;
- an opt-in policy, designed to ensure members are content that other details, such as employment details, could not lead to violation of their personal privacy.

## 5 Register of Members' Gifts and Hospitality (RGH)

### 5.1 Summary of Registrations

All signatories to the Members' Code of Conduct are required to register with the Monitoring Officer each Gift or item of Hospitality of value more than £25 received and arising out of their official positions.

A full list of entries registered for items of gifts and hospitality offered during the year is given at Appendix 2. A summary by value of the items registered for the year is given in Table 1.

**TABLE 1: Values of gifts and/or hospitality**

<b>Value</b>	<b>Number of items registered</b>	
	<b>This Year</b>	<b>Last Year</b>
Less than £25 <sup>1</sup>	10	2
£25-£50 <sup>2</sup>	52	24
£50-£100	26	10
£100-£150	5	3
£150-£200	3	1
£200-£300	1	1
£300-£400	3	2
£400-£500	0	0
£500 or more	0	1
<b>Approximate total value<sup>3,4</sup></b>	<b>£4,700</b>	<b>£ 2,900</b>
No value declared	0	0

**NOTES to Table 1:**

1. The Members' Code of Conduct does not *require* registration of items valued at less than £25. Members may, however, voluntarily register such items if they wish.
2. Where the value of an item was declared by means of a range falling into more than one of the tabulated intervals then it has been included in the higher such interval. For example, if a value had been declared as "£30-£60" then it would have been shown against the interval "£50-£100".
3. For the purpose of enabling an approximate total value to be calculated from this Table, it is necessary to give each interval a representative value. This is the lower end of that interval; for example, the interval "£50-£100" has the representative value of £50. Consequently, items valued at less than £25 are not included in the approximate total value, and items in the range "£500 or more" have been treated as if valued at £500.
4. The final approximate total, shown, has been rounded *up* to the nearest £100.

33 councillors and voting co-opted/independent members registered at least one gift or instance of hospitality during the year.

## 5.2 Acceptance

As part of the registration process, members were asked what they did with each item of gift/hospitality they were offered. For Hospitality, there are two meaningful options (Accepted, Not Accepted). For Gifts, there is a wider range of possibilities. Tables 2a and 2b summarise the responses.

**Table 2a: How offers of Hospitality were treated**

	Number of items of Hospitality	
	Not Accepted	Accepted
This Year	1	83
Last Year	0	35

**Table 2b: How offers of Gifts were treated**

	Number of Gifts				
	Not Accepted	Personally retained	Donated to charity	Donated to the Authority	Other
This Year	0	4	11	0	1
Last Year	0	3	9	0	0

Note. There is no requirement that the Monitoring Officer be notified when an otherwise-registerable Gift or Hospitality has been offered but refused, although it is **strongly recommended** that this be done. The figures under "Not Accepted" should therefore be interpreted with caution.

## 5.3 Donors

Also as part of the registration process, members were asked who offered them the gift or hospitality. Table 2c summarises donors by approximate type.

**Table 2c: Donors of Gifts and Hospitality**

	Classification of Donor					
	Private Company	Council/Parliamentary	Club/Assoc'n	Individual	Consultancy	Not known
This Year	17	62	14	3	4	0
Last Year	12	24	5	3	0	0

## 5.4 Access

The RGH is available for inspection, by appointment within normal working hours, at River Park House. It is also available on the Authority's website.

## 6 Declarations of Interest

The definitions of "personal interest" and "prejudicial interest" are given in the Members' Code of Conduct. A prejudicial interest is a special type of personal interest, so all Interests are personal, and the distinction is therefore not between "personal" and "prejudicial" but, rather, between "prejudicial" and "personal, non-prejudicial": there has continued to be confusion on this point of terminology.

It is a breach of the Code for a member (or other signatory) to fail to declare the appropriate type of interest at the appropriate stage in any proceedings, and could lead to a formal complaint being made. Anyone declaring a prejudicial interest is required to leave the chamber (or committee room) and to take no part in the discussion or decision-making; anyone declaring a personal but non-prejudicial interest may continue to play a full rôle.

*Declaration of Interests* is placed as a specific Item on the Agenda of every meeting of the Full Council and of every meeting of every serviced committee.

Council Minutes show there were **ten** declarations of personal, non-prejudicial interest at meetings of the full Council during the whole year. There were **no** declarations made of prejudicial interest

## 7 Complaints about alleged failures to adhere to the Members' Code of Conduct

### 7.1 Complaints decided during the year

The number of complaints concerning alleged breaches of the Members' Code of Conduct which were decided during the year is shown in Table 3.

**Table 3: Complaints decided during the year**

	This Year	Last Year
Decided by an Ethical Standards Officer	1	1
Decided by the Adjudication Panel for England	0	0
Decided by the Standards Committee	1	1

#### 7.1.1 Complaints decided by an Ethical Standards Officer

##### 7.1.1(a) Case Reference SBE12978.05

It was alleged that a member failed to declare a personal interest, failed to withdraw from a meeting when a matter in which he had a prejudicial interest was discussed, and improperly sought to influence a decision on the matter. The Ethical Standards Officer found no evidence of any failure to comply with the Code of Conduct.

#### 7.1.2 Complaints decided by the Adjudication Panel for England

(None)

### **7.1.3 Complaints decided by the Standards Committee**

#### **7.1.3(a) Case Reference SBE9575.05**

It was alleged that the Councillor had referred to protesters gathered outside the Civic Centre in derogatory terms, such that a member of the public was offended by this and she therefore failed to comply with the following requirements in the Code of Conduct:

- i) Not to conduct herself in a manner which could reasonably be regarded as bringing her offices as Councillor and Mayor and Haringey Council into disrepute. (Paragraph 4 of the Code of Conduct).
- ii) While acting in her official capacity, failing to treat others with respect. (Paragraph 2(b) of the Code of Conduct).

The Councillor did not dispute the findings of the Deputy Monitoring Officer's investigation and had written and apologised for any offence that she may have caused.

It was found that there had been a breach of Paragraph 4 of the Code of Conduct, in that the Councillor made a comment which had offended members of the public and could reasonably be regarded as bringing her office and Haringey Council into disrepute. It was found that there had been no breach of paragraph 2(b) of the Code of Conduct, which required her to treat others with respect. This was because the panel accepted that her comments were not directed at members of the public, or intended to offend.

The penalty imposed was one of 'censure', which was considered to be both reasonable and proportionate.

### **7.2 Complaints outstanding**

Standards Committee has not been notified of any other outstanding complaints.

## **8. Training**

### **8.1 Training for Standards Committee members**

The Monitoring Officer held training sessions for Standards Committee members on the procedures to follow when hearing determinations, and a general update session on standards issues.

### **8.2 Training for signatories to the Members' Code of Conduct**

Two training sessions were held during the year for signatories to the Code of Conduct. Both sessions reviewed the Code of Conduct and covered the guidance issued by the Standards Board of England.

Attendance, as shown by signatures on the attendance sheets (both repetitions of each session combined), was as given in Table 4.

**Table 4: Attendance at training sessions for signatories to the Code of Conduct**

<b>Number of training sessions attended</b>	<b>Number of Councillors</b>	<b>Number of independent/co-opted members</b>
<b>None</b>	37 (20)	2 (2)
<b>1</b>	19 (31)	5 (3)
<b>2</b>	- (6)	- (2)

(Note: Last Year's figures in brackets)

There has not been a significant increase in the number of Councillors who did attend some of the training sessions. 37 did not attend any training at all and the overall attendance was still disappointing. It is important that members are aware of Code of Conduct issues as breaches can have significant adverse impact for the Council as well as the individual member.

## **9. Review of the Code of Conduct for Members**

Haringey Standards Committee responded to 'A Code for the Future', a consultation paper on the review of the Code of Conduct for Members, organised by The Standards Board for England.

## **10. Matters of Concern**

Standards Committee did not minute any matters of concern during the year.

## **11. Monitoring Officer's Comments**

The Monitoring Officer and her Deputy have continued to receive a number of requests from Councillors to advise on whether or not interests are personal, or personal and prejudicial. They welcome the opportunity to assist members to comply with the Code of Conduct in this way. They also wish to thank all members and officers involved with the Standards Committee for their assistance over the year.

## **APPENDIX 1 : Minutes**

**The Minutes of Meetings held during the year, having been previously circulated, are available, by request, from the Standards Committee Secretary and for inspection in the Members' Rooms, prior to and immediately following the Council Meeting on 17<sup>th</sup> July 2006.**

**APPENDIX 2 : Entries for the year in the Register of Gifts and Hospitality**

**REGISTER OF GIFTS AND HOSPITALITY 2005 - 06**

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
G Adamou	Haringay	1. 11 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £155.87  2. £44.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended  2. Attended
C Adje		(1) Dinner at the Deputy Prime Minister's Award for Sustainable Communities 2004 (summit 2005)  (2) ALG Leaders Dinner at the Labour Local Government Conference 2004	(1) £25.00  (2) £30.00	(1) Office of the Deputy Prime minister  (2) Association of London Government	(1) 01.03.05  (2) 11.02.05	(1) Yes  (2) Yes

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
C Adje		Dedicated book: The Meaning of the Holy Qur'an (complete translation with selected notes) by Abdullah Yusuf Ali.	Not known.	Islamic Community Centre.	22.03.06	Retained.
C Adje		VIP pass to attend a dinner boxing evening as guest of the Borough Commander.	Approx. £25.00	The Haringey Community and Police Boxing Club.	24.03.06	Retained.
R Aitken	Crouch End	1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.	1. £28.34	1. Haringey Council	1. 23.05.05	3. Attended
D Basu	Seven Sisters	1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 3 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £28.34  2. £66.00	1.Haringey Council  2.Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended  2. Attended
J Bevan		1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17	1. £28.34	1. Haringey Council	1. 23.05.05	1. Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
		<p>each. – one for Cllr and one for guest</p> <p>2. 3 tickets for the LBH 40<sup>th</sup> Birthday Celebration at £22.00 each.</p>	2. £66.00	2. Mayor of Haringey	2. 18.05.05	2. Attended
<b>R Blanchard</b>		2 Tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	£44.00	Mayor of Haringey	18.05.05	Attended
<b>J Bloch</b>		<p>1. 1 ticket for the Annual Mayor Making Ceremony at £ 14.17 each.</p> <p>2. 2 tickets for the LBH 40<sup>th</sup> Birthday Celebration at £22.00 each.</p>	<p>1. £14.17</p> <p>2. £44.00</p>	<p>1. Haringey Council</p> <p>2. Mayor of Haringey</p>	<p>1. 23.05.05</p> <p>2. 18.05.05</p>	<p>1. Attended</p> <p>2. Attended</p>
<b>J Bloch</b>		4 Tickets for Alexandra Palace Fireworks Display (2 adults, 2 children)	£40.000	Alexandra Palace Charitable Trust.	05.11.05	Retained

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
J Brown		1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each. – one for Cllr and one for guest  2. 1 ticket for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £28.34  2. £22.00	Haringey Council  Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Neither attended  2. Attended
J Brown		Large bouquet of flowers and a shawl	Over £25.00	Noel Park Day Nursery and Children's Centre.	March 2006	Retained.
G Bull		2 VIP Tickets for 'Big Gay Out' park inspection.	£50.00	Parks Service Environmental Services	23.07.05	Attended
G Bull		6 Tickets for Alexandra Palace Fireworks Display	£60.00	Alexandra Palace Charitable Trust.	05.11.05	Attended

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N Canver		London Peace Awards Dinner	£50.00	Borough Commander	16.09.05	Attended
N Canver		4 Tickets for Alexandra Palace Fireworks Display	£40.00	Alexandra Palace Charitable Trust.	05.11.05	3 tickets used.
N Canver		1. Dinner and Dance  2. Women's AGM  3. Alternative Tourism Event	1. £50.00  2. £50.00  3. Over £25.00 (possibly)	1. Ali Riza Degirmencioglu Language School.  2. Britannia Turkish Women's AGM  3. Papageno Restaurant	1. 04.02.06  2. 12.02.06  3. 20.02.06	1. Attended  2. Attended  3. Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
<b>N Canver</b>		Dinner and Dance	£30.00	Hornsey Ataturk Language School	11.03.06	Attended
<b>T Davidson</b>	Bounds Green	1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each. – one for Cllr and one for guest.  2. 2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £28.34  2. £44.00	1.Haringey Council  Mayor of Haringey	1. 23.05.05  2. 18.05.05	1.Attended  2.Attended
<b>I Diakides</b>		2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2 tickets for the LBH	£28.34  £44.00	Haringey Council  Mayor of Haringey	23.05.05  18.05.05	Attended  Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
		40 <sup>th</sup> Birthday Celebration at £22.00 each.				
I Diakides		1. Flight, Hotel (2 nights), Reception at Town Hall, to Frankfurt (Germany) for a Committee Meeting of the European Network.  2. Breakfast at meeting at Tottenham Venue.  3. Thank you card and a shirt.	1. £300.00 - £400.00  2. Probably less than £25.00  3. Probably less than £25.00	1. European Network of Green Ex-patriate Councillors.  2. Haringey Peace Alliance.  3. Lomond Close Residents Association.	1. January 2006  2. January 2006  3. February 2006	1. Attended.  2. Attended.  3. Retained.
L Edge	Stroud Green	2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	£44.00	Mayor of Haringey	18.05.05	Attended
G Engert		3 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	£66.00	Mayor of Haringey	18.05.05	Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
G Engert		2 Tickets for Alexandra Palace Fireworks Display	£50.00	Alexandra Palace Charitable Trust.	05.11.05	Attended.
L. Featherstone		1. 1 ticket for the Annual Mayor Making Ceremony at £ 14.17 each. 2. 2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £14.17  2. £44.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended  2. Attended
L Featherstone		2 Dinners for Cllr Featherstone and her Head of Office.	£100.00	Members of the Hornsey Trust	25.07.05	Retained
L Featherstone		Boxing Club Dinner	£40.00	Metropolitan Police	24.03.06	Attended
E Griffith	West Green Mayor	1. 28 Tickets for the Mayor Making Dinner at Alexandra House at £14.17 each.	1. £396.76  2. £60.00	1. LBH Annual AGM  2. Organisers	1. Event on 23.05.05  2. 05.06.05	1. Received by the Mayor's Guests

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
		2. Tickets for Noel Holmes Annual Fundraising Dinner		from Noel Holmes		2. Retained by Cllr Griffith
E Griffith		1. Tickets for the Jamaica Diaspora Charity Ball  2. Dinner for the BCU 6 <sup>th</sup> Anniversary Ball.  3. Box of Jewel Isle Rum Punch	1. £130.00  2. £60.00  3. £33.00	1. Victoria Mutual Money Transfer, Tottenham.  2. Barbados Cultural Organisation  3. Jewel Isle	1. 18.06.05  2. 25.06.05  3. 25.07.05	1. Retained by the Mayor and Mayoress.  2. Retained by the Mayor and a guest.  3. Mayor's Special Fund
E Griffith		Dinner tickets	£50.00	Irish Community Centre	15.10.2005	Mayor and Mayoress
E Griffith		4 Tickets for Alexandra Palace Fireworks Display	£40.00	Alexandra Palace Charitable Trust.	05.11.05	Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
E Griffith		1.Dinner for Ball  2. Football from Tottenham Hotspurs  3. Hamper Containing a large selection of John Lewis Gifts  4.Champagne in gift box with chocolates x 2  5. 5 bottles of alcohol: Vodka, Wine x 3, Jim Beam  6.Hamper containing a selection of Christmas Gifts	1.£60.00  2. £70.00  3. £100.00  4. £50.00  5. £30.00  6. £40.00	1. Barbados DL Party 2. Spurs Football Club  3. Chief Executive's Service  4.Chief Executive's Service  5. Housing Directorate  6. Housing Directorate	1. 24.09.05  2. 28.10.05  3.16.12.05  4. 16.12.05  5.21.12.05  6. 21.12.05	1. Attended  2.Donated to the Special Fund – used for Race Night.  3. Special Fund – Raffled at Church  4.Special Fund.  5.Special Fund  6. Special Fund

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
E Griffith		Printer, fax and scanner  Case of Wine  Ticket for Boxing Night	£150.00  £80.00  £40.00	PC World  Cllr Herbie Brown  Haringey Community and Police Boxing Group	15.03.2006  22.03.2006  24.03.2006	Special Fund  Special Fund  Attended
B Hayley		Conference	£250.00	CSG ENCAMS Network Conference	27th and 28/02.06	Attended
P Hillman	Tottenham Hale	Refurbished Computer and refurbished printer for Cllr Hillman's place of work – Kelmscott School, LB Waltham Forest.	Approx. £80.00	Maxitech – Social Enterprise Company	28.10.05	Accepted.
GMMH R Khan		Attendance at the Local Authority Pensions Conference	More than £25.00	Melon Global Investments	14.04.05.	Attended
GMMH R Khan		1. 1 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.	1. Likely to exceed £25.00	1. Haringey Council	1. 23.05.05	1. Attended

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		2. 1 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	2. Likely to exceed £25.00	2. Mayor of Haringey	2. 18.05.05	2. Attended
GMMH R Khan		1. Refreshments at the London Summit 2005, at Queen Elizabeth Conference Centre and Handbag.  2. Dinner at the LGC Finance Awards Competition 2005 at Dorchester, London.	1. Not known, should be above £25.00  2. Not know, should be above £25.00	1. ALG  2. The Conference, organised by the LGC, sponsored by Citigroup. Goldman Sachs etc.	1. 05.11.05  2. 07.11.05	1. Refreshments consumed and a handbag being used in the discharge of duties as a Councillor.  2. Consumed.
GMMH R Khan	West Green	Dinner at the Regency Suite, Bruce Grove to mark end of the West Green Learning Neighbourhood SRB Programme.	Exceeding £25.00 per meal.	Urban Futures UK.	08.03.06	Attended.

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<b>H Lister</b>	Tottenham Green	Executive/CEMB Awayday – West Lodge Hotel, Hadley Wood.	£180.00	LBH	12 <sup>th</sup> and 13 <sup>th</sup> September 2005	Attended
<b>H Lister</b>		NDC Policy Weekend at Theobalds Conference Centre	£100.00 /£120.00	Attended as member of the NDC Board	04-05/02.06	Attended
<b>H Lister</b>		Haringey Business Awards at Decorum Centre, N22.	£25.00/£30.00.	Attended as Exec. Member, Enterprise & Regeneration.	16.03.06	Attended.
<b>H Lister</b>		Cigars	£45/£50	Andre Grant Solicitors.	18.04.06	Retained.
<b>D Manheim</b>	Bounds Green	3 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	£66.00	Mayor of Haringey	18.05.05	Attended
<b>M Newton</b>	Fortis Green	3 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	£66.00	Mayor of Haringey	18.05.05	Attended
<b>M Newton</b>		2 Tickets for VIP reception in the Panorama Room, Alexandra Palace.	Around £25.00 each.	Alexandra Palace Charitable Trust.	05.11.05	Attended.

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
<b>S Peacock Mayor 04/05</b>		1) Selection of 14 bottles of drink. 2) 11 bottles of wine 3) 3 Bottles of Whisky	1) £70.00 2) £50.00 3) £50.00	1) Donated by various clients to HBS. 2) Sure Start, Noel Park Central Library 3) Resident, High Road Wood Grn	1) Over Christmas 2) 10.01.05 3) 28.05.05	1) Special Fund 2) Special Fund 3) Special Fund
<b>S Peacock Mayor 04/05</b>		1) 3 Tickets to the Moscow Circus 2) 2 tickets for 40 <sup>th</sup> Anniversary - Council Dinner at Alexandra Palace	1) £60.00 2) £44.00	1) Moscow Circus 2) LBH	1) 01.04.05 2) 23.05.05	1) Yes, Retained 2) Yes, Retained

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
<b>S Peacock</b> <b>Mayor 04/05</b>		1. 12 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 3 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. 1.£170.14  2. £66.00	Haringey Council  Mayor of Haringey	23.05.05  18.05.05	Attended  Attended
<b>E Prescott</b>		1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each. (One for Cllr DQ Prescott)	1. £28.34  2. £44.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended, but guest did not.  2. Attended
<b>Q Prescott</b>	Hornsey	1 ticket for the Annual Mayor Making Ceremony at £ 14.17 each.  Please also see entry above for Cllr E Prescott.	£14.17	Haringey Council	23.05.05	Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
L Reith		Dinner at Awards Ceremony	£40.00	Management consultancy Association (MCA)	04.04.05	Retained gift
L Reith		1. Hotel accommodation for 2 nights. 2. Conference lunch on 2 days. 3. Return ticket to Harrogate.	(1-3) £350.00	Local Government Association/LB H	6 <sup>th</sup> and 7 <sup>th</sup> July 2005	1. Retained.
L Reith		Dinner	£50.00	Municipal Journal	27.06.05	Retained.
L Reith		4 Tickets for Alexandra Palace Fireworks Display (2 adults, 2 children)	£40.000	Alexandra Palace Charitable Trust.	05.11.05	Retained
L Reith		JUNP (Joining up Northumberland Park) awards ceremony – dinner and drinks.	Possibly over £25.00	JUNP Board	17.02.06	Attended.

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
L Reith		Dinner and drinks at regency room to mark end of JUNP and West Green Learning neighbourhood SRB programmes.	Possibly just over £25.00	Urban Futures	08.03.06	Attended.
R Reynolds	Seven Sisters	1. 4 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 1 ticket for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £66.68  2. £22.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended  2. Attended
R Rice		1. 2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £28.34  2. £44.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended  2. Attended
E. Santry		London, African,Caribbean Business Network awards dinner on 10 <sup>th</sup> March	£30.00	ACB Network	10.05.05	Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
<b>E Santry</b>		1. 1 ticket for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 3 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £14.17  2. £66.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  2. 18.05.05	1. Attended  2. Attended (2 for residents)
<b>A Stanton</b>		1.4 Tickets for Alexandra Palace Fireworks Display.  2. Lunch re meeting of the ALMO Shadow Board.	1. £40.000  2. £13.46	1. Alexandra Palace Charitable Trust.  2. Almo Shadow Board.	1. 05.11.05  2. 12.11.05	1 ticket used.  2. Attended

Name	State Ward Or Position as Co-opted member	Set out brief Description of Gift or Hospitality offered	What do you estimate is the approximate value of gift or hospitality? £	Who offered you the gift or hospitality?	What date did you receive the gift or hospitality?	Did you retain the gift yourself, or did you donate it to a charity or deal with it in some other way?
D Winskill		2 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.	£28.34	Haringey Council	23.05.05	Attended
N Williams		1. 7 tickets for the Annual Mayor Making Ceremony at £ 14.17 each.  2. 2 tickets for the LBH 40 <sup>th</sup> Birthday Celebration at £22.00 each.	1. £28.34  2. £44.00	1. Haringey Council  2. Mayor of Haringey	1. 23.05.05  18.05.05	4 Tickets used.  Attended

## Co-optees

<b>R Lovegrove</b>	Independent Member of Standards Committee	2 Tickets for the Mayor Making event – Alexandra Palace	£25.00 - £30.00 for the pair.	London Borough of Haringey.	23.05.05	Retained.
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# Bridging the

Towards effective local regulation

## **Advance programme – issue one**

Fifth Annual Assembly of Standards Committees  
16-17 October 2006, ICC, Birmingham

## Key to conference session symbols

Where delegates are given the choice to attend one of a number of conference sessions within the programme, each of these sessions has been given a symbol to indicate the format the session will take and, therefore, what delegates can expect from it. The definitions of the session symbols are as follows.



**Plenary sessions** take place in Hall 1, with a maximum attendance of 500. They are informative sessions.



**Mini plenary sessions** are informative sessions taking place in smaller halls, with an attendance of 60-150, but in a more informal setting than the main plenary sessions. These usually incorporate an opportunity for questions and answers.



**Facilitated exchange sessions** take place in medium-sized halls, with a maximum attendance of 80. Independent facilitators direct these sessions, based on broadly defined topics, but discussion is largely delegate led. The sessions provide a forum for delegates to network and share views and experiences, whilst moving towards formulating best practice.



**Presentation and discussion sessions** take place in smaller halls, with a maximum attendance of 60. These sessions involve presentations on key topics, followed by facilitated discussion amongst delegates.



**Workshops** take place in smaller halls, with a maximum attendance of 60. These facilitated sessions take a practical approach to topics, giving delegates the chance to get hands on experience by working through case studies and/or more structured activities, such as role-play.



**Q & A sessions** take place in smaller halls, with a maximum attendance of 60. They provide an open house for delegates to put questions to the Standards Board for England. Representatives from legal and policy and guidance teams, and an ethical standards officer, are on the panel.



**Mini debate sessions** take place in medium-sized halls, with a maximum attendance of 150. Facilitated by a chair and panel of speakers, these sessions tackle some of the broader issues relating to ethical conduct.



**Fringe events** are optional and take place in medium-sized halls. These sessions are organised and run independently of the main conference programme by a range of bodies from the local government family, but cover topics of key interest to delegates.

## Welcome to the Fifth Annual Assembly of Standards Committees

This is the largest gathering of members and officers concerned with the local government Code of Conduct and raising ethical standards.

The conference comes at a time of change, with a revised Code and local arrangements for receiving complaints on the horizon. And for many of you, local investigations and hearings are still in the process of being fully embedded within your authority's governance framework.

So as ever, in the current climate, there seem to be more unknowns facing standards committees and monitoring officers than certainties, plenty of challenges and no room for complacency. And that's what this conference is all about: Where do we need to be? Where are we now? And how do we get there?

This year's programme, therefore, is of practical relevance in helping you and your authority to bridge the gap between where you are now – in being able to deliver effectively on the revised standards framework – and where you need to be, whilst still providing plenty of opportunity for some valuable networking and sharing of experiences and solutions with other local practitioners.

I wish you a successful and productive conference. It will provide you with many of the tools you need to carry you forward.

A handwritten signature in black ink, appearing to read "Sir Anthony Holland".

**Sir Anthony Holland** Chair  
The Standards Board for England

**If you require this programme in another format,  
please contact the Standards Board for England  
on 020 7378 5046.**

**8.30 – 10.15**

**Registration**

Light breakfast available.



**9.15 – 10.00**

**Getting up to speed**

David Prince, Chief Executive, The Standards Board for England

An introductory welcome from the chief executive for those new to the Code of Conduct or conference. Attendance optional. All welcome.

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## **An effective ethical environment: where are we going?**

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**10.15 – 10.25**

**Welcome**

**Hall 1**

Sir Anthony Holland, Chair, The Standards Board for England

**10.25 – 10.40**

**Setting the standard**

**Hall 1**

Phil Woolas MP, Minister for Local Government

The minister opens the conference by setting out his proposals for the future of the ethical framework.

**10.40 – 10.55**

**Bridging the gap: towards strategic regulation**

**Hall 1**

Patricia Hughes, Deputy Chair, The Standards Board for England

An update on the revised Code of Conduct, its implications and the timetable for implementation. And an overview of the Standards Board's plans for transformation into a strategic regulator.

**10.55 – 11.25**

**What will an effective ethical environment look like?**

**Hall 1**

Three key local government figures present their visions of the components of an effective ethical environment: from setting and leading the culture of an authority, to understanding the relationship between ethical standards and the performance of an authority.

**11.25 – 11.45**

**Question time**

**Hall 1**

An opportunity to pose questions to the morning's speakers.

**11.45 – 12.00**

**Comfort break**

**12.00 – 13.00**

## **SESSION 1 Implications of the revised Code and the future ethical environment**

Delegates debate the implications of the revised Code of Conduct, the local filter for complaints and the future ethical environment. Independent facilitators direct the sessions.

Up to ten workshops, each with a maximum of 80 delegates.

Delegates will choose between:

- > A monitoring officer focused session
- > A standards committee focused session
- > A mixed attendance session

Delegates should refer to the reverse of their conference name badge to find out which session they are pre-allocated to attend and its location.  
All delegates attend.

**13.00 – 14.15**

**Lunch**



Hall 3

**14.15 – 15.15****Standards committees: a national snapshot****Hall 1**

BMG Research present findings from research carried out earlier this year into the make-up, capacity and experience of standards committees. The research, commissioned by the Standards Board for England, provides the first national snapshot of standards committees and their work. Two local authorities give delegates a practical insight into how they fit into this national profile.

**15.15 – 15.45****Comfort break**

Refreshments available.

**15.45 – 16.45****SESSION 2 How do you measure up?**

Delegates discuss how their authority compares to the national picture of standards committees presented in the plenary at 14.15. The main focus of this workshop is then for individuals to carry out a practical analysis, identifying the strengths and weaknesses within their authorities, and establish key milestones for improving and moving forward. Independent facilitators direct the sessions.

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- > A monitoring officer focused session
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- > A mixed attendance session

Delegates should refer to the reverse of their conference name badge to find out which session they are pre-allocated to attend and its location.  
All delegates attend.

**16.45 – 17.00****Comfort break**

## Tools to make the transition

**17.00 – 18.15**

### **SESSION 3 Bridging the gap: knowledge, techniques and skills**

Authorities have been able to carry out investigations, hold local hearings, reach determinations and decide on sanctions since the ethical framework was fully implemented in late 2004. And with the challenges of a revised Code of Conduct and a more locally focused system ahead, delegates need to be confident that they have the knowledge, skills and experience necessary to deliver on the ethical agenda to the standard required. In this part of the programme, sessions tackle a range of issues that are key to bridging these gaps. Delegates can choose to attend one of the following sessions.



#### **Case review – lessons learnt so far**

Drawing on four years' experience, this session considers the learning from significant cases, tribunals, local hearings and circumstances where an ethical standards officer has made the decision not to refer a matter for determination. **Useful for all delegates.**



#### **A robust filter**

From 2008, standards committees will be receiving complaints and deciding if they should be investigated and, if so, whether that investigation should either be carried out locally, or nationally by the Standards Board for England. Delegates consider the practicalities of a local filter: Could joint arrangements work? How? What types of cases should be investigated at a national level? **This session is primarily aimed at standards committee members.**



#### **Conducting an effective investigation**

Examination of the essential components of an effective investigation – from understanding the technical elements of the investigative process, to exploring key competencies, including timeliness and proportionality. Following the presentation, delegates are encouraged to share their experiences, with the aim of moving towards best practice. **Particularly useful for monitoring officers new to the investigative process and for those wanting a refresher.**



### **Holding an effective hearing**

This presentation explores the essential components of holding a fair and effective hearing – from understanding the framework that local hearings operate within, to exploring key principles of implementation, such as best practice for pre-hearing preparation, and identifying common pitfalls to avoid. Delegates have the opportunity to contribute their experiences. **Particularly useful for standards committee members new to the hearing process and for those wanting a refresher.**



### **Investigations – work through**

Delegates work through a case study, based on several problematic/topical areas of the Code of Conduct, applying the Code to reach a decision on a matter under investigation. This session also touches on key competencies of the investigative process and enables delegates to consider best practice approaches to some of the most frequently encountered difficulties in areas such as decision-making and report drafting. **Particularly useful for monitoring officers who want to develop their skills in this area.**



### **Hearings – work through**

Delegates work through a case study, based on issues that can affect the fairness and proportionality of a hearing and subsequent sanction, applying the Code to reach a decision on a matter under consideration at a fictional tribunal. This session also touches on some technical areas of the hearing process and encourages delegates to consider what constitutes a proportionate sanction. **Particularly useful for all those involved in the hearings process and who want to develop their skills in this area.**



### **The revised Code – declaring interests**

The definition of interests that must be declared is one of the most fundamental revisions proposed to the Code of Conduct. Using worked examples, this session considers the anticipated requirements, particularly in relation to planning and licensing. **A useful session for new monitoring officers and those wanting an in-depth refresher.**



### Investigations – in-house or out-house?

Authorities can conduct an investigation in one of three ways: by carrying it out themselves, by outsourcing the function, or by developing reciprocal arrangements with other authorities in their area. Several authorities share their experiences. What difficulties did they encounter? What advice would they give others? During this session, delegates consider the benefits and risks of each approach and discuss the circumstances within which each option may be most appropriate. This session is primarily aimed at monitoring officers.



### General open house Q & A

Open house for delegates to put questions relating to any topic to representatives from the Standards Board for England.

**18.15**

### Close of day one

**18.30 – 19.30**

#### Fringe events (optional)

Various fringe events include:



**Association of Council Secretaries and Solicitors (ACSeS)**



**Improvement and Development Agency (IDeA)**



**Society of Local Authority Chief Executives and Senior Managers (SOLACE)**

**19.30 – 20.00**

#### Drinks reception



**20.00 – late**

#### Conference dinner

Free seating. Dress code is smart or smart-casual.

Cash bar available.



Live music from the Al Gurr Quartet, featuring Sarah Coleman on vocals.

# Tuesday 17 October 2006

**8.00 – 9.00**

## **Refreshments**

Tea and coffee available. Delegates attending for today only need to register at the Enquiries desk.



**9.00 – 10.15**

## **SESSION 4 Bridging the gap: knowledge, techniques and skills**

Authorities have been able to carry out investigations, hold local hearings, reach determinations and decide on sanctions since the ethical framework was fully implemented in late 2004. And with the challenges of a revised Code of Conduct and a more locally focused system ahead, delegates need to be confident that they have the knowledge, skills and experience necessary to deliver on the ethical agenda to the standard required. In this part of the programme, sessions tackle a range of issues that are key to bridging these gaps. Delegates can choose to attend one of the following sessions.



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### The revised Code – declaring interests

The definition of interests that must be declared is one of the most fundamental revisions proposed to the Code of Conduct. Using worked examples, this session considers the anticipated requirements, particularly in relation to planning and licensing. A useful session for new monitoring officers and those wanting an in-depth refresher.



### Investigations – in-house or out-house?

Authorities can conduct an investigation in one of three ways: by carrying it out themselves, by outsourcing the function, or by developing reciprocal arrangements with other authorities in their area. Several authorities share their experiences. What difficulties did they encounter? What advice would they give others? During this session, delegates consider the benefits and risks of each approach and discuss the circumstances within which each option may be most appropriate. This session is primarily aimed at monitoring officers.



### General open house Q & A

Open house for delegates to put questions relating to any topic to representatives from the Standards Board for England.

**10.15 – 10.45**

#### **Comfort break**

Refreshments available.



**10.45 – 11.45**

#### **When politics becomes personal:**

#### **is local level governance the panacea?**

**Hall 1**

Three opinion-formers contribute their differing views on this topical issue.

Delegates are invited to pose questions to the panel.

**11.45 – 12.00**

#### **Comfort break**

**12.00 – 13.15****SESSION 5 Bridging the gap: awareness, development, wider debate**

Authorities need to be confident that good conduct is both engrained within the culture of their authority from the top down and exists as a foundation, underpinning the partnerships that they build with other authorities in the area and with the local community. Sessions in this part of the programme, therefore, focus on bridging the gap between simply fulfilling the statutory obligations of carrying out investigations and hearings and moving towards taking a more holistic approach to integrating ethical standards into the corporate governance framework. Delegates can choose to attend one of the following sessions.

**Corporate governance – integrating the ethical agenda**

This presentation explores the role of the ethical agenda as a crucial part of the wider governance framework of an authority. The joint Chartered Institute of Public Finance and Accountancy (CIPFA)/Society of Local Authority Chief Executives and Senior Managers (SOLACE) working group shares its understanding of effective corporate governance.  
Useful for all delegates.

**Freedom of expression – drawing the line**

Where is the line to be drawn between freedom of expression and causing offence to others? This session invites delegates to consider the views presented by a panel of key local government figures and then debate this fundamental issue and its implications for the Code of Conduct.  
Useful for all delegates.

**An inclusive approach to towns and parishes**

Brief presentations highlight a range of strategies that can be implemented to better engage with town and parish councils and raise the profile of these councils within a local community. Amongst the issues explored will be: providing proactive training and support arrangements, mentoring schemes, and model agreements between standards committees and county associations. Delegates are encouraged to develop a list of best practice approaches they can employ within their local area.

Particularly useful for anyone who works with town and parish councils.



### Towns and parishes – when things go wrong

Town and parish councils are increasingly important as the first tier of local government, but they can be vulnerable to infighting and conflict. Presentations from authorities, who have dealt with town or parish councils that have experienced problems, provide an insight into the difficulties that can occur and methods of tackling these issues effectively. What are the appropriate roles for standards committees, monitoring officers and the Standards Board for England in these situations? This session encourages delegates to explore the alternatives for handling circumstances where town or parish council relations have broken down. **Particularly useful for anyone who may work with town and parish councils that are experiencing problems and require support.**



### Training the trainer

Everyone agrees that good training is vital, but how best to provide it? This session, run by an independent trainer, offers practical advice on planning and running training sessions for members. **Particularly useful for anyone who is responsible for training others.**



### Working proactively – the role of standards committees

Standards committees have a far wider role than simply dealing with casework. In this session, two standards committees share their extended work programmes and explain what kinds of additional responsibilities they have taken on and how these work in practice. Delegates work together to explore some of the more proactive roles they play, including sharing good practice examples of how they promote and support high standards of conduct within their authorities. **A useful session for new standards committee members and those wanting a refresher.**



### Standards committees – raising your profile

In order to operate effectively, standards committees need to promote their role both within their authorities and to their local communities – but how? In this session, delegates are encouraged to identify and evaluate strategies for raising their profile. And, in light of the proposed local filter for allegations from 2008, delegates can take this opportunity to consider how they may publicise the new process to the public. **A useful session for all standards committee members.**



### Issues of independence

The role of the independent member is, undoubtedly, crucial to the effective operation of the ethical agenda. This session considers that role, the skills and competencies independent members need, how they can best be recruited, the support and training they require and their relationship with the authority and its elected members. Delegates are invited to contribute any key issues of concern with regard to these topics and share possible solutions and best practice. This session is primarily aimed at independent members, and those involved in their recruitment and selection.



### Monitoring officer open house Q & A

Open house for delegates to put questions relating to any topic to representatives from the Standards Board for England.

This session is primarily aimed at monitoring officers.

**13.15 – 14.30**

**Lunch**



**Hall 3**

**14.30 – 15.45**

### **SESSION 6 Bridging the gap: awareness, development, wider debate**

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### **Standards committee open house Q & A**

Open house for delegates to put questions relating to any topic to representatives from the Standards Board for England. This session is primarily aimed at standards committee members.



**15.45 – 16.00**  
**Comfort break**

**16.00 – 16.20**  
**Time to reflect**

**Hall 1**

Sir Anthony Holland, Chair, The Standards Board for England

**16.20 – 16.30**  
**Moving forward**

**Hall 1**

David Prince, Chief Executive, The Standards Board for England

A reflection on the highlights of the past two days and a look ahead to taking the ethical agenda forward.

**16.30**  
**Close**  
Refreshments available.



All information contained within this programme was correct at the time of publication, but may be subject to change.

The mill responsible for producing this paper has a certified environmental management system. It is accredited with ISO14001 and EMAS. The pulp used in the production of this paper is Elemental Chlorine Free.

## How to get there

The ICC is located in the centre of Birmingham. You can travel there in a number of ways.

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### **By train**

Services to Birmingham New Street Station travel from locations all over the country. Services to Birmingham Snow Hill Station run in the local area. Please telephone National Rail Enquiries on 08457 48 49 50 for further information.

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### **By car**

Birmingham is easily accessible via a network of motorways.

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### **By taxi**

The venue is a short taxi ride from Birmingham New Street and Birmingham Snow Hill stations.

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### **On foot**

The venue is approximately 10 minutes walk from Birmingham New Street Station.

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### **Car parking**

There are five public multi-storey car parks close to the ICC.

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A location map will be sent to delegates in a final mailing, shortly before the conference. The map will indicate the motorways, train stations and car parks.

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### **Further information**

If you have any enquiries regarding the conference, please contact:

Benedict Business Resources  
St Jude's Place  
PO Box 617  
Albury, Guildford  
Surrey, GU5 9XU

Telephone: 01483 205 432  
Fax: 01483 202 335  
E-mail: [annualassembly2006@standardsboard.co.uk](mailto:annualassembly2006@standardsboard.co.uk)

Alternatively, visit our conference website at  
**[www.annualassembly.co.uk](http://www.annualassembly.co.uk)**

## Delegate booking form

Please complete this form in  
**BLOCK CAPITALS** using a black pen.

You can book for up to two delegates  
using this form. If you would like to book  
more than two delegates, please either  
photocopy this form or request a further  
copy from Benedict Business Resources.  
Alternatively, you may book online by  
visiting the dedicated conference website  
at [www.annualassembly.co.uk](http://www.annualassembly.co.uk)

All delegate bookings will be for two-day  
attendance at the conference, unless  
otherwise indicated.

Total number of delegates booked

1  2  3  4  5  6

**Please complete, sign and return this form  
by fax, e-mail or post to:**

Benedict Business Resources,  
St Jude's Place, PO Box 617, Albury,  
Guildford, Surrey, GU5 9XU

Telephone: 01483 205 432  
Fax: 01483 202 335  
E-mail: [benedictbr@btinternet.com](mailto:benedictbr@btinternet.com)

Purchase order number

Invoicing address (if different)

Postcode

Signed

Dated

### Contact details

Name of organisation

Contact name

Address to which delegate packs should be sent

Postcode

Telephone

E-mail

### First delegate details

Title Cllr  Mr  Ms  Mrs  Miss

First name  Surname

Job title

Please indicate which *one* of the following categories best describes your role:

Chief executive  Council leader  Independent member

Monitoring officer  Standards committee member

Other (please specify)

Vegetarian diet  Vegan diet  Wheelchair access

Induction loop  Large print  Other (please specify)

Please indicate whether or not you will be attending the conference dinner on Monday evening: Yes  No

### Please complete this section if you are booking for ONE day only

Please tick which day you wish to attend: Monday  Tuesday

### Second delegate details

Title Cllr  Mr  Ms  Mrs  Miss

First name  Surname

Job title

Please indicate which *one* of the following categories best describes your role:

Chief executive  Council leader  Independent member

Monitoring officer  Standards committee member

Other (please specify)

Vegetarian diet  Vegan diet  Wheelchair access

Induction loop  Large print  Other (please specify)

Please indicate whether or not you will be attending the conference dinner on Monday evening: Yes  No

### Please complete this section if you are booking for ONE day only

Please tick which day you wish to attend: Monday  Tuesday

continues overleaf

## Booking notes

### Conference fees

Fee for the two-day conference is **£415 plus VAT** per delegate. This includes conference notes and refreshments (Monday lunch and dinner, and Tuesday lunch).

Fee for one-day attendance is **£310 plus VAT** per delegate. This includes conference notes and refreshments (Monday dinner and lunch on the day you are attending).

Fee for guests accompanying delegates to the conference dinner is **£42.50 plus VAT** per guest. We regret that this fee is non-refundable.

Please note that the two-day fee is for a single delegate, attending the conference for two days. If two separate delegates wish to attend one day each, the fee will be **£310 plus VAT** per delegate. Split delegate places are not permissible.

We regret that we are unable to refund the cost of any meals not taken.

Conference fees do not include any accommodation or travel expenses. These are the responsibility of the delegate.

### Payment

An invoice will be raised on receipt of this booking form and sent, under separate cover, to the address indicated.

Payment must be made within 28 days of the invoice date and in advance of attendance in order to secure your place. Cheques should be made payable to the Standards Board for England and returned to Benedict Business Resources. BACS details will be shown on the invoice.

We regret that we are unable to accept telephone bookings.

### Confirmation

A pack confirming your place will be mailed individually to each delegate shortly after receipt of the booking form.

### Cancellation

It will not be possible to refund any fees if notification of cancellation is received after **15 September 2006**. Any booking cancelled after this date will be subject to the full conference fee. Substitute delegates are welcome. Please note that cancellations or substitute delegate names must be received in writing, by e-mail or by fax.

Please note that it may be necessary, for reasons beyond the control of the Standards Board for England, to change the content or timing of the programme, speakers or the venue.

### Data protection

By signing this booking form you consent to these details being stored in a database operated by Benedict Business Resources, on behalf of the Standards Board for England. They will only be used for the purposes of administering this conference and will not be used after the event for marketing purposes, nor will they be sold to any third parties.

Special needs information will be disclosed to the venue's representatives in order to facilitate your attendance at the event. Full copies of the Benedict Business Resources and the Standards Board for England privacy policies are available on request.