

CARLISLE CITY COUNCIL

A2

Report to:- THE CHAIRMAN AND MEMBERS OF THE STANDARDS COMMITTEE

Date of Meeting:- 25 JUNE 2002

Agenda Item No:-

Public

Information

Delegated No

Accompanying Comments and Statements

Required

Included

Environmental Impact Statement:

Corporate Management Team Comments:

City Treasurers Comments:

City Solicitor & Secretary Comments:

Head of Personnel Services Comments:

Title:- CODE OF CONDUCT

Report of:- CITY SOLICITOR AND SECRETARY

Report reference:- TC.114/02

1. INTRODUCTION

1.1 One of the functions of the Standards Committee is to promote and maintain high standards of conduct within the Council and to monitor and advise on the operation of the Code of Conduct of the City Council and the Parish Councils within the City Council's area.

1.2 I have set out below an overview of the situation with regard to the adoption of the Code by the City Council and progress of Parish Councils within the City Council's area in adopting the Model Code.

1.3 Members may recall that at the meeting of the Standards Committee on 19 December 2001 the Committee recommended that:

1.4 the Code of Conduct should be reported to the Council on 15 January to bring it to the attention of all Members at the earliest possible date and also recommended

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

the City Council to adopt the Code without any amendments but to defer formal adoption until the Council meeting on 5 March 2002 to give time for training for all City Councillors and:

- 1.5 to confirm approval of the revised planning guidance and the e-mail protocol as supplementary guidance in observing the Code of Conduct but again deferring formal confirmation of those guidance documents until the Model Code was adopted by the Council on 5 March 2002.
- 1.6 The Committee also instructed me prior to the adoption by the Council on 5 March 2002 to arrange for a series of training seminars to appraise Members of the requirements of the Model Code prior to adoption and following the adoption of the Code to take all necessary steps to assist Members in completing the Undertakings to Observe the Code and the Registering of Members' Interest.
- 1.7 The Committee at that time also instructed me to hold further discussions with Parish Clerks on the best way to assist Parish Council Members with the implementation of the new requirements and to arrange for training modules to be provided to Parish Clerks and Chairmen.

2. CITY COUNCIL MEMBERS

- 2.1 In accordance with the instructions of the Committee I reported the Model Code of Conduct to the City Council at its meeting on 15 January and the Council agreed to defer adoption until 5 March in order to give time for the various recommendations of the Standards Committee to be carried out. I also arranged for training seminars for Members, which were held both during the day and in the evening, to appraise them of the requirements of the new Code. The four training sessions were attended by a total of 37 of the 52 Members. Additional training seminars have been arranged for new Members.
- 2.2 The Code was formally adopted by the City Council at its meeting on 5 March and all Members of the City Council completed the Register of Financial Interests within the 28 days as required by the Code and all Members completed the Undertaking to observe the Code within 2 months as required by the Code.
- 2.3 Following the municipal elections on 2 May all new Members and those re-elected completed a new form for the Register of Financial Interests and Declaration of Acceptance of Office within the required timescales.

3. STANDARDS COMMITTEE

- 3.1 The forms for the Register of Financial Interest, and Undertaking to observe the Code were also completed by the 4 co-opted Members serving on the Standards Committee within the required timescales.

4. PARISH COUNCILS

- 4.1 With regard to the Parish Councils within the City Council's area I discussed with representatives of the Cumbria Association of Local Councils the best way to provide assistance/training for Parish Councils within the City Council's area and it was agreed that a series of training modules should be held which would be open to the Parish Clerks and Chairmen with one of those meetings also being open to any Parish Councillor who wished to come along and raise issues. Three training sessions were provided, one in the evening in Brampton, one in the evening in Longtown and one in the afternoon in the Civic Centre. I also issued a step by step guide to Parish Clerks which had been drawn up following discussions with representatives of the Cumbria Association of Local Councils on the process to follow in adopting the Code. This was issued to all Parish Councils together with a "green file" which contained sufficient copies of all the necessary forms for each Parish to enable the Parishes to adopt the Code and fulfil their requirements.
- 4.2 I have attached at Appendix A a list showing the dates when each Parish Council within the City Council's area adopted the Code.
- 4.3 All the Parish Councils with the exception of Farlam and the newly established Parish of Carlattan and Cumrew have now adopted the Code and I have written to the Standards Board to advise them of the position in respect of all the Parishes in the Council's area.
- 4.4 I have also written to the Standards Board to advise them of any instances where Parish Councillors may not have completed the necessary Declaration of Interest forms within the required timescales.

5. Recommendation:-

Members are recommended to note the report and the actions which have been taken to progress the adoption of the Model Code of Conduct by both the City Council and Parish Councils within the City Council's area.

City Solicitor and Secretary

13 June 2002

City of Carlisle - Parishes Code of Conduct Adoption Dates

Arthuret	CODE ADOPT:	30/04/02
Beaumont	CODE ADOPT:	29/04/02
Bewcastle	CODE ADOPT:	25/03/02
Brampton	CODE ADOPT:	26/02/02
Burgh-by-Sands	CODE ADOPT:	06/03/02
Burtholme	CODE ADOPT:	20/03/02
Carlatton & Cumrew	CODE ADOPT:	
Castle Carrock	CODE ADOPT:	13/03/02
Cummersdale	CODE ADOPT:	18/03/02
Cumwhitton	CODE ADOPT:	25/02/02
Dalston	CODE ADOPT:	09/04/02
Nether Denton	CODE ADOPT:	27/03/02
Upper Denton	CODE ADOPT:	25/03/02
Farlam	CODE ADOPT:	
Hayton	CODE ADOPT:	20/02/02
Hethersgill	CODE ADOPT:	09/04/02
Irthington	CODE ADOPT:	06/03/02
Kingmoor	CODE ADOPT:	18/04/02

City of Carlisle - Parishes Code of Conduct Adoption Dates

Kingwater CODE ADOPT: 17/04/02

Kirkandrews CODE ADOPT: 01/05/02

**Kirklington
Middle** CODE ADOPT: 05/03/02

Midgeholme CODE ADOPT: 18/04/02

Nicholforest CODE ADOPT: 08/04/02

Orton CODE ADOPT: 02/05/02

Rockcliffe CODE ADOPT: 02/04/02

Scaleby CODE ADOPT: 06/03/02

Solport CODE ADOPT: 04/04/02

**St. Cuthbert
Without** CODE ADOPT: 21/03/02

Stanwix Rural CODE ADOPT: 13/03/02

Stapleton CODE ADOPT: 25/02/02

Walton CODE ADOPT: 25/03/02

Waterhead CODE ADOPT: 03/04/02

Westlinton CODE ADOPT: 17/04/02

Wetheral CODE ADOPT: 13/03/02